

Job Description

POST: Admin Assistant

RESPONSIBLE TO: Headteacher

SALARY: Actual £5906.40

LOCATION: Birchwood Primary School, Birchwood Avenue, Dordon, Tamworth, Staffs, B78 1QU

WORKING PATTERN: 15 hours per week, 39 weeks per year

DISCLOSURE LEVEL: Enhanced

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

BROAD DESCRIPTION:

Provides a full receptionist service and clerical support to the school. Work is governed by established processes/procedures. Work is carried out without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from a senior member of staff (normally admin).

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has no or limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE: The post has no or limited direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information

TYPICAL TASKS

Reception:

Ensure reception area is welcoming and tidy.

Receives visitors and deliveries/goods, dealing with associated administration (security badges, signing delivery notes)

Deal with routine enquiries, providing general information about the school and its activities – in person, by phone and email.

Be a first point of contact for students/pupils requiring help/support and referring them to other appropriate staff in school

Answering the telephone.

Office duties:

Handle incoming mail, ensuring appropriate distribution
Handle outgoing mail, franking and posting, maintaining records of postage
Ensure supply of and maintain stationery and office supplies
Maintain records / files / data bases, inputting and retrieving information.
Prepare registers and absence forms, ensuring relevant information is disseminated promptly re: absences
Undertake word processing, generating standard letters
Assist with the production of the weekly school newsletter
Administer late and pass-out slips to students
Running and administering the school uniform shop
School Photograph administration

QUALIFICATIONS/ TRAINING AND LIKELY ABILITIES

Educated to at least GCSE/GCE O level /CSE grade 1, in literacy and numeracy to be able to write routine letters, handle/record cash, work with data bases and maintain records.
Able to communicate and exchange information verbally and in writing, with a range of audiences.
Good knowledge of the school, its organisation, activities and policies.
Can undertake straightforward calculations, maintain records and read and write messages and instructions.
Competent in use of software and office equipment
Can operate a computer and have sound word processing skills.
Able to undertake routine work or work within established procedures but without close supervision.
Can solve straightforward problems. Able to make some decisions involving the use of judgement.
Can maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information.
Understands the need for professional relationships within the school.
Good organisational skills
Be able to stay calm and (on occasion) deal with difficult or aggressive visitors.

Safeguarding Children

CAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Head of Human Resources. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

These are our values. They can be thought of as our ‘non-negotiables’ - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control (‘knowing what to do when they don’t know what to do’) in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - ‘letting your light shine’: All young people achieve things they can be proud of every day in addition to academic success and outside our school’s planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other’s professional and personal wellbeing.

All members of the staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships, working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. All staff have clarity and certainty about the direction our school is taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to at least GCSE/GCE O level/CSE grade 1, in literacy and numeracy • At least 2 years of office experience • Satisfactory completion of Data and Barring service check (to be taken up on offer of post) 	<p>Experience of working in a school environment or with young people in particular.</p> <p>Valid first aid certificate</p>

Experience, Skills and knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of standard office applications particularly Microsoft Office including Word, Excel and Publisher • Be able to maintain effective and accurate records in various formats and record data proficiently • Be competent in the use of office equipment • Effectively communicate, via telephone or face to face with all stakeholders and visitors to the school • Understand the importance of confidentiality at all times and understanding of the privileged position regarding access to pupil, staff and stakeholders information • Must be willing to undertake additional training and be committed to on the job training • Must be willing to undertake additional hours outside of contracted hours for which additional pay will be granted • Display a high level of keyboard skills and the ability to draft business letters appropriately • Ability to work within established procedures • Work well as part of a team and with staff at all levels • Maintain a high level of confidentiality at all times • Maintain professional relationships with a variety of audiences in and around school • Use own initiative to solve problems • Prioritise work in a busy environment • Be reliable, punctual and trustworthy • Work to tight deadlines and without supervision 	<p>A working knowledge of SIMS (School Information Management System)</p> <p>Adapt and learn new skills and procedures quickly and effectively</p> <p>Interests which would support development of clubs and activities in school</p>
Personal Qualities	<ul style="list-style-type: none"> • Hardworking and have a positive attitude. • Stay calm and on occasion deal with difficult visitors/situations • Physically be able to undertake a full range of duties • Endless patience and a sense of humour 	<p>Ability and willingness to cover other duties as and when required</p> <p>Willingness to undertake first aid duties</p>

Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	
-------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--