Faculty Administrator (Languages)

Job Description

Job Purpose
To support teaching and learning by providing high quality administrative support as part of a committed and flexible team.

Main Duties:
Faculty support – working with faculty staff on both sites undertaking a selection of the following duties;

- Assisting with the planning of trips, preparing paperwork and making bookings
- Word processing and spreadsheet work
- Setting up and maintaining filing of schemes of work
- Preparing and inputting coursework marks and papers for moderation
- Preparing submissions for exam boards
- Assisting with the tracking of students' progress across all key stages.
- Processing faculty detention details
- Maintaining faculty equipment
- Processing orders, stock checks, collecting and distributing stationery
- Setting up, maintaining and monitoring an electronic ordering system for issuing books within the faculty.
- Photocopying, printing and finishing work
- Making and receiving telephone calls and emailing parents/carers when required
- Supporting and helping in the planning of open evenings
- General administration duties
- Putting up notices and wall displays in the faculty area

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Health & Safety

- To take reasonable care of own health and safety with due care for others who might be affected by what you do or do not do
- To be familiar with emergency and First Aid procedures
- To use work items provided correctly and in accordance with training and instructions
- To ensure tasks are completed in a safe manner
- To cooperate with all aspects and issues regarding health and safety
- To report any health and safety concerns to your line manager as soon as possible
- To adhere to the School's and health and safety policies and, in particular, child protection policies

Safeguarding

- All staff have a responsibility to ensure that all School Child Protection policies are adhered to and concerns are raised in accordance with these policies.

Security and data protection

- All employees are expected to work within the confines of the General Data Protection Regulations and to take appropriate measures to ensure the security and confidentiality of data.

Other Duties

- All staff are expected to attend an Annual Appraisal, school and departmental meetings and training or INSET sessions as directed by the Line Manager or the School Manager.
- Undertake any other reasonable tasks

Reporting lines

The post holder reports directly to the Head of Languages Faculty
The post holder has no responsibility for managing other staff.

Person Specification

ESSENTIAL
Experience & qualifications
Experience of working in an office environment or similar (S, A, I)
English & Maths GCSE 9-4/A*-C or equivalent (S, A, I, T)

Knowledge
An interest in education (S, A, I)
Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services (I)

Skills
Excellent ICT skills including familiarity with Word, Excel, Teams etc. (S, A, T)
Ability to work quickly and accurately (S, I)

Personal qualities
Flexibility in terms of hours and location (S, A, I)
Awareness of and commitment to customer care (S, A, I)
Ability to use own initiative and to work independently and to work as part of a team (S, A, I)
Very good communication skills, both verbal and written (S, A, I)
Ability to work under pressure and remain calm in difficult situations (A, I)
Ability to prioritise work and meet challenging deadlines (S, A, I)
Ability to plan own workload and be aware of colleagues' priorities (A, I)
Open to change (A, I)

Safeguarding
Motivation to work with children & young people / in an educational setting (S, A, I)
Ability to maintain personal boundaries with children & young people (A,I)
Commitment to implement the school's Behaviour Management Policy or to refer to teaching colleagues as appropriate (A, I)

DESIRABLE
Experience & qualifications
Experience of working in a school (S, A, I)

Knowledge
Knowledge of schools and issues relating to education (S, A)

Skills
Driving licence and use of own car (A)

How this will be tested: A = application form / I = at interview / T = practical test / S = criteria used for shortlisting

Terms & Conditions

Salary

The salary for this post is Grade 5. This is equivalent to an actual starting salary of £8,122 per annum based on 13.5 hours per week, term time only. The full-time equivalent pay range is £26,429 - £27,275 per annum.

Progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours

The post is for 13.5 hours per week

This post is term time only. There is also an entitlement to paid holidays, based on length of service. Leave may only be taken during school holidays.

Pension arrangements

The postholder will be entitled to join the Local Government Pension Scheme (LGPS). The LGPS is a valuable part of the pay and reward package for employees. The key features of the scheme can be found here: https://www.lgpsmember.org/toj/thinking-joining-key.php

Terms and Conditions

Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. On completion of a satisfactory probationary period, the post will be confirmed as permanent.

Location

The successful applicant will be an employee of Thame Partnership Academy Trust and may be required to work on any of its sites.

Other

Thame Partnership Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure & Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and the requirements of the Immigration, Asylum and Nationality Act.