



## ADMINISTRATION ASSISTANT

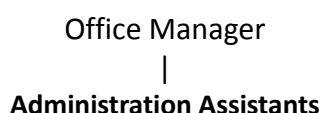
**RESPONSIBLE TO:** Office Manager

**GRADE:** L3

**CONDITIONS:** 37 hours a week, 39 weeks a year

**PURPOSE OF POST:** To undertake a range of administrative, secretarial and clerical duties which support the provision of high quality administrative services to the school.

**ORGANISATION CHART:**



1. Assist the Examinations and Compliance Manager in all aspects of the management of examinations in school.
2. Provide administrative support service to allocated curriculum area departments comprising a wide range of duties encompassing word processing policies, procedures and documents ensuring that deadlines are met and confidentiality maintained at all times.
3. Maintaining allocated subject department budgets to include ordering, liaising with suppliers to achieve best value, stock taking and annual inventory of equipment.
4. Ensure that a full and responsive administration support service is available to all staff, including photocopying, printing, postal duties, filing etc.
5. Produce standard letters (teachers may be required to contribute as appropriate in formulating the contents of standard letters) and creating letters etc. for teaching staff, minute taking; ordering and stocktaking of supplies; cataloguing, preparing, issuing and maintaining equipment and materials; taking telephone messages; making diary appointments and arrangements for visitors; supporting class teachers with photocopying, organisation of resources and other administrative requirements.
6. Ensure that all statistical and other information required by the school, the LA, DCSF and others is provided accurately and to timescale eg. PLASC, pupil transfers, etc in conjunction with Central Administration.
7. Maintain computerised systems and liaise with LA and feeder schools in relation to Admissions/New Intake.
9. Maintain all necessary record keeping systems and computerised management information systems ensuring that these are accurate and up to date at all times. Producing statutory returns, data and reports and analysing these as required
13. Respond to queries from all stakeholders as appropriate.
14. To support the team in maintaining the ethos of the school.
15. Staffing the school switchboard and reception as and when required.
17. To provide cover for hospitality as required.
18. Undertake other duties of a similar level and responsibility as appropriate.

**DIMENSIONS:**

**Supervisory management:** NA

**Financial resources:** NA

**Physical resources:** Office equipment and supplies.

**Other:** NA

**Physical effort:** Operation of standard office equipment to include personal computers, photocopiers, and telephones.

**Working environment:** Office environment

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Chiltern Learning Trust policies are reflected in all aspects of his/her work, in particular those relating to Equal Opportunities, Health and Safety, Data Protection Act (1984, 1998)

### **Safeguarding Children**

**CONTEXT:**

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

**Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*CVs will not be accepted for any posts based in schools.*

## Person Specification: Administration

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Substantial administrative experience including use of ICT.	1,2,3	Experience gained in a school office.	1,2
<b>Skills/Abilities</b>	Able to use own initiative within defined procedures and policies. Able to draft reports and letters. Able to work within and meet competing deadlines and targets. Able to supervise and build an effective and flexible team. Able to communicate tactfully and politely with parents, pupils, colleagues, governors and the schools community. Able to maintain accuracy and attention to detail	1,2   1,2  1,2  1,2  1,2  1,2		
<b>Equality Issues</b>	Able to demonstrate an understanding of equality principles in service delivery and employment.	1,2		
<b>Specialist Knowledge</b>	Demonstrable knowledge of relevant ICT systems including word processing. Knowledge of Word and Excel.	1,2,3  1,2,3	Knowledge of SIMS	

	Principles of Health & Safety in an office environment.			
<b>Education and Training</b>	NVQ Level 2 in administration or equivalent or equivalent experience. Evidence of personal development.	1,2,4  1,2		
<b>Other Requirements</b>	Willing to be responsive to the demands of a changing environment. Willingness to undertake further work related training. Willingness to undertake First Aid training and to apply this in the school	1,2  1,2  1,2		

1 = Application Form	2 = Interview	3 = Test
4 = Proof of Qualification	5 = Practical Exercise	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.