



Job Description

Admin Support Assistant

Introduction

The Greenfield Nursery and Hurst Drive Primary Federation consists of two schools: Greenfield Nursery School and Hurst Drive Primary School. They are situated in Waltham Cross in the Borough of Broxbourne, Hertfordshire – easily accessed by car via the A10 junction of the M25 (Junction 25) or by train being only a ten-minute walk from Theobalds Grove or Waltham Cross railway stations. We are privileged as a federation to serve children from a rich and diverse local community and are committed to providing the very highest quality education for all our children.

Vision Statement

As a federation, we believe in striving for success for all our children through working together within and across our schools and the wider community. We believe in the importance of fostering strong relationships that support children's learning and development.

Our vision is that all children who attend our schools will be successful academically. We consider it of equal importance that they are successful in their social, emotional, cultural and cognitive development.

Title and Grade of Post

Post Title: Administrative Support Assistant

Pay Scale: H2 – pro rata - term-time only

Contract Type: Fixed-Term, term-time only, Monday-Friday 8.30 – 11.30

1. Purpose of the Job

To provide an effective and efficient clerical and welfare support to the school.

2. Employment Duties

This is a support staff post within the school's staffing structure which involves working closely with the Admin Team and Business Manager. The post is otherwise subject to the National Agreement on Pay and Conditions of Service (the 'Green Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective running of the school.

As a member of the school staff, the post holder will be required to:-

- Comply with policies and procedures relating to child protection, health and safety, equality, confidentiality and data protection; and
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development.

3. Relationships

The post holder is responsible to the School Business Manager. The work is varied and has daily, monthly and termly routines.

The jobholder exercises discretion in filtering letters and phone calls for the Headteacher's PA (and other Senior leaders) whilst ensuring that all enquiries are dealt with efficiently. The post holder is expected to interact on a professional level with pupils, parents, carers and colleagues – including outside agencies – and governors, seeking to establish and maintain productive relationships with them in order to ensure the smooth running of the school.

4. Key responsibilities

The post holder will be required to work flexibly as part of the administration team with guidance and training from or organised by the School Business Manager in the following areas:

- To be a warm, welcoming point of contact for both telephone and face-to-face enquiries and take messages where appropriate;
- To assist with pupil welfare matters, including contacting parents/carers and staff;
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in via the electronic system;
- To provide hospitality for visitors;
- To accept and sign for deliveries, liaising with the Site Manager/Finance Administrator when deliveries arrive so these may be stored safely;
- To undertake clerical support, including photocopying, filing and attending to routine correspondence via e-mail, telephone or letter;
- To read and accurately maintain the office diary to ensure the smooth running of the school (e.g. greeting a visitor by name having seen the meeting arranged on the office diary);
- To carry out routine administrative tasks, including the completion of records and registers in accordance with school policy;
- To work flexibly with reasonable notice (e.g. parents and carers' evening) as required; and,
- To ensure all information is treated confidentially and have absolute discretion at all times.

5. Notes

The Greenfield and Hurst Drive Federation together with local authority are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment

The school is an Equal Opportunity Employer committed to the promotion of equal opportunities and diversity.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

The Greenfield and Hurst Drive Federation actively promotes the core British Values defined by the Department for Education as: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

The Greenfield and Hurst Drive Federation is a safer recruitment school. The successful candidate will be subject to rigorous safeguarding check and will be expected to undertake safeguarding training as part of the induction process.

Employment checks required:

- Enhanced DBS check
- Evidence of entitlement to work in the UK
- Evidence of essential qualifications (see page 2 of this job specification)
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

Person Specification – Administrative Assistant		
	Essential	Desirable
Experience	<ul style="list-style-type: none"> • At least 2 years working in a busy office. • Experience of managing calendars, diaries and events • Experience of managing data in line with appropriate legislation (e.g. GDPR) 	Experience of working in a school office
Qualifications / Training	<ul style="list-style-type: none"> • GCSE or equivalent in English and maths 	<ul style="list-style-type: none"> • NVQ in Business and Administration
Knowledge / Skills	<ul style="list-style-type: none"> • Strong IT knowledge, including the ability to learn how to use new systems quickly • Competent spoken and written communication skills (e.g. letter writing) • Good secretarial skills (e.g. minute taking, preparation of reports etc.) 	<ul style="list-style-type: none"> • Basic knowledge of first aid
Personal Qualities	<ul style="list-style-type: none"> • Friendly and welcoming (i.e. good with service users) • Confident and calm (i.e. to hold difficult conversations, manage in a crisis etc.) • Punctual, reliable and trustworthy (i.e. to ensure the smooth running of the school) • Ability to work independently, using own initiative to solve problems • Enthusiastic, flexible and responsive to change (i.e. a desire to improve oneself and the school) • Commitment to safeguarding and equality 	
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin. 	