



JOB DESCRIPTION

TITLE: Administration Assistant

SCHOOL: Challney High School for Girls

RESPONSIBLE TO: School Business Manager

GRADE: L3

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.

MAIN DUTIES

- To provide a full secretarial and administrative support service to the School comprising a wide range of duties and encompassing technology packages such as Google Suite, Canva, Impact and Bromcom.
- Responsible for scheduling supply staff. To contact supply agencies and individual supply staff as required and for communicating with outside agencies
- To assist with the development of the timetable through the use of Bromcom
 - Co-ordinate Options Process
 - Co-ordinate timetable data
 - Amend as necessary throughout the year
- To provide admin support with a focus on the school website, marketing, displays and publishing of school documents.
- To input data into Bromcom (Schools Information Management System).
- Ensuring that deadlines are met and confidentiality is maintained at all times.
- Taking and receiving telephone messages, Email and photocopying.
- To liaise with other staff to ensure the efficient processing of work.
- To deal with correspondence and documentation.
- To liaise, as necessary with staff, pupils, parents, professional colleagues and the public
- To receive visitors and to ensure that appropriate arrangements are in hand for meetings, including hospitality
- Preparing for and minuting of meetings as required.
- To work efficiently and effectively with due regard to punctuality and meeting deadlines.
- To undertake any training to up-date knowledge and skills.
- Any other general duties as requested by the line manager commensurate to grade

DIMENSIONS:

Supervisory management: NA

Financial resources: NA

Physical resources: office equipment, supplies, moving and handling.

Other: NA



Physical effort: Operation of standard office equipment to include personal computers, photocopies and telephones. Moving and handling of school electronic equipment.

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 (1984,1988)

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 Improvement 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 the job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs, or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemption) (Amendments) order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recoded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.



Administrative Assistant

Person Specification

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
Experience	Demonstrable work experience in a general office environment including working within administrative procedures.	1,2	Experience in the Education sector.	1,2
	Demonstrable experience in the use of spreadsheets, databases and IT packages.	1,2	Knowledge and experience of SIMS packages.	1,2
Skills/Abilities	To be able to organise and prioritise work effectively.	1,2		
	To be proficient in the use of Microsoft software packages.	1,2,5		
	To have good numeracy and literacy skills.	1,2,5		
	To have the ability to maintain accurate written and computer records with attention to detail.	1,2		
	To have the ability to work to agreed deadlines and targets.	1,2		
	Able to communicate effectively with all members of the school community and other stakeholders.	1,2		
	To be willing to work as a team member.	1,2		



	<p>To have an understanding of the need for confidentiality, sensitivity and diplomacy.</p> <p>Proven ability to work on own initiative with minimal supervision and direction.</p> <p>The ability to make effective decisions.</p> <p>To have excellent interpersonal and communication skills.</p> <p>Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>		
Education and Training	<p>English GCSE.</p> <p>Qualifications relevant to the job or equivalent experience and professional development.</p> <p>RSA II typing/word processing or equivalent qualifications.</p>	<p>1,2, 4</p> <p>1,2,4</p> <p>1,2,4</p>		
Other Requirements	<p>The post-holder will be required to undergo criminal, medical and reference checks as part of the appointment process and must be willing to undertake Safeguarding training.</p> <p>To be committed to the principles of equality of opportunity and</p>	<p>1,2</p> <p>1,2</p>		



	committed to personal and professional development.			
	Willing to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods.	1,2		
	Commitment to the guiding principles of the school – Respect, Opportunity, Achievement	1,2		
	To be prepared to carry out additional duties, which may reasonably be required by the Headteacher.	1,2		

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

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The Job-holder will ensure Chiltern Learning Trust and the School'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 (1984 & 1998)

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.