



## School Office Administrative Assistant

### 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:

- Receive and welcome visitors and liaise with staff to organise meeting spaces. Deal with enquiries at Visitor Reception in a professional and caring manner.
- Administer the school's detention and registration systems. Enter behaviour records onto SIMs and provide analysis and reports as required
- Maintain student records in the SIMs database
- Produce all correspondence to a high standard with due regard to style, grammar, punctuation and spelling
- Use the school's email system and SIMS In-touch to communicate with students and parents/carers.
- Undertake general clerical duties including photocopying, filing, shredding and pigeon-holing post

#### Support to Pastoral Team:

- Liaise with Heads of Year and Pastoral Support Officers regarding behaviour management

#### Other Duties:

- Attend training courses, Section and Departmental meetings and Appraisal meetings at the request of the Office Team Leader or the Head of Administration.
- Undertake any other reasonable tasks as directed by the Office Team Leader or the School Manager

**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 Head of Administration.
- Undertake any other reasonable tasks

### **Reporting lines**

The post holder reports directly to the Lower School Office Team Leader

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)

Experience of dealing with customers in person and on the telephone (S, A, I)

#### 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, databases & Teams (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 both independently and 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)

An interest in and empathy with young people (S, A, I)

Ability to use discretion and understand the importance of confidentiality (I)

Ability to employ tact and diplomacy when dealing with sensitive situations (I)

Ability to work with a wide range of people (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)

First Aid at Work certificate, or willingness to train (A, I)

#### Knowledge

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

Knowledge of the school's database and SIMS software (A, I)

#### 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 £21,548 per annum based on 37 hours per week, term time only. The full-time equivalent pay range is £25,583 -£26,403 per annum.

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

### Hours

The post is for 37 hours per week, to be worked Monday to Friday preferably starting at **8am and no later than 8.15am**.

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.