



Kesgrave High School

Job Description Curriculum and Reception Assistant

Grade of post	Grade 3, point 7 to 10
Salary	£27,274.00 - £29,071.00 per annum (FTE) £18,854.25 - £20,096.49 per annum (pro rata)
Contract terms	30 hours per week, 39 weeks per year
Location	Kesgrave High School
Line Manager	Head of Department/Headteacher's PA

OUTLINE OF ROLE

The role will be supporting curriculum areas and the administrative functions of the school and the work flow of reception. The person will work closely with a number of curriculum teams and also support general administration in the school.

You will need to be willing to undertake a First Aid at Work course to triage and administer first aid.

You must be flexible and adapt easily to changes that take place from day to day. Some of the work will be routine tasks that are ongoing throughout the term; others will be 'one off' tasks or tasks particular to the time of year and associated activities.

JOB DESCRIPTION

GENERAL ADMINISTRATIVE TASKS IN SUPPORT OF CURRICULUM AND PASTORAL TEAMS

This role is responsible for:

Administrative Duties

You will be conversant with a Windows/office-based computer environment and the use of programs such as 'Word', 'Excel', etc.

- Input and upkeep of pupil data, including liaison with all members of staff to obtain relevant data.
- Assistance in the production of general support materials, e.g. worksheets, timetables, group lists, letters etc.
- Reprographics – printing, photocopying and maintaining the photocopier and Riso machine.
- Maintenance of all formal record keeping, e.g. policy documents, schemes of work.
- Use of school ParentMail technology to share letters and collate replies
- Email/phone with parents/carers regarding organisation of school activities or resources.
- Call parents with regard to first aid, attendance or wider issues.
- Supporting with reception, including dealing with visitors and telephone enquiries.
- Organisation of student lists for trips, visits, productions etc
- Create and share letters with parents and carers with regard to trips and productions
- Assist with setting up and managing for events (refreshments, signage, plans, meet and greet etc)
- Manage financial contributions associated with the curriculum and trips, in liaison with the finance team using ParentMail Plus Pay
- Organise timetables of provision for display, student and parental access
- Any other administrative duties as required.

First Aid

- Support in the maintenance, administration and delivery of Healthcare plans, including communication with parents and carers, updates and appropriate record-keeping
- Application of first aid to students, following appropriate training
- Liaison with parents and carers with regard to students who attend the medical room
- Maintenance of appropriate stocks and resources along with the Lead First Aid Practitioner

Department Displays

- Putting up and maintaining displays across the whole department, in liaison with teaching staff.
- Initiating opportunities for visual enhancement across the department in liaison with Heads of Department.

Maintenance

- Ordering and purchasing of general equipment.
- Assist in the general upkeep of rooms used for lessons.

The duties listed in the job description are not intended to be an exhaustive list but are the general guidelines to the post, and other duties of a similar level / nature may be undertaken by the post holder. Tasks are not excluded from the post simply because they are not itemised. We need all staff to be flexible in their approach to support the school in this essential role.

If you have any further questions regarding the post, please contact Mrs A Collett, Business Manager, at the school on 01473 624855

PERSON SPECIFICATION: CURRICULUM SUPPORT ASSISTANT

Requirement	Essential or Desirable	How assessed
Education/Qualifications/Knowledge GCSE English and Maths or equivalent	E	Application Form
Experience Worked in an educational or non-profit organisation	D	Application Form/Interview
Aptitude and Skills Good organisational skills confident in the use of ICT (Microsoft Office) Good verbal and written communication skills and ability to relate well to children and adults. Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities. Ability to identify own training and development needs and participate in on-going training Ability to set up and use spreadsheets or other database tools. Ability to provide First Aid.	E E E D E E	Application Form/ Interview
Personal Attributes A positive personality Ability to deal calmly with different situations as they arise Develop good relationships with staff Understand and respect the principles of confidentiality Good organisational skills Conscientious and accurate A willingness to work hard Excellent attendance and punctuality record Approachable Ability to prioritise and manage time	E E E E E E E E E E	Interview
Ethos Understand and demonstrate a willingness to promote positively the ethos of the school with students and staff.	E	Interview