

Whalley Range 11-18 High School
A member of the Greater Manchester Education Trust

Job Description

School Trips & Administrative Support Assistant, Grade 4

The post holder will report to the Administration Manager/Headteacher's PA, although day-to-day supervision will be through the Administrative Support Office Supervisor. Apart from other colleagues in the school, the main contacts of the job are: Headteacher, teaching staff, other support staff and students.

Main Purpose of the job:

- To assist with the administration of all off-site day trips and residentials (not including off-site sports fixtures).
- Under the direction/instruction of the Administrative Support Office Supervisor, to provide a high quality, efficient and effective administrative support service to the school.
- The role combines administrative, organisational responsibilities and requires excellent communication skills, strong attention to detail and the ability to work collaboratively with colleagues and external organisations.

This post encompasses a wide range of administrative tasks that are essential to the effective running of the school and work within the trust. The following list is illustrative and will be reviewed regularly in line with developments in the school.

Key Areas of Responsibility – School trips and visits administration

1. To liaise with trip leaders to ensure cost effective and compliant running of school trips across the school, using the Evolve trips and visits system, ensuring all key deadlines are met.
2. To assist trip leaders with the organisation of school trips, sourcing quotations from trip venues, transport providers and accommodation as required. Checking the provider's quotation matches the requirements.
3. Ensuring that the trust financial protocols are followed in respect of the use of approved suppliers, completion of requisitions and awaiting approval of purchase orders before confirming any bookings with suppliers.
4. To draft and issue via the Evolve system, parental communications regarding trips in liaison with the trip leader, ensuring that letters provide all necessary information, including costs and payment dates, in a clear consistent style.
5. Work with the Educational Trips and Visits Co-ordinator (EVC), to ensure that trip leaders have completed a full, comprehensive risk assessment, including adequate staff/pupil ratios, first aid provision and any necessary insurance is in place for all trips

6. To monitor parental consent returns and payments, following up outstanding consent and payments as required
7. Ensure that trip leaders liaise with the inclusion team to ensure that students with additional needs have a risk assessment completed and any additional support is in place for them to access trips and visits
8. Collate and distribute medical and dietary information as appropriate, ensuring that requests for Free School Meal grab bags are communicated to the catering team in good time.
9. To liaise with the finance team to ensure that invoices are paid in a timely fashion.
10. Respond to staff and parent enquiries in relation to trips and visits, liaising with the trip leader and other colleagues as needed.
11. Develop and maintain up-to-date knowledge of safeguarding, risk assessment and best practice in relation to the operational management and administration of school trips.
12. To provide reports to the School Business Manager on a half termly basis, providing details of trips completed and any areas of improvement identified in relation to the organisation and management of trips and visits.

General Administrative Support

1. To undertake routine clerical and administrative support duties on behalf of individual members of staff in relation to the organisation of school activities
2. Working as part of a team providing a complete administrative support service to members of the SLT, the academic team and other staff as appropriate
3. To maintain manual and computerised records, and to use I.T. systems effectively to provide reports and statistics
4. Drafting and interpreting general typing requests
5. Undertake reception duty cover, answering routine telephone and face-to-face enquiries and signing in visitors, ensuring all safeguarding policies and procedures are followed. Disseminating messages to the appropriate colleague/department
6. To assist with school administrative duties including exam invigilation as part of the agreed system for the school
7. Using phone calls, email and other systems such as EduLink to communicate effectively with a range of stakeholders both internally and externally
8. Using all aspects of Microsoft and SIMS to produce reports and documents for use by staff, students and families

Other Responsibilities

9. Use initiative to organise and manage own workload to ensure that deadlines are met
10. To contribute to the planning, development and organisation of support systems, procedures and policies
11. To promote the safeguarding and welfare of children and young people.
12. To undertake routine clerical and administrative support duties on behalf of individual members of staff, departments or faculties, in relation to the organisation of all school activities
13. To undertake First Aid Training and deal with and report first aid incidents as part of the agreed system in place
14. To assist with student welfare duties including the supervision of students at social times under the agreed system for the school to ensure the safety and welfare of students
15. To attend staff meetings and other meetings as required from time to time
16. To undertake any such additional duties as are reasonably commensurate with the level of the post
17. To undertake personal development to improve own practice
18. Actively participate in the trust's support staff appraisal process.
19. Developing good working relationships with stakeholders in the school and trust
20. To work collaboratively with all staff and parents in order to support student wellbeing
21. Maintaining high levels of quality assurance including accuracy of information
22. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, relationships with students, parents and colleagues and external communications
23. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Co-operate with the school on all issues associated with Health, Safety and Welfare
24. Ensure, at all levels, the maintenance of confidentiality required by school and trust policies

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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Person Specification

Administrative Support Assistant, Grade 4

Experience

- Experience of working in an administrative support environment
- Experience of working in a customer service environment

Knowledge/Skills

- Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems and equipment
- Good communication skills, for effective interaction with service users, colleagues and members of the public
- Good literacy and numeracy skills to accurately complete and maintain relevant records and produce reports
- Ability to work on own initiative, to be proactive, and to plan own workload
- Willingness to work as part of a team to ensure high-quality standards
- Willingness to abide by the Trust's various policies including safeguarding
- Ability to speak a Community Language eg Arabic/Urdu/Somali desirable

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work

Self-motivation and personal drive to complete tasks to the required timescales and quality standards

The flexibility to adapt to changing workload demands and new school challenges

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the school community

Personal commitment to continuous self-development

Personal commitment to continuous service improvement

Personal commitment to the Trust's professional standards, including dress code, at all times

Be willing to consent to and apply for an Enhanced Disclosure & Barring Service (DBS) check