MENSTON PRIMARY SCHOOL
FIXED TERM ADMINISTRATION OFFICER
CANDIDATE BROCHURE



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Key Facts and Statistics

Type of School	Community Primary School
Location	Menston, West Yorkshire
Denomination	None
Age Range	4 to 11 Years
Co-Educational or Single Sex	Co-educational
Number of Children	404
Number of Teaching Staff	17
% of Children with SEN	7.43%
% of English as an Additional Language	0.74%
% of Children on Free School Meals	1.98%
School Awards	







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Our School

At Menston Primary School, we provide the children with a high quality education and pride ourselves on a team ethos, expecting the highest standards of care, learning and achievement for all of our children.



As a team, we work to foster a lifelong love for learning. Everything we do is centred around the children and their right to be encouraged, to achieve, to find their talents, to enjoy learning and to succeed in whatever they choose. We strive to create an environment that allows children to enjoy learning within a happy and caring environment.

Our History

There has been a village school on our site since Victorian times. In the 1960s a 'new' infant school was added to the site and in 2004 a third building was added which houses three classes and our before and after school 'Care Club'.



Our Environment

Menston Primary consists of three main buildings set in extensive grounds, comprising of a den building and campfire woodland area along with a school garden, a polytunnel, a minibeast area and pond. This promotes a healthy attitude to nature, which we, as a school, greatly value. All our children have regular, planned outdoor learning experiences and we run residential trips in Key Stage 2.

As well as teaching the importance of nature, we also ensure that children engage in team work and exercise. We have very large playing fields, both with all-weather 'daily mile' tracks, as well as three playgrounds, which really help our children to explore a range of sporting activities and have fun. We participate in friendly, but serious, competition within our local schools' sports leagues based at Ilkley Grammar School. We also have many talented musicians and we have been developing musical opportunities steadily for several years.

We are proud of our warm and positive learning environment. Our classrooms are well equipped and our teachers are innovative and creative. They love to inspire our children.

As well as working to deliver a broad and relevant education, the school is developing a curriculum which promotes the STEM subjects of Science, Technology, Engineering and Maths alongside regular, planned outdoor learning.



Our Ethos

We believe that teaching children how best to learn in different situations is as important as the subject specific knowledge they all need to acquire. Because of this we encourage our children to take increasing control over their own learning, to coach each other and to peer and self-assess where this is appropriate. As a result, each day our children grow more confident and more independent and they are able to take on more responsibility for their own learning.



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Job Description – Administration Officer

Salary Scale	Band 5 SCP 4-6
Hours	25 hours per week 8:30am to 2:00pm, Term Time Only, Fixed Term to July 2022
Closing Date	Midnight on Sunday 5th December 2021
Interview Date	Week commencing 13th December 2021

Generic Introduction:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

3. Bradford Council/This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.

4. The Council/This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Prime Objectives of the Post:

To assist in the provision of high quality professional, flexible, proficient and constructive clerical, administration, financial support and reception service to the school.

Responsible to the School Business Manager/Senior Administration Officer from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Senior Administration Officer would be expected to ensure continuation of essential services.

To provide prompt and effective information, advice and access to services provided by the School to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the School to public and external agencies.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

FIXED TERM ADMINISTRATION OFFICER
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Knowledge and Skills:

(See Personnel Specification)

Effort Demands:

- Will work under supervision and on occasion under own initiative, working to the priorities set by the School Business Manager/Senior Administration Officer.
- To contribute to the overall ethos/work/aims of the school.
- Will make decisions regarding individual visitors/callers in terms of the advice and information provided, liaising with other staff within the school and assessing the level of urgency.
- Day to day decisions regarding the organisation of the working area/workload and school priorities.
- To participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.

Responsibilities:

- To give advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and using some judgement within established procedures and guidelines, liaising with other staff within the school and assessing the level of urgency.
- To support/assist in the supervision of students on work experience, trainees and voluntary helpers.
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

ADMINISTRATION

- Provide routine administrative support e.g. record and circulate messages to other members of staff, photocopying, filing, scanning, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked and notices are maintained.
- Maintain and collate pupil reports.
- Data inputting of computerised records/management information systems.
- Produce data/information/basic reports as required e.g. pupils' data.
- Undertake word-processing and other IT based tasks (emails, letters, etc).

FIXED TERM ADMINISTRATION OFFICER
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RESOURCES

- Responsible for the safe keeping of office equipment and secure storage of supplies.
- Operate office equipment e.g. photocopier, computer.
- Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing and distributing as required.

OTHER

- Use good common sense and initiative in all matters relating to the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils, the safety, mobility (if required) and hygiene and wellbeing of the pupils.
- Make travel arrangements.
- Assist with arrangements of school events/trips etc.
- Preparing refreshments and clearing away.
- Receiving and escorting visitors around the School.
- To be responsible for reporting building maintenance in accordance with health and safety requirements.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

FIXED TERM ADMINISTRATION OFFICER
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Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Special Conditions of Service:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

FIXED TERM ADMINISTRATION OFFICER

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Person Specification – Administration Officer

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	• Experience using Microsoft Office. (E) • Experience of working in an office environment. (E) • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level. (E)
QUALIFICATIONS/ TRAINING:	• Minimum of GCSE English and Mathematics at grade C or above (or equivalent). (E) • NVQ2 (or equivalent) in a relevant discipline. (D)
KNOWLEDGE/ SKILLS:	• Knowledge/experience of general office work. (E) • Good literacy and numeracy skills. (E) • Good communication skills including telephone/reception skills. (E) • Knowledge of and the ability to use office technology. (E) • Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc.). (E) • Have a neat and organised approach to work. (E) • Be willing, courteous and able to work both using your own initiative and in a team. (E) • Respect confidentiality. (E) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level (E)

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Tel: 01943 873180



We recommend candidates take a tour of our fantastic school on our website at:
https://menstonprimary.co.uk

If you have the skills and ambition to join our team, we would love to hear from you. In your personal statement we are interested in how you would be looking to make a positive contribution to our school.

Completed application forms should be returned via Prospects Online
Note: we are unable to accept CVs

Closing date for the post: Midnight on Sunday 5th December 2021.
Interviews will be the week commencing 13th December 2021.

A copy of our Privacy Notice for applicants can be accessed here.
To view our latest Ofsted report please click here.