



Admin Assistant

Hollingwood Lane : Bradford : West Yorkshire : BD7 4BE

Telephone: (01274) 575353

email: office@hps.paymat.org

Headteacher: Mr J Duke

Administration Assistant

We are looking for an admin assistant, the successful candidate(s) will have to meet the requirements of the person specification and will be subject to a DBS check. Only applications submitted on the school's application form will be considered. We welcome applications regardless of age, gender, ethnicity or religion.

Job Title/Post: Administration Assistant

Salary: Band 3 Scale point 5-6

Hours: Part Time permanent 37 Hours a week term time only plus 1 training day

Responsible to: Operations Manager

Closing date: 3rd January 2022

OUTLINE JOB DESCRIPTION

PRIME OBJECTIVES OF THE POST:

To provide routine general clerical, administrative, financial support to the school.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Assisting in the supervision of students on work experience, trainees and voluntary helpers with whom the postholder is working.

SUPERVISION AND GUIDANCE:

Under the direction/instruction of senior staff.

RANGE OF DECISION MAKING:

To make decisions within established working practices and procedures.

The post holder will be expected to 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.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the school and its pupils, parents and carers. General responsibility for the care of all equipment and materials within the designated area of the school.

CONTACTS:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

RANGE OF DUTIES:

1. ORGANISATION

Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors

- 1.2 Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- 1.3 Assisting with arrangements for visits by school nurse, photographer etc.

2. ADMINISTRATION

Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms, sort and distribute mail

- 2.2 Maintain manual and computerised records/management information systems
- 2.3 Undertake typing, word-processing and other IT based tasks
- 2.4 Undertake routine administration e.g. registers/school meals
- 2.5 To be responsible for booking of trips with other members of the admin team
- 2.6 To be responsible for parent pay with other members of the admin team
- 2.7 To raise orders on PSF and goods receipt items
- 2.8 To take responsibility for the school website and social media

3. RESOURCES

- 3.1 Operate office equipment e.g. photocopier, computer
- 3.2 Arrange orderly and secure storage of supplies
- 3.3 Undertake routine financial administration e.g. collect and record dinner money

4. RESPONSIBILITIES

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- 4.2 To be aware of and support differences and ensure equal opportunities for all.
- 4.3 To contribute to the overall ethos/work/aims of the school.
- 4.4 To appreciate and support the role of other professionals.
- 4.5 To attend and participate in relevant meetings as required.
- 4.6 To participate in training and other learning activities and performance development as required.
- 4.7 To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- 4.8 To support the office with admissions for nursery and main school
- 4.9 To deal with new starters and leavers on the Arbor System
- 5.0 To use initiative and take on processes and procedures independently

Personnel specification

	ESSENTIAL	DESIRABLE
SKILLS AND EXPERIENCE	<ul style="list-style-type: none"> • Worked within a school office previously • Experience in all ICT packages including Microsoft Office software Arbor/Parent Pay/Parago/PSF • Excellent organisational and time • Excellent telephone manner • Ability to use initiative and multitask • Ability to fulfil all spoken aspects of the role with confidence. • Experience of working in a school 	
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSEs including English and Maths Grade C or above or equivalent 	<ul style="list-style-type: none"> • Health and safety qualification, e.g First Aid
TRAINING	<ul style="list-style-type: none"> • Evidence of self-development • Willing to undertake training as required and assist in training colleagues 	<ul style="list-style-type: none"> • Evidence of training in advanced ICT applications
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of dealing with people 	<ul style="list-style-type: none"> • Knowledge of education and policies and procedures relating to working in a school
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Flexible in terms of working evenings on occasion in line with school calendar • Eligible to work in the U.K. • No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people 	
DISPOSITION/ATTITUDE	<ul style="list-style-type: none"> • Ability to work under pressure and meet conflicting demands within deadlines • Ability to communicate effectively at all levels • Flexible and positive approach to change • Willing to work as part of a team • Professional and customer service orientated • Ability to maintain a high level of confidentiality and discretion at all times 	
PRACTICAL/INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Complex problem solving • Proactive 	<ul style="list-style-type: none"> • Creative thinking • Able to contribute to the wider school community and activities

PHYSICAL/SENSORY	<ul style="list-style-type: none">• Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate
EQUALITY & SAFEGUARDING	Candidates should indicate an acceptance of, and a commitment to, <ul style="list-style-type: none">• the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community".• safeguarding and promoting the welfare of children and young people