



Clayton Village Primary School

Part of Pennine Academies Yorkshire

Recruitment Pack

**Admin Assistant
September 2023**

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Headteacher: Mrs H Rahim
Clayton Village Primary School - 01274 573297
OUR SCHOOL IS PART OF THE PENNINE ACADEMIES YORKSHIRE



We are looking for a permanent Admin Assistant
Band 5 SCP 4 - 6 (Actual Salary £15,356 - £15,921)

32 hours per week, TTO

(Mon –Thursday: 8.00am – 3.15pm & Friday: 8.00am – 13.15pm)

The successful applicant will have:

- Experience of working on a school management information system
- Experience of working in an office environment with excellent interpersonal skills
- Experience of reception duties, answering routine telephone and face to face enquiries
- Provide admin support to the Senior Leadership team and Operations Manager
- Provide routine clerical support
- Be able to prioritise workload
- Good organisational skills and calm disposition along with a sense of humour
- Excellent literacy and numeracy skills
- The ability to relate positively with pupils, parents, staff and all visitors to the school
- A working knowledge of relevant ICT packages

We are looking for an inspirational Admin Assistant who will make a valuable contribution to our school community. The successful candidate will have met the requirements of the person specification and will be subject to an enhanced DBS check. We welcome applications regardless of age, gender, ethnicity or religion. Shortlisted applicants will need to provide evidence of their eligibility to work in the UK. All applications should be made via Prospects Online

As an Admin Assistant at Clayton Village Primary, we will offer you:

- ✓ Tailored CPD and opportunities to support career progression
- ✓ A supportive leadership team, with a great sense of humour!
- ✓ Enthusiastic staff who strive to give the children the best opportunities

This role is customer facing and therefore in line with the Immigration Act 2016; all applicants must be able to demonstrate fluency of the English Language to the level defined in the job description.

Visits to school are warmly welcomed by arrangement; please ring the school office to make an appointment. Interested candidates are requested to apply on-line for this post. Please contact Lizzi Styles with any queries –

l.styles@cvps.paymat.org

Closing date: 4th September at 9am

Interview Date: 7th September 2023

JOB DESCRIPTION – Administration Assistant

Job Title/Post: Admin Assistant

Date: July 2023

Salary: Band 5 SCP 4 - 6

Responsible to: Operations Manager

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the Pennine Academies Yorkshire 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:

- 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.
- 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 considered when the post is reviewed.
- Pennine Academies Yorkshire 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.
- Pennine Academies Yorkshire 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 Operations Manager 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. Candidates would be expected to liaise with senior team members to ensure continuation of essential services.

To provide prompt and effective information, advice and access to services provided by the School to parents/carers, Trustees, 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.

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 Operations manager and Headteacher.

- Will prioritise own workload
- 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 and problem solving prior to escalation.
- 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.
- Assisting with arrangements for visits by school nurse, photographer etc.
- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, develop creative solutions and use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well being of the pupils; making decisions both within and often outside established working practices and procedures.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will use specialist skills and training experience to establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
- Will use specialist learning skills/training/experience to support pupils.
- Use your own initiative and organise your own workload, pay attention to detail, work to deadlines and manage conflicting priorities whilst making decisions where appropriate within established and non established working practices.
- Will contribute to the overall ethos/work/aims of the school.
- Will support, uphold and contribute to the development of the schools Equality policy in respect of both employment issues and the delivery of services to the community.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise reporting any concerns to the designated officer in line with school policy and procedure.

RESPONSIBILITIES:

ORGANISATION

- 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.
- Maintaining and cleaning of school systems including data destruction
- 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.

ADMINISTRATION

- Provide routine clerical 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.
- Maintain manual systems.
- 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 typing, word-processing and other IT based tasks (letters, memos, minutes, etc).

- Undertake routine administration, e.g. registers/school meals/arranging and coordinating meetings on behalf of other school staff/room bookings/minute taking/retrieve and disseminate information as appropriate to the needs of the school/school lettings and other uses of school premises.

RESOURCES

- Responsible for the safekeeping of office equipment and secure storage of supplies and other related items.
- Operate office equipment e.g. photocopier, computer.
- Maintaining stock and supplies and preparing information to help in the processing of orders, checking delivery notes, cataloguing and distributing as required.
- Responsible for the collection and recording of school dinner money and other routine financial administration. Operate uniform/snack/'other' shops within the school.

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/care club & breakfast club provision etc.
- Preparing refreshments and clearing away.
- Receiving and escorting visitors around the school.
- Stock taking and ordering stock for school ie water bottles, paper, PE tops etc
- 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

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort.
- 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 adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

PERSONNEL SPECIFICATION

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of working in an office environment (E) • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level (E) • Worked within a school office previously. (E) • Experience in all ICT packages including Microsoft Office software Arbor/Parentpay /Parago/PSF. (E) • Excellent organisational and time. (E) • Excellent telephone manner. (E) • Ability to use initiative and multitask. (E) • Ability to fulfil all spoken aspects of the role with confidence. (E) • Experience of working in a school. (E)
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Minimum of GCSE English and Mathematics at grade C or above (or equivalent) (E). • NVQ2 (or equivalent) in a relevant discipline. (D)
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> • Evidence of self-development. (E) • Willing to undertake training as required and assist in training colleagues. (E) • Evidence of Training in advanced ICT applications. (D) • Knowledge and understanding of dealing with people. (E) • Knowledge of education and policies and procedures relating to working in a school (D) • Ability to work under pressure and meet conflicting demands within deadlines (E) • Ability to communicate effectively at all levels. (E) • Flexible and positive approach to change. (E) • Willing to work as part of a team. (E) • Professional and customer service orientated. (E) • Ability to maintain a high level of confidentiality and discretion at all times. (E) • Complex problem solving. (E) • Proactive. (E) • Creative thinking. (D) • Able to contribute to the wider school community and activities. (D)
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Flexible in terms of working evenings on occasion in line with school calendar. (E) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. (E) • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) (E) • Will not require holiday leave during term time (E) • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required) (E) • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2012.