



Clayton Village Primary School

Part of Pennine Academies Yorkshire

Recruitment Pack

Admin Assistant

To start April / May 2024

Headteacher: Mrs H Rahim
Clayton Village Primary School - 01274 414115



Admin Assistant

Band 5, SCP 4 – 6, Term Time Only **32 hours per week**

- Are you keen to work in a vibrant and energetic primary school?
- Are you passionate about inclusion and equality of opportunity for all pupils?
- We are looking for hardworking and resilient staff to join our driven and passionate team

We are looking to appoint an enthusiastic and well-motivated Admin Assistant to join our friendly and hardworking team, who will establish a working partnership with pupils that models social interactions and improves their social and academic skills.

The successful applicant will work closely with the Class Teacher to support children's learning, social and emotional needs. A positive attitude to behaviour management and inclusion is required for this post. Applicants must have a good standard of spoken and written English and good numeracy skills are also required for this role.

Clayton Village Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

Visits to the school are warmly welcomed by arrangement. Please contact the school office to arrange on 01274 414115 or l.styles@cvps.paymat.org

The successful candidate will have met the requirements of the person specification and will be subject to an enhanced DBS check.

Shortlisted applicants will need to provide evidence of their eligibility to work in the UK. 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.

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

- ✓ Tailored CPD and opportunities to support career progression
- ✓ Enthusiastic, well-behaved children who are keen to learn
- ✓ A supportive leadership team, with a great sense of humour!

Closing date: 12th April 2024 @ 9am Interview date: 17th April 2024

JOB DESCRIPTION – ADMIN ASSISTANT

Job Title/Post: Admin Assistant
Salary: Band 5 SCP 4-6
Responsible to: Operations Manager

Date: April 2024

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:

- 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 taken into account 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.
- 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/Headteacher/SLT 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/Headteacher/SLT.
- 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.

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.
- Management of money and banking.
- Support with attendance management.
- 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 safe keeping of office equipment and secure storage of supplies and other related items.
- Operate office equipment e.g. photocopier, laminators. Computer etc.
- Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing and distributing as required.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- 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 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

PERSONNEL SPECIFICATION	
Essential Criteria	
Grade C/4 GCSE English and Maths or equivalent	E
Education and Training:	
Evidence of further professional development	
Other relevant qualifications	
Relevant Experience:	
Experience of working in a team situation	
Experience of working in an office environment	
Skills and Aptitudes:	
Commitment to the safeguarding and promoting the welfare of children and young people	
Ability to communicate effectively, both written and oral, with a wide range of people	
Stamina and resilience	
Good knowledge and the ability to use standard office equipment ie photocopier, scanners, shredders, laminators etc	
Ability to promote inclusion at all times	
Excellent ICT, numeracy and literacy skills	
Good working knowledge of software packages, including google drive / emails etc	
Good knowledge and ability to handle money / banking procedures	
Ability to use relevant equipment/resources	
Ability to self-evaluate learning needs and actively seek new learning opportunities	
An understanding of the needs of a multicultural society	
Excellent organisational and problem solving skills with the ability to work proactively and independently	
Problem solving skills	
Knowledge of the school's relevant procedures or practices	
Good communication skills	
Ability to relate well to pupils and adults	
Ability to work constructively as part of a team	
Ability to remain calm under pressure	
Demonstrate good co-operative, interpersonal and effective listening skills	
Maintain confidentiality in matters relating to the school, it's pupils, parents or carers	
Ability to perform all duties and tasks with reasonable adjustments where necessary	
Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties	
In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level	