

**Oastlers School**

**Outline Job Description**

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| **POST TITLE:** | **ADMINISTRATION ASSISTANT** |
| **GRADE:** | **Band 6** |
| **HOURS:** | **37 hours per week, Term Time Only plus 5 days** |

**INTRODUCTION:**

Oastlers School is a purpose built school for learners with social, emotional and behavioural support needs. Some have additional learning difficulties compounded by other complex issues such as mental health problems which combined create barriers to learning.

We are seeking to appoint an administrator who will support the team to provide confidential administrative support to the Oastlers.

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.

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

The Council 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, and proficient clerical, administration and reception service to the school and support the SENCO with the administration for EHCP, LAC and PEP reviews.

Responsible to the Business 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..

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. Undertaking and promoting the School to public and external agencies.

To be an allocated school First Aider.

May from time to time be required to undertake other duties

**KNOWLEDGE AND SKILLS:**

* Knowledge/experience of general office work
* Knowledge/experience of administrative tasks associated with EHCP process.
* Be literate and numerate
* Good communication skills including telephone/reception skills
* Able to produce accurate word-processing documents in a timely manner
* Able to maintain and extract data from school database
* Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc.
* Knowledge/use of word-processing, databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc.) and SIMS.
* Knowledge of collecting, recording and managing income.
* Have a neat and organised approach to work.
* Be willing, courteous and able to work using your own initiative and in a team.
* Respect confidentiality

**EFFORT DEMANDS:**

* Will work under supervision and under own initiative, working to the priorities set by the Business Manager/SENCO/Headteacher.
* 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:**

*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.
* To support/assist in the supervision of learners 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.
* Assist with the organisation of meetings in school, including room bookings and refreshments.
* Co-ordinate the risk assessment process for trips, off-site visits and outdoor activities.

*ADMINISTRATION*

* Provide administrative support to the SENCO including arranging meetings and pre-paperwork, minute taking, returning required information to the Local Authority..
* Provide routine clerical support e.g. record and circulate messages to other members of staff, photocopying, filing, scanning, faxing, 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
* Undertake the administration for school trips and visits including risk assessments, booking the school minibus or transport, letters to parents/carers, collations of relevant document, input in the Council Evolve database.
* Manage school uniform requests from parent/carers incl, stock control, ordering, collection of money and distribution.

*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.
* Maintaining stock of school uniform

*OTHER*

* Make travel arrangements for learners and trips.
* Assist with arrangements of school events/trips etc.
* Preparing refreshments and clearing away.
* Ensure meeting rooms are kept clean and tidy
* Receiving and escorting visitors around the School.
* To be responsible for reporting building maintenance in accordance with health and safety.
* First Aider

**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

**SPECIAL CONDITIONS OF SERVICE:**

* To be aware of and comply with policies and procedures relating to safeguarding; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Safeguarding Officer or the Headteacher.
* To act in accordance with GDPR principles and maintain confidentiality at all times e.g. access to staff/learner/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.
* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required as appropriate)

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| **Essential Criteria** | **Desirable Criteria** | **How identified** |
| **SKILLS AND EXPERIENCE**   * Minimum of 3 years’ experience of working in a clerical/administrative environment, within the last 5 years. * Good personal organisation and communication skills*,* both verbally and written. * Experience of the use of databases and a range of other ICT applications. * Able to work well as part of a multi-professional team. * Able to complete work to the required standard of accuracy and presentation * Well-developed organisational skills * Good analytical skills and the ability to present information in a logical, clear and concise format. * Able to manage own work load and work under pressure meeting deadlines * Dealing effectively with members of the general public. | * Minimum of 2 years’ experience of working in a school environment within the last 5 years. * Ability to self-evaluate learning needs and actively seek learning opportunities * Experience of working in an environment for children with Social, Emotional and Behavioural difficulties. * Experience of the use SIMS and CPOMS within a school. * Experience of administering risk assessment | Application  Interview  References |
| **KNOWLEDGE**   * A sound knowledge of ICT applications including Microsoft Suite. | * An understanding of the SEN process. * An understanding of the issues relating to pupils who have Social, Emotional and Mental Health Disturbance * Knowledge of school procedures | Application  Interview  Supporting Documents |
| **QUALIFICATIONS / TRAINING**   * GCSE Grade A-C mathematics and English or able to show achievement or experience demonstrating this level of ability. * Evidence of training in use of Microsoft Office Applications * Experience of IT systems. * Willing to undertake additional training in the use of ICT and administrative systems as required. | * NVQ level 3 or equivalent * Training for SIMS * First Aid at Work | Application  Supporting Documents |
| **DISPOSITION AND ATTITUTE**   * A personal and professional commitment to equal opportunities, diversity and promoting good race relations. * A commitment to safeguarding children and young people. * High levels of integrity, honesty and credibility which will inspire confidence and trust from both internal and external stakeholders. * Able to maintain confidentiality. * Able to deal with a range of situations in a sensitive and helpful manner. * Able to empathise with the needs of pupils and parents balance. |  | Application  Interview |
| **OTHER CONDITIONS**   1. The school operates a non – smoking policy 2. Enhanced CRB Disclosure 3. Contribute to the schools newsletters that will be distributed to the wider community |  | Application Form  Interview |