



Longbenton
HIGH SCHOOL

Job Description	
Job Title	2 posts - Administrative Assistant
Salary	Grade 5. Point 7 – Point 9 £21,053 - £21,965 term time only, actual 37 hrs 193 days £15,647 - £16,325 term time only, actual 27.5 hrs 193 days (£24,294 - £25,119 Full Time 37 hrs)
Contract	Post 1 Permanent. Term time only (193 days). 37hpw. 7.5 hrs per day Mon - Thur 08:00 - 16:00 7 hrs Friday 08:00 – 15:30 Mon - Fri Post 2 Permanent. Term time only (193 days). 27.5hpw. 5.5 hrs per day. 08:30 – 14:00 Mon - Fri Hours negotiable
Responsible to	Senior Leadership Team
Line Management	Business Manager
Teaching commitment	N/A
Date of job description	December 2023
Start date	January 2024

Purpose of the role

To work under the direction of the Headteacher or designated staff, usually in the school office. To provide routine general clerical, reception, administrative, financial support to the school.

To provide general administrative support to a project, process management or task management. This will include creation of basic management information systems, collection and banking of money, monitoring timelines and undertaking research. The post holder may also be required to undertake some specialist duties as required.

Main Duties

- ➔ To assist in the organisation and provision of clerical and administrative support relating to projects and processes. This would include undertaking research, obtaining information to inform decisions, producing reports, monitoring the progress and liaising with external bodies where applicable. Projects may include work experience and, or, transition programmes.
- ➔ Along with the administrative team undertake reception duties.
- ➔ To undertake the management of manual and computerised records, information systems, including the analysis, manipulation and production, presentation of reports eg producing SIMS reports.
- ➔ Undertake word and data processing and complex IT based tasks.

- Dealing with enquiries from staff, students, parents and members of the public
- Dealing with incoming and outgoing post
- Provide personal, administrative and organisational support, including filing and taking minutes
- To assist with marketing and promotion activities eg booklets, leaflets. This will include assisting with promotional events such as parents evenings and open events.
- Provide administrative support for the school website.
- Complete monitoring forms, returns, etc including those to external bodies
- To ensure that the project equipment, stationery and other office consumables are ordered in accordance with purchasing procedures.
- Provide administrative support to the pastoral team including correspondence with external providers and parents (eg exclusions and student referrals).
- Provide administrative support for governor subcommittees and full governing body, liaising with Senior Leadership and Governor Services. This will include (but is not limited to) preparing documentation, word processing sub committee minutes and liaising with governors.
- Maintain first aid records and supplies. This includes maintaining stock levels and expiry dates of first aid supplies, school epipens, inhalers and monthly check of the defibrillator. Monitor and record student medicines in line with policy and be a first aider.
- Record student Health Care Plans and data sheets.
- Maintain fire evacuation documentation.
- Provide hospitality for visitors and meetings.

Support for the school

- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.

Be aware of, and comply with:

- Policies and procedures relating to child protection, health, safety and security, and confidentiality, reporting all concerns to an appropriate person
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop
- Confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- To safeguard and promote the welfare of young people

Person Specification

Person Specification		
Job Title	Administrative Assistant	
	Essential	Desirable
Knowledge and skills	<ul style="list-style-type: none"> → Be an effective team member → Able to initiate ideas, set own targets and meet own and other people's deadlines → Have effective communication skills, both written and verbal, to address a variety of groups and individuals including parents → Have good IT skills 	<ul style="list-style-type: none"> → Have evidence of commitment to, and understanding, of collective responsibility →

	<ul style="list-style-type: none"> → Have the ability to work independently but to consult and liaise regularly → Be approachable and willing to help students both in and outside of lessons → Be interested in children as individuals, in how they learn and be committed to the comprehensive ideal 	
Qualifications and experience	<ul style="list-style-type: none"> → Good general education qualifications including English and maths to GCSE grade C or above → Experience of working with young people in either a professional or voluntary capacity 	<ul style="list-style-type: none"> → NVQ Level 3 for Teaching Assistants. → First Aid qualification Prepared to embark upon further training as required.
Personal Qualities	<ul style="list-style-type: none"> → Having a desire to help young people → Ability to motivate young people → Ability to organise resources → Hardworking and energetic → Ability to be part of a team → Ability to show initiative → Willingness to undertake professional development 	<ul style="list-style-type: none"> → Experience of working with young people with special needs
Disposition	<ul style="list-style-type: none"> → Be resilient, committed, flexible and able to motivate students of all abilities. → Ability to relate effectively to a wide range of young people, including those with learning barriers → Ability to communicate effectively with adults in written and oral form → Ability to listen to others → Knowledge of general education system → Ability to use ICT in administration → Have energy and persistence, tempered with humour. → Able to work closely with a wide range of staff and students and establish and maintain good relationships through good interpersonal skills. → Have commitment to professional development. → Demonstrate personal and professional integrity, modelling values and vision. 	<ul style="list-style-type: none"> → An awareness of good practice in identifying individual needs and providing appropriate teaching. → Knowledge of the special needs code of practice. → Willingness to be involved in extra-curricular activities
Equal Opportunities	<ul style="list-style-type: none"> → Must have an understanding of and commitment to the school's equal opportunities policies and procedures. → To be able to demonstrate a commitment to promoting community cohesion. 	<ul style="list-style-type: none"> → To have been on an Equal Opportunities training course relevant to education / teaching.

