

<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Casual Administrative Assistant
<b>GRADE:</b>	Temporary - Casual Basis - National Minimum Wage – Age Adjusted
<b>PRO RATA</b>	As and when required
<b>LOCATION</b>	Tarleton Academy
<b>RESPONSIBLE TO</b>	Headteacher / Director of Resources
<b>TARLETON ACADEMY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.</b>	
<b>JOB PURPOSE</b>	
Casual Administrative Assistant to provide secretarial, clerical and administrative support in order to ensure that school support services are provided in an effective and efficient manner.	
<b>MAIN ACTIVITIES</b>	
<p><b>School</b></p> <ul style="list-style-type: none"> <li>• To undertake routine administration tasks including Word processing, use of Excel spreadsheets and the SIMS management information system</li> <li>• To provide administration support where required in the organisation</li> <li>• To carry out routine office duties</li> <li>• To carry out reprographics function and to provide a photocopying service in a prompt and efficient manner</li> <li>• To input and update data on SIMS</li> <li>• To assist the Finance Department with routine data input and processing of financial and personnel information</li> <li>• To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.</li> <li>• To comply with the schools health and safety rules, reporting any health and safety concerns to the Academy Resource Development Manager.</li> <li>• To undertake any other duties reasonably requested by the Headteacher.</li> </ul>	
<b>Note:</b> In addition other duties at no higher level of responsibility may be interchanged with / added to this list as required	
<b>Agreed by: Head teacher</b>	

## Person Specification Form

Job Title: Casual Administrative Assistant	Grade: £7.32 per hour Temporary - Casual- As and when required	
Requirements (Based on Job Description)	Essential (E) or Desirable (D)	Identified by: Application form (AF), Interview (I), Test (T) or other (give details).
<b><u>Qualifications</u></b>		
NVQ Level 2 or above qualification / 5 GCSE's A* - C including English and Mathematics	E	AF
Ability to make effective use of ICT	E	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	E	AF
Professional development relevant to the post	E	AF
Familiarity with the Microsoft Office suite (training will be given)	E	AF
Experience of using SIMS software	D	AF
<b><u>Experience</u></b>		
Experience of working with or caring for children of relevant age	D	AF
Experience of working in a school environment	D	AF
<b><u>Knowledge/Skills/Abilities</u></b>		
Ability to operate at a level of understanding and competence equivalent to NVQ level 2 standard	E	AF/I
Ability to relate well to young people	E	AF/I
Ability to form effective and appropriate working relationships/boundaries with young people	E	AF/I
Ability to work as part of a team	E	AF/I
Good communication skills	E	AF/I
Time management skills	E	AF/I
Manage conflicting priorities effectively	E	AF/I
Organisational skills	E	AF/I
Knowledge of concept of confidentiality	E	AF/I
Standard office practices and procedures	E	AF/I
Accuracy and attention to detail incorporating good numeracy and literacy skills	E	AF/I
Flexible attitude to work	E	AF/I
Operate a computer and other standard office equipment	E	AF/I
Handle telephone calls with courtesy, speed and accuracy	E	AF/I
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I

Communicate with the public in a courteous and professional manner by telephone and in person	E	AF/I
Respond rapidly to situations	E	AF/I
Work independently with general supervision	E	AF/I
Understand and carry out written and oral instructions	E	AF/I
<b><u>Personal Qualities and Attributes</u></b>		
Be honest and trustworthy	E	AF/I
Be respectful and polite	E	AF/I
Possess cultural awareness and sensitivity	E	AF/I
Be flexible	E	AF/I
Maintain confidentiality	E	AF/I
Show initiative	E	AF/I
Good communication skills	E	AF/I
Demonstrate sound work ethics	E	AF/I
To be willing to undertake first aid training.	E	AF/I
<b><u>Other</u></b>		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	AF/I
Clearance through the Disclosure and Barring Service	E	Clearance required before confirmation of appointment

Date: October 2016

Please save your completed application form as your name\_position applied for (e.g. A Baker\_Admin Officer)

Please submit your application by email to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)