



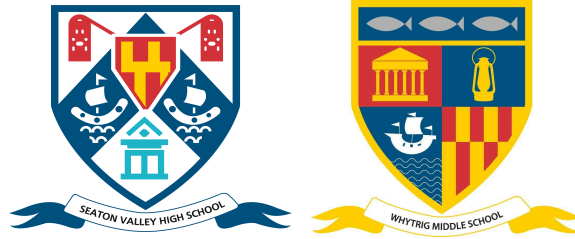
# ADMINISTRATION ASSISTANT

## Full Time, Permanent

### Job Advert



Small enough to care,  
big enough to deliver a positive impact



## **Seaton Valley High School & Whytrig Middle School**

Prospect Avenue  
Seaton Delaval  
Tyne and Wear  
NE25 0FW  
0191 237 1505

### **ADMINISTRATION ASSISTANT**

Band 3, SCP 5 to 6, £25,583 to £25,989  
Permanent, 37 hours per week  
Full Year or Term Time Plus 20 Days (depending on candidate)

**Small enough to care, big enough to make a positive impact**

This is an exciting opportunity to join Seaton Valley High School and Whytrig Middle School, as we deliver a seamless education to 9-18 year olds throughout Seaton Valley in south-east Northumberland, in our brand new building.

We are seeking an experienced Administrator to be one of a team of three working within the busy school main office and engaging with parents, students, staff and members of the public, as well as supporting our community learning provision. The School Offices are very busy and you will need to have a cheerful, flexible and organised approach.

The successful candidate will need to be able to work independently without close supervision within agreed procedures. Tasks will include handling all aspects of administration generated from the normal day-to-day running of the school, which includes answering telephones, using office machinery and greeting parents and visitors.

Approachable and able to relate well to both children and adults, you will have effective literacy and numeracy skills and be a competent PC user, to maintain records and design basic documents to a high standard of presentation. Previous clerical and administrative experience involving direct contact with customers is essential. A first aid at work qualification would be an advantage.

This post is for 37 hours per week, either full year or term time plus 20 days. Working hours are 8.30am and 4.30pm Monday to Friday, with a 4pm finish one day. These times may change from time to time to meet the operational needs of the school. Visits to the school are welcome and encouraged, please call Janet Das, Business Manager on 0191 2371505 to arrange.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Further information about all of our current vacancies is available at: <http://www.svf.org.uk>

## **How To Apply**

Please visit [www.svf.org.uk/vacancies](http://www.svf.org.uk/vacancies) to apply for this post. Please read through all of the information on the role and click on the link to apply, this will take you to mynewterm, our application portal, where you will be able to complete an application form online.

Deadlines for applications is 9am on Monday 20th October

It is expected that interviews will take place on Thursday 23rd October

Please note that we do not accept CVs.

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# Job Description

## NORTHUMBERLAND COUNTY COUNCIL JOB DESCRIPTION

Post Title: Administration Assistant	Director/Service/Sector : Children's Services		Office Use
Grade: Band 3	Workplace: Seaton Valley Federation of Schools		JE ref: S713
Responsible to: Business Manager - HR, Admin and Partnerships	Date: September 2015	Manager Level:	HRMS ref:
<b>Job Purpose:</b> <ul style="list-style-type: none"><li>• To ensure that as a first point of contact for all stakeholders to the schools' parents, external agencies, parents, governors, members of public receive the appropriate level of support in relation to queries and/or information required.</li><li>• To provide \ precise and speedy word processing service for routine administration</li><li>• To collate, generate and compile documents, reports and presentations using a variety of software packages, for internal and external audiences.</li><li>• To use own initiative to creatively produce resources for internal and external audiences.</li><li>• Under the instruction/guidance of senior staff: provide specific and/or general administrative/financial support to the Schools, maintaining confidentiality at all times, working to precise and often very tight deadlines.</li></ul>			
<b>Resources</b>	Staff	None	
	Finance	Handling and Accounting for Money and Related Resources, Ordering and Receiving Goods	
	Physical	Office Equipment, Medical Facilities. Maintaining and Updating Accuracy and Confidentiality of Databases. Interrogation of data bases to support teaching staff,	
	Clients	Internal (Teachers, Other Staff, Senior Leadership Team, Headteacher, Pupils) and External (Parents, Visitors, Community Users, Members of the Public)	
<b>Duties and key result areas:</b>			
<b>Organisation</b> <ol style="list-style-type: none"><li>1. Undertake reception duties and hospitality, answering general and specific telephone and face to face enquiries and signing in visitors</li><li>2. Deal with complex reception/ visitors, e.g. angry, emotionally distressed or upset clients (i.e. parents, pupils, members of the public)</li><li>3. Deal with pupil first aid/welfare duties e.g. looking after sick pupils, administering appropriate first aid, liaising with parents/staff, operation of wheelchair or EVAC chair when required</li><li>4. Responsibility for dealing with parental requests in relation to prescription medication for pupils:<ul style="list-style-type: none"><li>• Administer, record and observe pupil take medication</li><li>• Note any reaction and follow through in line with procedures any necessary actions</li></ul></li><li>5. Assist in arrangements for schools trips, events and routine visits, e.g. school nurse, school photographer, etc</li><li>6. Be involved in consultation towards improvement of administrative systems across the school, under the direction of the Business Support Officer</li></ol>			
<b>Administration</b> <ol style="list-style-type: none"><li>1. Provide appropriate clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence</li><li>2. Maintain and update manual and digital records/management information systems, e.g. Free School Meals data and Exclusion paperwork</li><li>3. Coordinate, generate and distribute Exclusion paperwork</li><li>4. Produce lists/information/data as required e.g. pupils data, fire call registers</li><li>5. During a fire call ensure relevant checklists are cross referenced against people in school, i.e. support staff, visitors, (in/out signature books)</li><li>6. Undertake ICT tasks within the L.A approved IT systems e.g. bromcom, as directed.</li><li>7. To collate, generate and compile documents, reports and presentations using a variety of software packages, for internal and external audiences.</li><li>8. To use own initiative to creatively produce resources for internal and external audiences.</li><li>9. Take notes/minutes at meetings including governor meetings</li><li>10. Under the direction of senior staff liaise with partner schools regarding a range of transitional year group visits:<ul style="list-style-type: none"><li>• Prepare lists of pupils</li></ul></li></ol>			



- Coordinate lists received and prepared into sub groups (as requested), e.g. cross school groups, cross gender groups
- Prepare mail merge document for the above

11. Sort and distribute mail

12. Undertake a range of administrative procedures as directed by the Business Support Officer or by senior staff.

13. Maintain and collate pupil reports

14. Undertake routine administration of school lettings and community learning provision

#### **Resources**

1. Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, Internet, Bromcom)

2. Maintain stock and supplies, cataloging and distributing as required; this includes lifting heavy boxes and storing administrative stationery supplies

3. Provide general and specific advice and guidance to staff, pupils and others

Undertake general financial administration

#### **Responsibilities**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

2. Be aware of and support difference and ensure equal opportunities for all

3. Contribute to the overall ethos/work/aims of the school

4. Appreciate and support the role of other professionals

5. Attend and participate in relevant meetings as required

6. Participate in training and other learning activities and performance development as required

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:

None

Working patterns:

Normal Office Hours with occasional evening work.

Working conditions:

Occasional lifting of heavy stationery box supplies. Normally indoors.

## PERSON SPECIFICATION

<b>Post Title: ADMIN ASSISTANT</b>	<b>Director/Service/Sector: Seaton Valley Federation of Schools</b>	<b>Ref: S713</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
5 GCSE grade C or above, including English and Maths, or equivalent, relevant discipline, e.g. NVQ Customer Services Keyboard processing skills, e.g. Word, Excel at Level 2, e.g. RSA Level 2 Very good numeracy and literacy skills Safeguarding training	NVQ 2 Literacy and numeracy or an equivalent qualification First Aid qualification	(a) (t)
<b>Experience</b>		
Experience of general clerical/administrative/financial work Customer care	Administrative and clerical experience gained in a school or educational establishment Experience of an IT based administration system	(a)
<b>Skills and competencies</b>		
Ability to relate to children and adults Ability to work as a member of a team Ability to plan and organise own work load Ability to be resourceful and use own initiative Ability to listen and communicate clearly Ability to use IT effectively Good keyboard skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation		(a), (i).
<b>Physical, mental and emotional demands</b>		
Sensitivity and understanding of upset or angry pupils or parents Aptitude of being non-judgemental and able to express sympathy or empathy Periods of working from a standing position, occasionally bending, lifting and carrying heavy boxes Resilience to focus on workload and achieve deadlines despite constant interruptions, i.e. working under pressure A role model for young people		
<b>Other</b>		
Willingness to participate in training and development Excellent attendance and punctuality		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visit