



Brannel School

Clerical Support Assistant - Pastoral

Job Description & Person Specification

www.celtrust.org



Location Details

This job is based at Brannel School Rectory Road, St Stephen, Saint Austell PL26 7RN.



Brannel School was completely redesigned and rebuilt in 2011 at a cost of over £17 million. Brannel is a welcoming and dynamic place in which to teach and to learn. Our state-of-the-art facilities reflect our educational vision of high expectations, high-quality teaching and learning, specialism and excellence, local collaboration and community involvement.

At the heart of our vision is to create a truly outstanding school delivering the very best educational opportunities, nurture academic excellence and enhance ambition in all its students. We aim to inspire the next generation of professionals and entrepreneurs.

Brannel School is part of Cornwall Education Learning Trust (CELT). This is an exciting time to join our thriving Trust, which is responsible for educating learners across four secondary schools, one junior school and nine primary schools.

Job Description

Purpose of the Post:	To work within and maintain the school's established administrative systems and procedures; providing administrative, clerical and financial support for the pastoral team and acting as the first point of contact with the general public in person and by telephone.
Reporting to:	School Administrator
Location:	Based at Brannel School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Grade E
Hours:	37 hours per week, term time plus 5 INSET (39 working weeks / 44.652 paid weeks)

Principal Responsibilities:

- ❖ To provide a professional and confidential secretarial and administrative service for the school including word processing of correspondence, reports, publications and other documents as requested, and undertaking photocopying, document collation and filing in accordance with the established systems as required.
- ❖ To welcome visitors, ensuring safeguarding procedures are followed.
- ❖ To liaise with parents/carers and outside agencies, both over the telephone and in person.
- ❖ To assist in the processing of data in accordance with the recognised administrative procedures for maintaining up to date records.
- ❖ To update information on to the school's manual and computerised systems for students' records, and to ensure all records are maintained and up-to-date. To ensure the utmost confidentiality with such records.
- ❖ To assist in the production of statistical reports, lists and other information relating to students' records as requested by the School Administrator. In addition, ad hoc distribution of research reports and briefings.
- ❖ To assist in the organisation and arrangements for meetings, including diary entries, circulating agendas and minutes, organising venues and refreshments and contacting individuals with regard to arrangements for meetings.
- ❖ To attend and minute meetings relating to student issues, as required.

- ❖ To arrange and develop 1:1 mentoring arrangements with students and ensure that support is provided for distressed students individually or in small groups.
- ❖ To monitor students causing concern through reports and behaviour plans and to help set targets for improvement in co-operation with Head of Year.
- ❖ To liaise with staff to ensure students who are absent through exclusion receive appropriate work.
- ❖ To maintain accurate records of action taken with students.
- ❖ To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- ❖ To assist communications between the School, Trust and other relevant external agencies.
- ❖ To receive and prioritise incoming telephone calls and deal with them appropriately, taking messages as required.
- ❖ To prepare and record outgoing mail appropriately.
- ❖ To check school inbox emails on a daily basis and distribute information as appropriate.
- ❖ To provide First Aid.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> • Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths. • Computer literate with experience of Microsoft Office applications. • Good working knowledge of Capita SIMS (School Information Management System). • Communication – demonstrates a good level of spoken and written skills. • Word Processing and Typing – demonstrates a good level of skills 	<ul style="list-style-type: none"> • Level 3 qualification (NVQ, AVCE or 'A' Level) in a subject related to the specialist area • Qualifications in Microsoft Office applications or similar. 	Application Form/ Interview/ Certificates
Skills and Experience	<ul style="list-style-type: none"> • Up-to-date working knowledge and significant experience of using Microsoft Office applications – in particular, Microsoft Outlook, Word, Excel and publisher. • Practical experience of clerical and administrative work. • Good communication skills, both written and verbal. • A willingness to take action and to make decisions independently. • A desire to understand how things work and to seek out opportunities to learn and grow. • Ability to adapt easily to different situations. • Demonstrate a willingness to learn. • Organisational skills. • Self-motivated. • Enjoys working with children/young people. • Ability to work on own initiative and as part of a team. 	<ul style="list-style-type: none"> • Clerical and administrative work experience in a school/college environment. • Experienced user of Capita SIMS (School Information Management System). • First Aid at Work certificate holder or willingness to complete the course. • At least 3 years relevant work experience within a school/college environment. 	Application Form/ Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. • Demonstrates an awareness, understanding and commitment to equality and inclusion. 		Application Form/ Interview

<p>Values Related Qualities</p>	<ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – to lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		<p>Application Form/ Interview</p>
---------------------------------	--	--	------------------------------------



CORNWALL EDUCATION LEARNING TRUST