

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



School Administrative Assistant

Job Description & Person Specification

www.celtrust.org



About the Role

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



- ❖ *Do you have excellent administration, organisational and time management skills?*
- ❖ *Are you looking for a new challenge in an energising and rewarding working environment where no two days are the same?*
- ❖ *We are a dynamic, supportive workplace situated in the heart of rural Cornwall approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast.*

About the Job

As one of our School Administrative Assistants you will work as part of a small, very friendly and supportive team which plays a crucial role in the day-to-day life of our school by providing a wide range of administrative and general support to keep school life running as smoothly as possible. Training will be provided where necessary, for example in use of the Schools Information Management System (SIMS).

About the School

Brannel School offers 850 places to students aged 11-16. Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m.

Our school values are Excellence, Creativity and Community. We aspire to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

About You

We *really* want to hear from you if you are someone who:

- has excellent organisational, time management, and communication skills;
- has strong problem-solving and analytical skills;
- is detail-oriented without losing sight of the bigger picture;
- is resilient and has the capacity to handle multiple responsibilities; and
- is able to relate to both adults and young people with sensitivity, empathy and understanding.

We will offer you:

- An energising and supportive working environment with high expectations and standards.
- An excellent programme of CPD and the chance to gain work-based qualifications e.g. relevant apprenticeship, award in desktop publishing, European Computer Driving Licence (ECDL), and relevant business and administration certificates and diplomas if you are interested in potentially becoming a school business professional.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

Flexible Working

We are happy to talk flexible working and endeavour to offer this, where possible, so that many of our employees can choose a working pattern that suits them as much as it suits us. It is noted, however, that some roles require attendance during specific school hours, which means that flexible working is not always possible.

Disability Confident

If you consider yourself to have a disability and think you may require a reasonable adjustment to be made for this part of the selection process or would like further information in relation to reasonable adjustments, please let us know.

Armed Forces

We are a forces-friendly employer. We are working with the Career Transition Partnership (CTP) to actively recruit serving and transitioning military personnel, military spouses, partners and family members.

Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.



Job Description

Job title:	School Administrative Assistant
Job purpose:	To provide a wide range of administrative and general school support as part of a small team working in the main school office.
Reporting to:	School Administrator.
Responsible for:	No line management responsibility.
Functional Relationships:	Headteacher, senior leadership team, teaching staff, support staff, students, parents/carers and all external contacts.
Salary grade:	E Grade
Working Hours:	30 hours per week
Working Weeks:	38.6 weeks (Term time plus 3 INSET days)
Paid Weeks:	44.194 weeks

Specific responsibilities applicable to this post

Front of house duties

- ❖ Provide cover for the main school reception, as required.
- ❖ Welcome visitors to the school and ensure signing in and safeguarding procedures are followed in compliance with the school's Visitor Policy.
- ❖ Issue ID passes.

General office administration

- ❖ Provide general administrative support directly to the senior leadership team and teaching staff.
- ❖ Provide a professional and confidential administrative service including word processing of correspondence, reports, publications and other documents as requested, and undertaking photocopying, document collation and filing as required.
- ❖ Contribute to the smooth running of the school office; use initiative and manage own role with minimal supervision.
- ❖ Receive and prioritise incoming telephone calls and deal with them appropriately, taking messages as required.
- ❖ Maintain the general school email accounts (info@ and admin@) on a daily basis, responding to queries/directing enquiries as required.
- ❖ Process and distribute incoming post and frank and record all outgoing mail.
- ❖ Check stock and re-order stationary, first-aid equipment and sundries.

Data Management

- ❖ Input information on to the school's manual and computerised systems for student records (e.g. SIMS) and ensure all records are maintained and up to date.
- ❖ Assist in the processing of Disclosure & Barring Service (DBS) checks.
- ❖ Maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to students and other information of a sensitive or confidential nature.

Day-to-day running of the school

- ❖ Liaise with parents/carers and outside agencies, both over the telephone and in person.
- ❖ Prepare relevant paperwork, such as registers, where required.
- ❖ Help to maintain general order in the school e.g. clearing lost property, tidying notice boards.
- ❖ Assist with management of premises and locker keys.
- ❖ Liaise with school photographer and deal with administrative aspects relating to ordering and distribution of individual student and year group photos.
- ❖ Deal with orders and distribution of school uniform.
- ❖ Manage the electronic noticeboard, updating as required.
- ❖ Assist with upkeep of the Virtual Learning Environment (Office 365).
- ❖ Act as first point of contact for First Aid on a weekly rota basis, looking after unwell pupils and liaising with parents/staff etc. Training will be provided.
- ❖ Support a small team of students to manage vending machine stock and replenish the machine as required.

Internal Meetings

- ❖ Assist with organising meeting rooms (booking space, arranging furniture etc.).
- ❖ Organise refreshments for meetings, including ordering food and making tea and coffee.
- ❖ Assist with the preparation and circulation of meeting papers.
- ❖ Take and write minutes for meetings, as required.

Marketing, Events and School Visits

- ❖ Update the school calendar, office systems, and diaries.
- ❖ Assist with the planning, organisation and management of school events and curricular and extracurricular visits, including the co-ordination of school's Educational Visits.
- ❖ Arrange travel and accommodation for national and international trips.
- ❖ Process online ticket sales and assist with maintaining ticket sales lists.
- ❖ Organise refreshments and assist with other preparations such as signage, furniture etc.
- ❖ Assist with the coordination of internal photo-shoots e.g. for marketing promotion, school prospectus.
- ❖ Assist with maintenance of the school's image archive.

General responsibilities applicable to all CELT staff

- ❖ To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.

- ❖ To be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ To promote Equality and Diversity in all aspects of work.
- ❖ To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ To work effectively with other members of staff to meet the needs of all students. To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any 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.

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 job holder 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 job holder 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.

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 job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary 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.

Person Specification

Selection Criteria	Essential	Desirable	Assessed
Qualifications, Education and Training	<ul style="list-style-type: none"> GCSE English and Mathematics Grade A* – C or equivalent. 	<ul style="list-style-type: none"> NVQ level 2 in Administration, Business Studies or equivalent. Word Processing / Typing Qualification (i.e. RSA). ECDL Qualification or equivalent. 	Application Form/ Certificates
Knowledge, Experience and Skills	<ul style="list-style-type: none"> Significant previous administrative and customer facing experience in an office environment. Excellent knowledge and experience of maintaining manual and computerised records, and Management Information Systems (MIS). Excellent ICT skills; sound working knowledge and experience of using Word, Excel and PowerPoint. Excellent attention to detail to produce high quality documents whilst working to tight deadlines. Excellent verbal and written communication skills. Excellent administration, organisation and time management skills. 	<ul style="list-style-type: none"> Experience in a school or college office environment. Experience in the use of school database systems. (Training will be provided.) Knowledge of Data Protection requirements and understanding of confidentiality. (Training will be provided.) Knowledge of ParentPay. (Training will be provided.) Knowledge of monitoring, recording and submitting HR matters successfully. (Training will be provided.) 	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> Works effectively as part of a team. Ability to establish good working relationships with adults and young people. Demonstrates high level of patience, understanding, and empathy with young people. Diplomatic and discreet; experience of dealing with sensitive and confidential information. 		Interview
Additional requirements	<ul style="list-style-type: none"> Suitability to work with children. Commitment to safeguarding, wellbeing and equality. Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School. Demonstrates understanding of, and enthusiasm for, working in a busy school environment. Adaptability and willingness to assist with other aspects of school life. Willingness to continue to learn, develop and train. 		Interview