



Roseberry Primary School

Full Time, Temporary in the first instance, Administration Assistant –Roseberry Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

JOB DETAILS

Salary: Level 3 Grade F SCP7

Hours: 37 hours per week – Term Time only

Contract type: full time – 1 year temporary in the first instance

Reporting to: Head Teacher, SLT, Business Manager

Required as soon as possible

FURTHER INFORMATION

Roseberry Primary School are seeking to appoint an additional team member to provide administrative support within the school office. The successful candidate will ideally be an experienced Level 2 School Administrator who is proactive and highly organised in their work. For this post excellent inter-personal skills are essential as you will be one of the first faces that visitors to the school will encounter. You will need to have the ability to work under pressure and manage time effectively including supporting others within the team. The ideal candidate will work within a small administration team, under the direction of the Business Manager and will be expected to provide reception duties as well as using the administrative systems while providing support to staff, children and parents.

The successful candidate will, be approachable confident and friendly, be able to work as part of a team in order to meet the needs and demands of the school, have the ability to manage their time effectively, use initiative and be professional with a flexible attitude. We would like to hear from those candidates who feel that they can demonstrate the characteristics and skills we are looking for and hold the relevant Level 2 qualifications to meet the demands of this post.

Governors and Staff at Roseberry Primary School are committed to Safeguarding and promoting the welfare of children in our care.

Head Teacher: Mrs N Thornton

Email: roseberry@roseberryprimary.org.uk

Roseberry Primary School

Marsh House Avenue,

Billingham,

Stockton-on -Tees

TS23 2HJ

Tel. 01642 360520

For an informal discussion about this post please contact Lisa Maddison, on (01642) 360520.

Visits to the school can be arranged.

Disclosure: We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other safer recruitment checks.

Further information and an application form are available from our website Completed applications should be sent to our school office at: roseberry@roseberryprimary.org.uk

Closing Date: 30th May 2024

Interview Date: 11th June 2024

JOB DESCRIPTION

SCHOOL: Roseberry Primary School

POST TITLE: Administration Level 3

GRADE: F (SCP 7 - 8)

REPORTS TO: School Business manager

MAIN PURPOSE: Under the guidance of senior staff, be responsible for providing general administrative/financial support to the school, including organisational procedures and assisting with planning and development of support services.

TASKS:

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist in arrangements for school trips/events etc

Administration

- Provide general/clerical administrative support e.g. photocopying, filing, faxing, completion of standard forms, respond to routine correspondence
- Assist in the management of manual and computerised records/information systems
- Analyse and evaluate data/information and produce reports/information/ data as required
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Assist in administrative and organisational support to the Governing Body
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Assist in the completion and submission of forms, returns etc, including those to outside agencies e.g. DCSF
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

Responsibilities

- 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
 - Be aware of and support difference and ensure Equal Opportunities for all
 - Contribute to the overall ethos/work/aims of the school
 - Appreciate and support the role of other professionals
 - Attend and participate in relevant meetings as required
 - Participate in training and other learning activities and performance development as required
 - Assist in the monitoring and planning evaluation of the budget as required
 - Assist in the managing of uniform/snack/other 'shops' within the school
 - Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- 1.3**
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Safeguarding - Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PERSON SPECIFICATION

POST TITLE: Administration Level 3

GRADE: F (SCP 7 - 8)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • NVQ 2 or equivalent qualification in relevant discipline, e.g. Business Administration Level 2 OR appropriate experience • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • NVQ 3 or equivalent qualification in relevant discipline, e.g. Business Administration Level 3 OR appropriate experience • First Aid training
EXPERIENCE:	<ul style="list-style-type: none"> • General clerical, administrative and financial experience 	<ul style="list-style-type: none"> • Experience of reception duties • Experience of working in a school environment
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Effective use of ICT packages • Use of relevant equipment/resources • Good keyboard skills • Knowledge of relevant policies/code of practice & awareness of relevant legislation • Ability to relate well to children and adults • Good communication skills • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to identify own training & development needs and be willing to address these • Positive approach to customer care • Good organisational skills 	<ul style="list-style-type: none"> • Appropriate knowledge of First Aid • Ability to complete statistical returns

PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Friendly and approachable manner• Self motivated• Flexible• A commitment to working as part of the whole school team and supporting the vision and aims of the school	
-----------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--