

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

Job title: Faculty Support Assistant  
Directorate: Stoke Newington School  
Reporting to: Head of Faculty  
Grade: 3

## Job description

Purpose of the post:

- Under direction and instruction of senior staff: provide routine general clerical. Administrative, financial support to the nominated Faculty.

Main duties and responsibilities:

- To provide an administrative and student support service within the faculty.
- To provide communication support for the nominated faculty including phone calls, e-mails and letter typing.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

General requirements:

### **Administration:**

- Provide routine clerical support e.g. photocopying, filling , faxing, emailing, complete routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word processing and other IT based tasks
- To order and store supplies and to maintain systems for monitoring faculty expenditure.
- Sort and distribute mail.

### **Resources:**

- Operate office equipment e.g. Photocopier, computer.
- Arrange orderly and secure storage of supplies.
- To be responsible for organisation and storage of equipment and departmental resources, undertaking basic maintenance and repair where possible.
- To look after audio visual resources including transfer from tape to DVD and basic editing (following training).
- To prepare and produce displays in classrooms and designated corridor areas,

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ensuring that they are updated regularly.

- Undertake routine financial administration e.g. collect and record dinner money.

### Student Support

- To assist students within lessons, particularly those on the Code of Practice, working with the classroom teacher.
- To provide support in the organisation of special events and activities within the faculty.
- To accompany faculty trips and fixtures in a supervisory capacity.
- To support management of student movement around the school.
- **Responsibilities:**
- Be aware of and comply with policies and procedures relating to child protection, health, safety, 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.
  
- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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Job title:	Faculty Support Assistant
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>	✓	✓
1. GCSE A*- C Grade in English and Maths	✓	
<b>Experience</b>	✓	✓
2. General clerical/administrative work.	✓	
3. Strong commitment to furthering equalities in both service delivery and employment practice.		
<b>Knowledge</b>	✓	✓
4. Appropriate knowledge of First aid.	✓	
5. Good understanding and ability to use relevant technology e.g Photocopier.	✓	
<b>Skills</b>	✓	✓
6. Good numeracy and IT skills.	✓	
7. Keyboard and computer skills.	✓	
8. Participate in development and training opportunities.	✓	
9. Ability to relate well with children and adults.	✓	
10. Work constructively as part of a team, understanding school role and responsibilities and your own position with these.	✓	