



Stoke Newington School  
& Sixth Form

# **JOB PACK**

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**Administrator Assistant**

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Stoke Newington School  
& Sixth Form

## Job advertisement

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### **Administrator Assistant Grade –Scale 4, Term time only plus 2 weeks for SLT**

#### **The School**

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive school which has had a recent glowing OFSTED report. We are committed to a creative and excellent education for all students. We have a positive reputation in the local area, benefit from parental support, have an award winning building and a growing sixth form. Most importantly, students and staff of the school share a commitment to its success and ethos.

This opportunity will excite those who believe that all can excel and that everyone deserves the best.

#### **Contacting us**

If you feel you can make a positive contribution to our school, please apply online via our website, and download our application form <https://www.stokenewingtonschool.co.uk/jobs>. I look forward to reading your application.

**The closing date for receipt of applications is 3<sup>rd</sup> November 2017. Interviews will be held the following week.**

**Please email completed applications to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk)**

*We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.*

# 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

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Job title:	Administrative assistant
Directorate:	Stoke Newington School
Reporting to:	Lead Admin assistant
Grade:	Scale 4, Term time only (x 4 roles), + 2 weeks for the SLT support role

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## Job description

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Purpose of the post:	<ul style="list-style-type: none"><li>Under direction and instruction of senior staff: provide routine general clerical and administrative, support to staff at Stoke Newington school plus specialised support for a defined area as required</li></ul>
Main duties and responsibilities:	<ul style="list-style-type: none"><li>To provide an administrative to staff within the School</li><li>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.</li><li>To act as a lead for a defined administrative area (Trips &amp; fixtures, Detention Support &amp; Displays, Learning Resources Stock management and purchasing, Inclusion, SLT minutes and support)</li><li>To act as Fire Marshall and First Aiders as required</li></ul>

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General requirements:

**Administration.**

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word processing and other IT based tasks
- Sort and distribute mail.
- Communicate across the school as necessary

**Resources:**

- Operate office equipment e.g. Photocopier, computer.
- Undertake routine financial administration

**Student Support:**

- To provide support in the organisation of special events and activities within the school
- To support management of student movement around the school.



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Job Description and Person Specification

**Specialist areas (one area):**

**(a) Trips and Fixtures**

- To support trips and fixtures (booking transport, collating student lists, preparation of parent information, collating risk assessments, collection of funds)
- To accompany faculty trips and fixtures in a supervisory capacity.

**(b) Detention support and Displays**

- To prepare and produce high quality displays in classrooms and designated corridor areas, ensuring that they are updated regularly and are in line with school ethos and standards.
- To prepare the daily detention lists and associated duties (sending texts etc)

**(c.) Inclusion**

- To provide a record keeping and administrative service to the inclusion leaders
- To take confidential minutes for meetings as appropriate

**(c) Learning Resources stock management and purchasing**

- To order and store supplies and to maintain systems for monitoring faculty expenditure.
- To be responsible for organisation and storage of equipment and departmental resources, undertaking basic maintenance and repair where possible.
- Arrange orderly and secure storage of supplies.

- To take confidential minutes at SDT meetings and other SLT meetings as required
- To maintain the school calendar

## 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.

# Job Description and Person Specification

Job title:	Faculty Support Assistant
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## Person Specification

**Essential**      **Desirable**

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

