



Stoke Newington School
& Sixth Form

JOB PACK

Administration Assistant

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**Administration 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 3rd November 2017. Interviews will be held the following week.

Please email completed applications to 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

Job title: Administrative assistant

Directorate: Stoke Newington School

Reporting to: Lead Admin assistant

Grade: Scale 4, Term time only + 2 weeks for the SLT support role

Job description

Purpose of the post:

- 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

Main duties and responsibilities:

- To provide an administrative to staff within the School
- 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.
- To act as a lead for a defined administrative area (Trips & fixtures, Detention Support & Displays, Learning Resources Stock management and purchasing, Inclusion, SLT minutes and support)
- To act as Fire Marshall and First Aiders as required

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)

) 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.

) SLT Support and minutes

- 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

responsible for or come into contact with.



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Job Description and Person Specification

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 Description and Person Specification

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|------------|---------------------------|
| Job title: | Faculty Support Assistant |
|------------|---------------------------|

Person Specification

Essential **Desirable**

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | ✓ | ✓ |
| 1. GCSE A*- C Grade in English and Maths | ✓ | |
| 2. First aid and fire marshall qualifications (or willingness to obtain) | ✓ | |
| Experience | ✓ | ✓ |
| 3. General clerical/administrative work. | ✓ | |
| 4. Strong commitment to furthering equalities in both service delivery and employment practice. | | |
| Knowledge | ✓ | ✓ |
| 5. Appropriate knowledge of First aid. | ✓ | |
| 6. Good understanding and ability to use relevant technology e.g Photocopier. | ✓ | |
| 7. | | |
| Skills | ✓ | ✓ |
| 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. | ✓ | |