Ladybridge High School

Job Description

Job Title	ADMIN SUPPORT ASSISTANT
Grade	GRADE C SCP 4-6
Primary Purpose of the Job	To provide clerical and administrative support to the school.
Responsible to	Office Manager

MAIN DUTIES

1. **Organisation**

Act as the professional face of the school, its ethos and values, filtering incoming communications for the Head Teacher, SLT and the Business Team

Undertake reception duties, including answering the telephone and face to face enquiries from students, parents and visitors

Signing in visitors and checking ID in line with the school's Safeguarding Policy

Check and update students' entitlement to Free School Meals

Enter paper registers onto the SIMS system and assist with lates, attendance and detentions

Update student data on the SIMS system to maintain accurate and up to date records.

First aid and welfare duties including monitoring diabetics, looking after sick students, liaising with parents and staff

Assist with arrangements for school events such as parents' evenings, open evening, presentation evenings etc.

2 **Administration**

Provide routine clerical, admin and reprographics support e.g. photocopying, filing.

Maintain manual and computerised records/management information systems as appropriate including SIMS, school meals administration, school visitor system etc.

Type letters, assist with newsletters and undertake other administrative tasks

Undertake general office work including responding to routine correspondence and completion of standard forms.

Making appointments and managing diaries for the senior leadership team

Attend meetings and take minutes when necessary

Monitor the school's general in box for emails, filtering and forwarding on as appropriate

Open and distribute incoming post and frank outgoing post

Assist with parents' evenings bookings using the online system

Communicate with parents and carers using the school text and email software.

Support teaching staff with the arrangements of school trips including booking transport, uploading documents to Evolve (Educational Visits system), scanning consent forms etc.

3 **Resources**

Operate office equipment and ICT software packages e.g. Microsoft Office, SIMS, InTouch

Assist with the sale of tickets for events, ties, stationery and student supplies

Maintain stock levels and order supplies and refreshments

Provide general information to staff, students and others

Undertake general financial administration e.g. counting and collection of cash

Arrange refreshments for interviews, meetings and school events in the school day and after school

4 **Responsibilities**

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend events out of school hours and participate in relevant meetings as and when required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Headteacher and to meet the needs of the school.

Date Job Description updated	June 2021
Job Description updated by	Gaynor Chesterfield

Ladybridge High School

Person Specification

Job Title ADMIN SUPPORT ASSISTANT

Grade GRADE C SCP 4-6

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	**Skills and Knowledge**	
1.1	Good keyboard skills and effective use of ICT packages including Microsoft Word, Excel and Outlook	Application Form/Interview
1.2	Good level of written and verbal communication	Application Form/Interview
1.3	A willingness to participate in development and training opportunities	Application Form/Interview
1.4	Ability to relate well to young people and adults	Application Form/Interview
1.5	Good interpersonal skills, demonstrated by friendly, outgoing manner	Interview
1.6	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	Application Form/Interview
1.7	To be able to identify opportunities to ensure tasks are completed within specified timeframes	Application Form/Interview
1.8	Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview
2.	**Experience/Qualifications/Training etc.**	
2.1	Holder of GCSE Maths and English qualification grades A-C or 9-4 or the equivalent.	Application Form
2.2	Willingness to participate in relevant training and development opportunities	Application Form/Interview
2.3	Current First Aid certificate or a willingness to undertake training	Application Form/Interview

3.	Work Related Circumstances – Professional Values & Practices	
3.1	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form/Interview
3.2	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form/Interview
3.3	Able to demonstrate and promote positive values, attitude and behaviour expected from students	Application Form/Interview
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form/Interview
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	Application Form/Interview
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues	Application Form/Interview
3.7	A willingness to attend evening meetings and school events	Application Form/Interview
3.8	A flexible approach to working hours.	Application Form/Interview
3.9	Good role model presenting a smart appearance with high levels of attendance and punctuality	Application Form/Interview

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	**Skills and Knowledge**	
1.1	Experience in a similar role in an educational establishment.	Application Form/Interview
1.2	A good working knowledge of the school SIMS system	
2.	**Experience/Qualifications/Training etc.**	
2.1	NVQ Level 2 or equivalent qualification or experience in relevant discipline	Application Form/Interview

Note to Applicants: **Please try to show in your application form, how best you meet these requirements**

Date Person Specification updated June 2021

Person Specification prepared by Gaynor Chesterfield