






Job Description

Vacancy	Admin Support Assistant – Term Time plus 5 days
Grade/Salary	Grade 3 SCP 4 - 6 currently (£16,629pa - £17,301pa – Actual Salary)
Contract	Permanent

This post is subject to Green Book Staff Pay and Conditions. The postholder is expected to uphold the Professional Standards.

 High Standards	<ul style="list-style-type: none"> • To provide outstanding operational support to the school • To work under the relevant health and safety regulations (Health and Safety at Work Act 1974) • To be committed, enthusiastic and produce high quality work • To assist with the effective running of operations • To report concerns to the Head of Operations • To show discretion with confidential information
 Daring to Dream	<ul style="list-style-type: none"> • Use your own initiative • Think outside the box • To attend relevant training • Set yourself challenging targets • Find opportunities to learn from others • Find solutions to day to day issues • To develop systems to improve efficiency
 Traditional Values	<ul style="list-style-type: none"> • Ensure high quality correspondence • Demonstrate positive attitudes and behaviours • Lead by example by having excellent attendance • Treat others with dignity and respect • To deal with enquiries efficiently and courteously • Ensure safety for others • Assist in Reception duties where required
 Success	<ul style="list-style-type: none"> • Support Head of Operations with operational duties • To keep Staff Training Records up to date • To be flexible in your approach to work • Effectively safeguard students • To ensure others follow procedures • Be responsible for ensuring social media is exploited to the advantage of the school
 Personalised Support	<ul style="list-style-type: none"> • To provide specific support to Head of Operations as directed • Demonstrate positive relationships with others • Assist with submission of expenses/additional hour claims/school credit card claims • Support the Exams Officer with the running of exams in school. • Ensure SIMS marksheets and registers are correct



Personal Specification

Skills	Assessed
Qualifications <ul style="list-style-type: none"> • GCSE English and Maths (C or above/Grade 4 or above) • Further qualifications in administration 	AF AF
Experience <ul style="list-style-type: none"> • The ability to handle and produce data in a useable format • Familiarity with school systems e.g. PS Financials/SIMS • Proficient in MS Office programmes • Experience in working quickly under pressure • The ability to work without supervision • Has an excellent telephone manner • Upholding the ethos and values of the school 	AF AF AF AF I I I
Knowledge <ul style="list-style-type: none"> • Follow school policies and procedures • Is calm under pressure • Has a good understanding of technology • Is systematic and methodical • Is organised and an excellent time keeper • Good Literacy and Numeracy skills 	I I AF AF AF AF
Leadership <ul style="list-style-type: none"> • Strives for perfection and has a good attention for detail • Has excellent communication skills • Understands the importance of collaboration in a small team • Will ensure supplies are maintained, development of ordering process • Will ensure equipment is in good working order • Will alleviate difficulties to ensure the smooth running of the school 	AF/I AF, I I, R AF AF AF/I
Systems <ul style="list-style-type: none"> • Can develop effective processes and procedures • Will log communication as a matter of course • Reporting of any Health and Safety or Safeguarding concerns correctly and accurately • Can produce information from school systems • To show a flexible approach to working 	I I I, R I I/R

AF – Application Form, I – Interview, T – Task, R – Reference

