



## Administrator (Maternity cover) Job description and person specification

Salary: L3  
Reporting to: School Manager  
Conditions: 37 hours per week / 39 weeks per year  
Location: Putteridge High School, Luton

Putting students first in order to remove barriers to learning is the key responsibility of all staff at Putteridge High School. We will ensure that every young person: achieves aspirational goals; can make decisions which lead to a safe and healthy lifestyle; enjoys their time at PHS and can make positive contributions through active involvement in their learning and in the school and wider community

### Purpose of the role:

To undertake a range of administrative, secretarial and clerical duties which support the provision of high quality administrative services to the School.

### Principal Responsibilities:

- To provide a full secretarial and administrative support service to the School comprising a wide range of duties and encompassing Word, Excel and GSuite ensuring that deadlines are met and confidentiality is maintained at all times.
- To provide admin support with a focus on the school website, VLE and marketing and publishing of school documents.
- To input data into SIMs (Schools Information Management System).
- Operate the school's telephone system, dealing with general enquiries, responding to queries from parents / carers, taking messages and routing calls as appropriate.
- Respond to queries from students, parents / carers and colleagues as appropriate.
- Provide cover, as required for the Healthcare and Admin Officer, contacting parents in the event of injury, sickness, administering basic first aid and maintaining all necessary records.
- To work efficiently and effectively with due regard to punctuality and meeting deadlines.
- Preparing for and minuting of meetings as required.
- To undertake the role of Fire Warden.
- To undertake other duties or responsibilities reasonably required by the Office Manager.

### **Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.
- All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

**The Chiltern Learning Trust is committed to its schools working in wider partnership which will promote wellbeing outcomes for young people.**

**All personnel may be required to work across schools within the Trust by agreement with the Head Teacher.**

### **Safeguarding Children**

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

***'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.***

### **Administration Assistant: Person specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Demonstrable work experience in a general office environment including working within administrative procedures.	1,2	Experience of working in a school environment.	1,2
	Demonstrable experience of using Microsoft Office, including Word, Excel, databases, and IT packages.	1,2	SIMS database	1,2
			GSuite	1,2
<b>Skills/Abilities</b>	To be able to organise and prioritise work effectively.	1,2		
	Able to follow and work within procedures and guidelines.	1,2		
	Able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management.	1,2		
	Able to check information and maintain accurate records.	1,2		
	To have the ability to work to agreed deadlines and targets.	1,2		
	Able to add, subtract, multiply and divide figures.	1,2		
	Able to write straightforward letters and read instructions.	1,2,5		
	Able to use initiative within defined procedures.	1,2,5		
	Able to manage own workload and meet deadlines, which may at times be competing.	1,2,5		
		1,2		

	<p>Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English</p> <p>To be willing to work as a team member.</p> <p>To have an understanding of the need for confidentiality, sensitivity and diplomacy.</p> <p>Proven ability to work on own initiative with minimal supervision and direction.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p>		
<b>Competencies</b>	Able to form appropriate relationships with young people	1,2		
<b>Equality Issues</b>	Able to <b>recognise</b> some forms of discrimination, which commonly exist.	1,2		
<b>Specialist Knowledge</b>			<p>Some knowledge of SIMS database</p> <p>First aid certificate, or willingness to train.</p> <p>Fire Warden experience</p>	<p>1,2</p> <p>1,2,4</p> <p>1,2</p>
<b>Education and Training</b>	<p>RSA Stage 2 or equivalent qualification or equivalent experience</p> <p>English GCSE.</p>	<p>1,4</p> <p>1,2,4</p>		
<b>Other Requirements</b>	<p>The post-holder will be required to undergo criminal, medical and reference checks as part of the appointment process and must be willing to undertake Safeguarding training.</p> <p>To be committed to the principles of equality of opportunity and committed to personal and professional development.</p> <p>Willing to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods.</p> <p>Commitment to the guiding principles of the school – Respect, Opportunity, Achievement</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>		

	To be prepared to carry out additional duties, which may reasonably be required by the Headteacher.	1,2		
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**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that school policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Code of Conduct

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