



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

ADMINISTRATIVE ASSISTANT

Scale 3, £16,641 (including allowances)

Term Time, 40 weeks per year

35 hours per week, Monday to Friday 8.30am to 4.30pm

Drayton Manor is a heavily oversubscribed and successful school in West London.

We require an energetic and committed Administrative Assistant to provide an efficient support role in School Administration, including the HR Office and Student Exclusions.

You must demonstrate excellent organisational skills and initiative, be flexible and adaptable to the needs of the job, able to maintain confidentiality and show capacity for hard work to meet competing deadlines.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk.

For further information and an application pack for the post, please visit the Job Vacancies section of the school's website. For any further queries please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12 noon, Tuesday 26 September 2017

No agencies, faxes or CVs





DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

POST	Administrative Assistant
DEPARTMENT	Administration
GRADE	Scale 3, Term-Time , 40 weeks per year
RESPONSIBLE TO	Deputy Administration Manager/Administration Manager
JOB PURPOSE	To work with the school's Deputy Administration Manager to provide a high quality support service in the HR Office to all existing and prospective employees of the school. Administration of student exclusions throughout the school

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

Human Resources (HR)

- To support the administration of the recruitment process, staffing appointments and all related personnel matters including payroll and pensions
- To assist in dealing with queries from employees, prospective employees and other outside sources, giving routine information and/or arranging for the appropriate member of staff to be consulted
- To assist in dealing with employment queries from the Senior Leadership Team, liaising with the school's Deputy Administration Manager on procedure
- To maintain security and confidentiality of all HR records in the school at all times
- To assist in inputting and managing HR data successfully, ensuring its accuracy
- To contribute to systems and office procedures to ensure the smooth running of the school's HR function.
- To assist in photocopying Personnel records as appropriate
- To assist in compiling HR data as required

Student Exclusions

- Liaise closely with Heads of Year and members of the SLT to produce confidential written exclusion documents to agreed deadlines
- To maintain and update various student record systems and files, ensuring confidentiality and security is maintained
- To photocopy and circulate exclusion paperwork as required
- To produce and monitor student exclusion data
- To liaise with and assist the Administration Manager with the arrangement for the Governor's discipline committee, as required.

General

- To carry out other duties and responsibilities, of a similar administrative nature, and at a similar responsibility level to those described above which may be allocated from time to time



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PERSON SPECIFICATION

POST TITLE Administration Assistant

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Sound general education• GCSE grade C or equivalent in Mathematics and English• Education to A Level standard or equivalent	<ul style="list-style-type: none">• Degree
Experience	<ul style="list-style-type: none">• Administrative Experience	<ul style="list-style-type: none">• Previous relevant experience in a school or HR environment
Ability/Skills	<ul style="list-style-type: none">• Ability to input data accurately with good attention to detail• Able to maintain confidentiality• Able to deal with a number of different situations in quick succession• Evidence of good organisational skills• Evidence of excellent IT skills	<ul style="list-style-type: none">• Knowledge of SIMS System
Equal Opportunities	<ul style="list-style-type: none">• Awareness of and commitment to the school's Equal Opportunities policy	
Safeguarding	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of young people	
Disposition	<ul style="list-style-type: none">• Good team member• Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour• Good interpersonal skills; able to communicate with people at all Levels	