



Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Admin/Organisational Support – Role B

SECTION: Schools

Specific Role Descriptor for the post of Exams Assistant at Blatchington Mill School & Sixth Form College

- To provide daily support for exams, both internal and external, controlled assessments and related structures.
- To deputise for and support the Exams Officer
- To plan work with reference to the exams and assessment calendar.
- To work flexibly each day, in line with changing priorities.

Please note; this is a National Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable.

1. PURPOSE OF JOB

Under the instruction / **guidance** of senior staff, provide **general** administrative / financial support to the school as required.

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- Undertake reception duties, answer **general** telephone calls, redirect calls, pass on messages to others as required and deal with face to face enquiries and sign in visitors
- **Act as first point of contact for Head Teacher / management team, including telephone enquiries, receiving visitors, arranging hospitality and dealing with mail**
- Assist with pupil first aid/welfare duties, look after sick pupils, liaise with parents / staff etc.

Administration

- Provide general clerical / admin support e.g. photocopying, filing, faxing, emailing, completing standard forms and **responding to routine correspondence**
- Maintain manual and computerised records / management information systems
- **Maintain the Head Teacher's filing system as required**
- **Produce lists / information / data as required, e.g. pupil data**
- **Maintain and collate pupil reports**

- Undertake or **oversee a range** of typing, word-processing and other IT based tasks for the **Head Teacher**, other teaching and support staff, generating routine correspondence as required
- **Take notes at meetings**
- Sort incoming and outgoing mail and distribute accordingly
- Undertake administrative procedures
- **Undertake routine administration of** school lettings and other uses of school premises, including liaison with related staff

Resources

- Operate relevant equipment/**ICT packages (e.g. word, excel, databases, spreadsheets, Internet)**
- Maintain stock and supplies, cataloguing and distributing as required
- **Provide general advice and guidance go staff, pupils and others**
- Undertake **general** financial administration in accordance with procedures, which may include:
 - receive and process monies / income / orders / invoices, including processing and banking of cash / cheques and issue of receipts

Responsibilities

- Be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and 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 list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

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CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- **NVQ Level 2 or equivalent qualification or experience in relevant discipline**
- **Good knowledge and understanding of relevant ICT packages**
- **Knowledge of relevant policies / codes of practice and awareness of relevant legislation**
- Appropriate knowledge of first aid

Experience

- Demonstrable experience of clerical / administrative work, likely to have been gained **over a period of one year**

Skills & Abilities

- Good numerical skills to undertake a variety of tasks, e.g. collecting monies, **maintaining accounts** for schools activities, undertaking banking, checking travel / expense claims
- Good literacy skills to undertake a variety of tasks, e.g. maintaining records, **minute taking, maintaining diary(ies) producing a range of correspondence**
- **Good** keyboard / computer skills where this is appropriate for the role, e.g. production of reports, correspondence, inputting / updating personnel or financial information
- Able to relate well to children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing straightforward advice on first aid etc
- Some **analytical skills** required, e.g. to resolve discrepancies between financial records
- Able to demonstrate sensitivity and tact
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. when counting dinner money, **producing financial information, minute taking and drafting correspondence**
- Able to undertake short term planning, e.g. managing own workload, **ensuring deadlines are met**, planning for school activities, e.g. school trips / sports day

- **Able to deal with more complex** queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to identify own training and development needs and co-operate with means to address them**

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Blatchington Mill School is committed to safeguarding our students, we expect all staff and volunteers to support this commitment.