



Hove Park School
"Together We Achieve"

Nevill Campus: Nevill Rd, Hove, East Sussex, BN3 7BN
Tel: +44 (0)1273 295000/1 Fax: +44 (0)1273 295009

Valley Campus: Hangleton Way, Hove, East Sussex, BN3 8AA
Tel: +44 (0)1273 295002/3 Fax: +44 (0)1273 294994

Email: office@hovepark.org.uk

Mr Jim Roberts- Headteacher

Administration/Organisation Level B

Salary: NJC Scale 3, £15,903 to £16,221 (Actual Annual Salary)

Full-Time

37 hours per week, 44 weeks per year, Term-Time Only

Commencing: May 2019

Hove Park School and Sixth Form are seeking to appoint an enthusiastic, experienced and highly organised office administrator/receptionist to work across both campuses of our split-site school. As a member of the general office team, the right candidate will be expected to support other office staff with general administration and data entry whilst also providing an outstanding level of customer service to our parents and families, students, staff and other stakeholders. The right candidate will be flexible, able to prioritise tasks efficiently, and have excellent communication skills and telephone manner.

Candidates applying to this post should be able to demonstrate the following:

- Flexibility and adaptability
- Excellent written and verbal communication skills
- Wide ranging knowledge and experience with ICT packages, especially Microsoft Office software including Word, Excel and Outlook
- An ability to work well with others as a team player
- High level of organisation, prioritization and efficiency

To apply, please complete a Support Staff Application Form using the Job Description/Person Specification which you will find on our website:

<http://www.hovepark.org.uk/vacancies>

Please submit your completed application form to recruitment@hovepark.org.uk
Alternatively, you can apply directly through TES.

Closing date: Tuesday, 23rd April 2019

Interviews: Week beginning 29th April 2019



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Hove Park 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 candidate will be subject to an enhanced DBS check.

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population.

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JOB DESCRIPTION

JOB TITLE: Admin/Organisational Support – Role B

SECTION: Schools

I. 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 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.
- Oversee pupils not in class or at the end of the school day as required
- Assist with arrangements for school trips, events 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
- 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 staff, other teaching and support staff, generating routine correspondence as required
- Take notes at meetings



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- 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
- Operate uniform / snack / other 'shops' within the school
- Provide general advice and guidance go staff, pupils and others

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.



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PERSON SPECIFICATION

POST TITLE: Admin/Organisational Support Role B

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



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- 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.

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