

Communications, Events and Administration
Assistant

Maternity Cover

Hours: 35 hours term time

Scale 1 to 2 - £17,711 - £18,426 FTE (£14,080 - £14,648 pro rata)

Closing date: Friday 24th January 2020

Interviews will take place w/c: 27th January 2020

Start date: As soon as possible

Say yes to new adventures.



Everyone matters and every dream counts.

Welcome to Ryburn Valley High School. We're a thriving 11-18 comprehensive school, in a well-equipped, modern building with a truly stunning setting looking out across the Calderdale hills. As it says in our mission statement, our core purpose is to inspire students with a love of learning, a zest for life and a genuine confidence to excel in a colourful world.

We do that through excellent teaching and learning, and by putting creativity at our heart. Our staff are amazing, in both the incredible range of opportunities they make possible, and in the relationships they build as a foundation. We get results, but we give so much more, shaping a generation with the kindness and character our future needs.

We're rightly proud of our strong exam results, each grade telling the story of a student's effort and dedication, the support of their family and school community, and the encouragement and skill of their teachers. Our teachers are our biggest asset. They bring passion and care, and back that up with highly effective teaching strategies. We cherish our staff to support their wellbeing and enable them to thrive. We never stop learning, and we continue to invest in our teachers' and the school's development both by reflecting deeply on our own practice and by reaching out to leading educational research to keep ahead of our game.

Join the Ryburn family, where everyone is supported and challenged to excel.

Kath Parker, Head of School

When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. We never stop learning, so we invest in both our teachers' and schools' development and by reaching out to leading educational research to keep ahead of our game. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together**.

What could we do, together?

David Lord, Chief Executive Headteacher

Communications, Events and Administration Assistant (Maternity Cover)

Job Title: Communications, Events and Administration Assistant (Maternity Cover)

Line Manager: Communications and Engagement Manager

Scale: 1 to 2 depending on experience. 35 hours per week, term time

Start Date: As soon as possible

Key Responsibility:

- To work under the guidance of the Communication and Engagement Manager to support the Business and Education team with administration tasks and support with the communications and events work of the school

General Duties

- To provide a comprehensive range of administrative duties
- Prepare large-scale distribution of letters to parents and other members of the community
- Organise refreshments as and when required
- Maintain an up to date list of contacts for the distribution of invitations and cards
- Contribute to the delivery of high quality events including performances, open evenings and stakeholder/community events, including through administration, staffing and technical support
- Engaging, maintaining and developing links with stakeholders including parents, alumni, business and the wider community
- Creating engaging content for social media to promote our school and engage our stakeholders
- To support and develop the delivery of student leadership and careers under the guidance of the Assistant Headteacher (Character Leadership and Career Development)
- To work alongside the iGEN coordinator to provide administrative assistance for the course
- Provide administrative support to all areas of the school as directed by the Senior Leadership Team

Business & Educational Staff Standards

- Complying with policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Confidentiality and Data Protection. Reporting all concerns to the Delegated Safeguarding Lead
- Be able to work collaboratively as part of a team
- Develop positive working relationships with colleagues
- Communicate clearly, respectfully and professionally with pupils, parents, colleagues and visitors
- Work with his or her line manager to develop and implement a professional development plan
- Use feedback and personal reflection to improve his or her own working practices
- Where relevant, maintain first aid accreditation
- Understand how the role supports the quality of teaching and learning
- Understand the roles of external agencies and how to work with them as required
- Follow all processes for the handling and banking of money meticulously
- Know, understand and follow all procedures for the management of the schools finances, if working on financial matters
- Use IT hardware and relevant software packages efficiently and effectively as required to fulfil your role.
- Retrieve and share the various types of information required by the post holder's specific role

- Be able to competently use items of office equipment, such as the photocopier, and keep up to date with developments and changes to such equipment
- Maintain filing systems, (both paper and electronic), efficiently and in accordance with current systems and processes
- Ensure that documents are prepared and data is entered into IT systems accurately and on time
- Answer telephones promptly and with a respectful and professional manner
- Be familiar with all policies and procedures that are relevant for the role
- Know where to get help and support
- Know the limits of the role and when to refer people or issues elsewhere
- Maintain confidentiality at all times
- Understand his or her role in safeguarding and act on any safeguarding issues in accordance with school procedures
- Maintain a safe working environment for his or herself and others including the completion of risk assessments
- Undertake stocktaking and ordering of materials and equipment as required
- Complete First Aid Training to assist the Health Care Assistant in ensuring the welfare of our staff and students

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Headteacher/Head of School to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check.

Communications, Events and Administration Assistant Person Specification

Criteria

Experience:

- Has experience of working in a busy place of work
- Experience of managing a high workload and the ability to prioritise
- Experience of working in a reprographics environment (desirable)
- Experience of working with children (desirable)
- Experience of working in a school (desirable)
- Experience of using ICT packages (i.e. Word, Excel, Powerpoint)

Qualifications/Training:

- GCSE Math and English at grade C (or equivalent) (desirable)
- First Aid qualification (desirable)

Practical Skills:

- Good computer skills
- Effective communication and interpersonal skills with both adults and children
- Ability to create displays
- Initiative, flexibility and ability to work independently

Personal Qualities and Attributes:

- Methodical and accurate
- Commitment to Safeguarding
- Calm under pressure
- Caring and positive
- Excellent time keeping and absence record
- Able to lift and carry light loads
- A good standard of literacy
- Self-driven with a positive outlook
- A natural forward planner who assesses their own performance
- Mature, credible with excellent interpersonal skills
- Reliable, tolerant and determined
- Empathetic - able to see things from another person's point of view
- Well-presented and professional
- Keen for new experiences, responsibility and accountability
- Able to get on with others and be a team player
- Ability to evaluate own learning needs and actively seek learning opportunities
- Integrity and exercises confidentiality
- Good sense of humour