

Admin Officer - Grade 3

Permanent Contract



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**Manchester Hospital School**

Head teacher: Mrs. Janet Doherty

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**Admin Officer Grade 3 Vacancy**

Dear Applicant,

Thank you for your interest in the vacancy for Admin Officer at Manchester Hospital School.

With a population of almost two million, Manchester is the third largest city in the country, after London and Birmingham. Our specialist children’s hospital, Royal Manchester Children’s Hospital, (RMCH) is the largest single site children’s hospital in the country.

Our school provides education for children at RMCH, at a number of other provisions across the city and for children and young people too ill to attend their own school. We run the Leo Kelly Centre as part of our hospital school for children and young people with specific health needs which cannot be met in any other settings.

We have fifty staff, mostly teachers, and on our last census day in January 2019 we had 187 pupils on our roll ranging from ages 3-18.

We are a key member of the national association for Hospital Education, NAHE, and I am one of its Directors. We work closely with our local partnerships in the Manchester Collaborative and I am a Director and board member of the Manchester Schools Alliance. Regionally, we work with Greater Manchester special schools including hospital schools in the North.

As a Hospital School, we are classed as a community special school because all of our young people have ill health; physical or mental or both. The ability profile of learners is wide, with the vast majority broadly in line with learners in mainstream settings. However, we do also have some PMLD learners and those with special needs, which means their “home” school is within the specialist sector.

The purpose of the role is:

* To provide a comprehensive administrative support function to the school.
* To work collaboratively with all staff and parents in order to support pupil wellbeing.

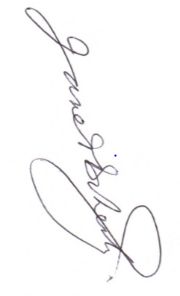
We are looking for someone who has:

* Experience of a high level of administrative work.
* Essential experience of using SIMS.
* Essential experience of working in a school office.
* Possess good numeracy and literacy skills.
* Possess excellent ICT skills.
* Ability to manage own workload effectively.

We can offer you:

* An improving school with a reputation for delivering high quality education in a hospital setting.
* A culture where all students feel valued, listened to and cared for.
* A talented, sensitive and flexible group of staff.
* A committed Governing body with interested and involved parents.

I look forward to receiving your application if you feel we would be the right school for you.

Kind Regards

Janet Doherty

Headteacher

**The Application Process**

Applications should be made to the Head teacher by formal letter of application (maximum three sides of A4) accompanied by a fully completed application form with details of qualifications etc.

Referees: Please ensure you provide two - One must be your current employer. **Please provide email contact details.**

**Closing date for application: 10:00am 18th November 2019**

* Shortlisting will take place on 18th November. Candidates will be informed and reference requested.
* Interviews will be a one-day process on 22nd November.
* Please ask your referees to respond as soon as you know that you have been shortlisted.
* Postal applications to Liz Dunstan, Leo Kelly Centre, 77 Dickenson Road, Manchester, M14 5AZ.
* It will not be possible to debrief applicants not invited for interview.
* Verbal feedback will be offered to all candidates who are interviewed.
* Application forms should be emailed with covering letter (Curriculum Vitae optional) to Mrs Janet Doherty, Head teacher [recruitment@hospitalschool.manchester.sch.uk](mailto:recruitment@hospitalschool.manchester.sch.uk) no later than 10am on 18th November 2019.

Manchester Hospital School is an Equal Opportunities Employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We are fully committed to safeguarding and promoting the welfare of children, younger learners and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.

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**Job Description**

**Administrative Assistant – Inclusion**

**Grade 3**

The post holder will report to the Assistant Headteachers, SEND team and Inclusion. Apart from other colleagues in the school, the main contacts of the job are the head teacher, teaching and other support staff, pupils, parents and students.

**Main Purpose of the Job:**

To provide comprehensive administrative support to the school

To work collaboratively with all staff and parents in order to support pupil well-being and to promote the five outcomes of Every Child Matters

#### Main Duties and Responsibilities:

1. To receive visitors with courtesy and clarity to all staff, pupils, parents, carers and outside agencies, including telephone and face to face enquiries.
2. To undertake routine clerical and administrative support duties in relation to the organisation of school activities.
3. To provide general clerical and administrative support, for example, photocopying reports and forms, filing, faxing, completing standard forms to return to professionals and responding to routine correspondence.
4. To maintain and update all the SEN and Inclusion administrative systems and process as required, including updating school IT programmes (SIMS).
5. To have a good working knowledge of SIMS, including running and designing reports.
6. To produce lists, information and data as required.
7. Arrange meetings and take minutes to a high standard to provide evidence for pupil records.
8. To collect relevant mail and distribute as appropriate. To despatch outgoing mail.
9. To maintain records regarding inclusion budgets in liaison with the School Business Manager, Assistant Headteachers and SEND team and Inclusion.
10. To gather, collate and file information from teachers and Teaching Assistants. To distribute this information to other relevant staff and to maintain files of evidence and records.
11. To arrange the orderly and secure storage of supplies.
12. To operate relevant equipment and ICT packages (for example word, excel, databases, G Mail, internet).
13. Use initiative in time management to organise own workload in order to meet deadlines.
14. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
15. To be aware of and support difference and to ensure equal opportunities for all.
16. To contribute to the overall ethos, work and aims of the school.
17. To attend and participate in relevant meetings as required.
18. Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.
19. To converse at ease and provide advice in accurate spoken English is essential for the post.

**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations and equipment to allow them to carry out all the duties of the job. If however, a certain task proves unchangeable, job redesign will be fully considered.**

**Person Specification**

**Administrative Assistant – Inclusion**

**Grade 3**

**For this job we are looking for:**

Experience of general clerical, administrative and financial work

Possess good numeracy and literacy skills

Ability to manage own workload effectively

Ability to produce accurate written minutes /notes of meetings

Knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, data bases and word processing

Possess good keyboard skills in order to produce high quality documents

Accuracy and precision when preparing, maintaining and monitoring financial records

Have a knowledge and awareness of the regulatory framework around education and schools

Ability to relate well to children and adults

Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Ability to identify your own training and development needs and cooperate with the means to address these needs

The role holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

**Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school’s professional standards, including dress code as appropriate.

Have a full driving licence and use of car with business insurance.

Be willing to consent to apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).

