



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

ADMINISTRATION ASSISTANT (Library)
Scale 3, salary on commencement £20,289
Full-Time Monday to Friday, 35 hours per week.

Drayton Manor is a heavily oversubscribed and successful school in West London. We require, as soon as possible, an energetic and professional person to join a thriving Administration and Library team. You will be required to provide an effective administration support service for staff and students and assist with the provision and maintenance of the School Library.

You must demonstrate excellent organizational and IT skills and show capacity for hard work.

Our 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, please visit the Job Vacancy section of the school's website – <http://www.draytonmanorhighschool.co.uk/>

For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

Closing Date 12 noon, Tuesday 19 March 2019.

No Agencies, CVs or faxes.





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JOB DESCRIPTION

POST TITLE	Administration Assistant (Library)
GRADE	Scale 3 (Range 14 – 17)
RESPONSIBLE TO	Administration Officer/ Library Manager
JOB PURPOSE	Assisting in the provision of an effective administrative and Library service

KEY TASKS

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

- Word-processing a variety of documents, creating and updating databases using appropriate software
- Inputting/updating student data using school software eg SIMS, Parent Pay, School Comms and Behaviour Watch
- Maintaining and updating various student record systems and files, ensuring confidentiality and security is maintained
- Photocopying and collating a variety of documents as and when required
- Provide student and staff support
- To ensure books and other materials are kept in good repair within the School Library
- To assist with preparation of displays and Library Events
- To perform any other duties within the general nature of the post



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PERSON SPECIFICATION

POST TITLE: ADMINISTRATION ASSISTANT (LIBRARY)

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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	
Experience	<ul style="list-style-type: none">• Previous relevant experience	<ul style="list-style-type: none">• Previous experience in a school environment
Ability/Skills	<ul style="list-style-type: none">• Ability to word process accurately at a good speed• Ability to input data accurately• Able to maintain confidentiality• Able to deal with a number of different situations in quick succession	<ul style="list-style-type: none">• Knowledge of SIMS system• Knowledge of Parent Pay• Knowledge of Behaviour Watch• First Aid Qualification
Equal Opportunities	<ul style="list-style-type: none">• Commitment to promoting and supporting the school's equal opportunities policy• Awareness of and commitment to equal opportunities	
Safeguarding	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and 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	