



Appointment of
CURRICULUM SUPPORT ASSISTANTS
For February 2018

NJC Grade 3 - SCP 9 to 13
£11,304-£12,397 (actual salary range)

32.5 hours per week
38 weeks, Monday to Friday (term time only)

Closing Date for Applications:
No later than noon on Wednesday 14 February

APPOINTMENT OF CURRICULUM SUPPORT ASSISTANTS

INFORMATION ABOUT THE POST

We require two highly motivated people with effective administrative, organisational and communication skills to work as a Curriculum Support Assistants in various departments within a busy school environment.

This is a part-time post working during term-time only. Routine working hours will be Monday to Friday, 6½ hours per day from 8.30 a.m. until 3.30 p.m. with a half hour unpaid lunch-break. On a few occasions, such as open evenings, times of working may need to be varied at the requirement of the school, and the successful applicant will be expected to adopt a flexible approach to their working pattern.

The post is graded at Grade 3, SCP 9-13. Actual salary will be in the range £11,304-£12,397.

The post holders will be required to provide administrative support, primarily within the Mathematics and English departments, but will also be required to support other curriculum areas within the school. The work will be varied and will require the successful applicant to multi-task and prioritise work. Tasks will involve word processing, the input of student data into spreadsheets and the preparation of teaching materials prior to lessons. Help with the maintenance of departments' databases and web pages will also form a key part of this post and training for these skills will be offered as necessary. A full job description is enclosed.

The Fallibroome Academy is a highly successful school and contributory to its success is a very dedicated and busy support team, of which this post is part.

As well as the technical and practical skills required to carry out the work outlined in the job description, flexibility, the ability to work well under pressure and under one's own initiative and a commitment to high standards in personal work are essential for these positions. Applicants must be good team players, able to relate to a wide variety of people in a complex organisation, and have the ability to respond promptly to teachers working under pressure of time.

Applicants must be able to demonstrate a good record of attendance and punctuality in previous employment and be of smart personal appearance. You must be willing to undertake additional training as required to support your own professional development.

THE FALLIBROOME ACADEMY – JOB DESCRIPTION

CURRICULUM SUPPORT ASSISTANT

JOB TITLE:	Curriculum Support Assistant	JOB REF:	TFA (T) 006
RESPONSIBLE TO:	Director of Teaching & Learning	GRADE:	Grade 3 SCP 9-13

BASIC JOB PURPOSE

To provide administrative support to designated curriculum departments.

MAIN RESPONSIBILITIES

1	To assist with the preparation of lesson materials, as required.
2	To assist with the routine maintenance of equipment and to liaise with the Academy's Resources department to ensure that equipment and resources are provided and/or booked when required for lessons, e.g. video equipment, photocopying, etc.
3	To assist in the maintenance of the department's data base including the input of data into various curriculum software packages.
4	To update and develop the department's homepage on the school website.
5	To assist with departmental displays, reprographics, visual aids and filing systems.
6	To manage the stock checks, inventories and cataloguing of departmental equipment within each department.
7	To collate all documentation as required, including preparation of agenda and taking of minutes at departmental meetings.
8	Undertake replenishment ordering and storage of materials, under the direction of teachers.
9	Undertake the annual department inventory check, notifying all discrepancies or write-offs to the Finance department.
10	To provide general clerical support for the departmental teaching staff including word processing, distribution of mail, etc.
11	At the direction of the relevant budget holder, place orders for departmental resource requirements and administer invoices and departmental financial records as required.
12	Provide general and clerical support for trips/visits, including arranging travel details, collection of money, etc.
13	Provide general clerical support for examinations and assessments within the department.
14	To assist as directed during school, departmental and public examinations sessions including scribing/ reading and invigilation.

15	To undertake gate supervisory duties during lunchtimes as directed.
16	Under the direction of the DTL Work Related Learning, assist with the organisation of the annual Careers Fair.
17	Under the direction of the department DTL, assist with departmental specific events e.g. Junior Maths Challenge, World Book Day, etc.
18	To actively safeguard and promote the welfare of pupils at all times.
19	To complete the department health and safety audit, liaising with the school health and safety coordinator as necessary. Ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager.
20	To take responsibility for one's own training needs; attending INSET training and to attend relevant external courses as necessary.
21	To redeploy to the Student Support Centre as required to support the pastoral administrative functions during unforeseen staff absence or increased workload.
Notwithstanding the detail in this job description, in accordance with the Academy's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/The Fallibroome Academy Trust from time to time, up to or at a level consistent with the main responsibilities of the job.	

CURRICULUM SUPPORT ASSISTANTS

PERSON SPECIFICATION

We are looking for someone who is trustworthy, reliable and a good team worker to join a very committed and dynamic team of people who work tirelessly for the benefit of the students and the Academy.

The person appointed must be of smart appearance and be able to demonstrate a good record of attendance and punctuality in previous employment. We wish to appoint someone who is flexible and used to 'multi-tasking' and who has the personal skills and qualities which best meet the needs of the organisation.

Qualifications & Experience

Essential	Desirable
Educated to at least GCSE Grade C standard or equivalent in at least 4 subjects including English and Mathematics (certificate/s to be available at interview)	
Experience of working in a busy administrative environment and possessing the ability to demonstrate administrative process skills	
	Experience of working in a school or similar establishment
	First Aid qualification or willingness to gain one

Knowledge & Skills

Essential	Desirable
Ability to build and form good relationships with students and colleagues	
Working knowledge of internet systems, including e-mail	
Ability to proficiently use office computer software including word-processing, spreadsheets and databases	
Ability to work constructively as part of a team and on one's own initiative without supervision	
Good standard of numeracy and literacy skills	
Familiarity with data input and the need for accuracy	

Essential	Desirable
Good verbal, written communication and interpersonal skills appropriate to the need to communicate effectively with colleagues, students, parents, other professionals and visitors	
Ability to demonstrate creative display skills on a consistent basis	
Ability to effectively operate a full range of ICT equipment and other resources	
Ability to absorb and understand a wide range of information	
	Working knowledge of CMIS software package
	Experience of building and maintaining web pages

Personal Qualities

Essential	Desirable
Able to follow direction from Line Manager and superiors	
Ability to show initiative and prioritise one's own work even when under pressure	
Able to work flexibly to support others and respond to unplanned situations	
A confident telephone manner and a professional approach to dealing with enquiries	
Able to act with sensitivity and absolute discretion at all times	
Able to appropriately deal with confidential information	
Efficient and meticulous in organisation	
Able to attend evening meetings as required	
Desire to enhance and develop skills and knowledge through CPD	
Evidence of excellent attendance and punctuality record	
Commitment to the highest standards of child protection	
Recognition of the importance of personal responsibility for Health & Safety	
Commitment to the school's ethos, aims and its whole community	

CURRICULUM SUPPORT ASSISTANTS

APPLICATION PROCEDURE

If you wish to be considered for this vacancy you should complete an application form.

Please note that only applications on the school's application form will be considered. Candidates who submit a CV only will not be short-listed.

Completed applications should be returned to:

Miss A N Childs
PA to Headteacher/Vice Principal
The Fallibroome Academy
Priory Lane
Macclesfield
Cheshire
SK10 4AF

jobs@fallibroome.org.uk

Tel: 01625 827898

The closing date for applications is **Wednesday 14 February at noon.**

If you have not heard from the school within three weeks of the closing date, please assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

The Fallibroome Academy is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Services.