

## Job description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Summary of the role:</b>	Operations Administration Assistant
<b>Line management responsibility for</b>	N/A for this role
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• To provide a high quality confidential and comprehensive secretarial, clerical and administrative service to the School</li> <li>• Undertake general administrative duties as a member of the Administration Team.</li> <li>• Assisting in maintaining a purposeful, orderly and productive working environment.</li> <li>• Contribute to the development, planning and organisation of systems/procedures and policies.</li> <li>• Take responsibility for maintaining records, information and data.</li> <li>• Perform secretarial duties to include typing and minute taking in line with School procedures and policies.</li> <li>• Reprographics.</li> <li>• Support Main Reception.</li> <li>• Support the Executive Headteacher and Head of School with efficient and effective recruitment, for example adverts, interview administration, references, collation of applicant documentation.</li> <li>• Maintain the SCR Tracker system ensuring records are updated in a timely manner.</li> </ul>



	<ul style="list-style-type: none"> <li>• Maintain employee records on SIMS, liaising with Payroll where required.</li> <li>• Termination paperwork and exit interviews with staff.</li> <li>• Taking confidential notes and minutes at a variety of meetings as required.</li> <li>• Contribute to the overall ethos/work/aims of the School.</li> <li>• Support attendance and punctuality procedures.</li> <li>• Attend relevant meetings as required.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• To work in support of School Strategic Plans.</li> <li>• To assist with the organisation and attend whole School events e.g., Open Mornings and Evenings and the Annual Awards ceremony.</li> <li>• To carry out all responsibilities with due regard to Health and Safety legislation.</li> <li>• Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School</li> <li>•</li> </ul>
<b>Line management duties and responsibilities</b>	N/A

You may also be required to undertake such other comparable duties as the Head requires from time to time.

## Person specification

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	Essential	Desirable	Method of assessment
<b>Qualifications</b>	English and Maths GCSE level grade C or above (or equivalent)	Current First Aid Certificate.	Production of the Applicant's certificates  Discussion at interview  Independent verification of qualifications
<b>Experience</b>	Experience of working in a busy and demanding office environment	Experience of working in an education environment.	Contents of the application form  Interview  Professional references

<b>Skills</b>	<p>Excellent ICT skills, particularly Microsoft Office</p> <p>Accurate and fast word processing</p> <p>Familiarity with email</p> <p>Ability to take notes, minutes and draft letters (shorthand an advantage but not essential)</p> <p>Have the ability, skills and knowledge required to be able to tackle unfamiliar tasks with initiative and imagination and with a high degree of independence and self motivation.</p>		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge</b>	<p>An understanding of the benefits of the School's ethos and clear and demonstrable desire to work collaboratively</p> <p>Knowledge of safeguarding and promoting the welfare of children and young people</p>	<p>The knowledge that would enable the applicant to perform effectively in the role</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p><b>Personal competencies and qualities</b></p>	<p>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people.</p> <p>motivation to work with children and young people.</p> <p>ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>emotional resilience in working with challenging behaviours.</p> <p>positive attitude to use of authority and maintaining discipline.</p> <p>Ability to manage and resolve conflicts.</p> <p>Ability to reflect and improve on own performance.</p> <p>Professional presentation and conduct.</p>		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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