



Hawarden High School
Ysgol Uwchradd Penarlâg



Administrative Assistant

Candidate Information Pack
September 2021



The Highway

Hawarden

CH5 3DN

Tel No: 01244 526400

Fax No: 01244 534699

E-mail: hhmail@hawardenhigh.flintshire.sch.uk

Headteacher: Simon Budgen

Required As Soon As Possible

Administrative Assistant

The post is for 27.5 hours per week during term time (Monday – Friday) plus two staff training days.

Salary and Conditions of Service in accordance with
National Joint Council for Local Government Employees
Scale GO1 SCP 1 to 4: Salary for this post £10,913-£11,581

The school is situated in an attractive area close to the border, just 6 miles from Chester and within easy reach of the North Wales coast, Liverpool and Manchester.

Application packs are available on the school website and ETeach and should be returned to Mrs L Donnelly, Head's PA, at the school by **9.00 a.m. on Friday, 17 September 2021.**

This 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 undertake an Enhanced DBS check prior to taking up the appointment.

Please view our Safeguarding Policy [here](#).

The Highway
Hawarden
Flintshire
CH5 3DN

Headteacher / Pennaeth : Mr. S. Budgen
Tel/Ffon : 01244 526400 Fax/Ffacs : 01244 534699
hhmail@hawardenhigh.flintshire.sch.uk
www.hawardenhigh.org.uk

Yr Highway
Penarlâg
Sir y Fflint
CH5 3DN

September 2021

Dear Prospective Applicant



Administrative Assistant

Thank you for your response to the advertisement. This post within our support staff structure is based in the school office/reception and is available as soon as possible.

Please see the attached job description which will, I hope, assist you in your decision to apply for the post.

Our School Prospectus can be found on the school website.

In the event that you decide to apply, I ask that you should send your application to Mrs L. Donnelly, my P.A., to arrive no later than **9.00 a.m. on Friday, 17 September 2021**. I ask that you should enclose the following documents:

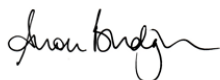
- ◆ Application form (you may supplement this with a C.V. if you wish), including the names and addresses of two referees.
- ◆ Your letter of application.

Interviews will be scheduled during the week commencing 20 September. Applicants who have not been contacted by the 20 September should assume that, on this occasion, their application has been unsuccessful.

Should you require further details relating to the post or the school in advance of submitting your application, please do not hesitate to contact me.

We look forward to hearing from you.

Yours sincerely



Simon Budgen
Headteacher

JOB TITLE:	Administrative Assistant
REPORTS TO:	Business Manager
SALARY/GRADE:	4.2 (B)
WORKING ARRANGEMENTS:	27.5 Hrs – TTO + 2 DAYS
DATE:	September 2021

Job Purpose

Under the instruction and guidance of senior staff provide general administrative support to the school.

Principle Accountabilities & Responsibilities

The Administrative Assistant will:

- To undertake reception duties, answering telephone and face to face enquiries and signing in of visitors to the school.
- To provide general clerical support, e.g. photocopying, filing, completion of forms and respond to routine correspondence.
- Maintain manual and computerised records and management information systems as required e.g. behaviour forms, detentions, standards cards
- Undertake typing, word processing and other IT based tasks as required.
- Sort and distribute all mail and emails received by the school.
- Undertake administrative procedures.
- Maintain stock and supplies
- Assist with pupil welfare duties, looking after sick pupils, liaising with parents and staff.
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

General

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. The duties and responsibilities listed in this job description should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities as directed by the Headteacher and commensurate with the grading of the post
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Comply with all policies and procedures relating to child protection, health and safety, security and confidentiality of data reporting all concerns to an appropriate person.
5. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder will require an Enhanced DBS Certificate.



Person Specification for Administrative Assistant: Autumn 2021

Attributes	Essential (E) / Desirable (D) Criteria	How identified
1. Relevant Experience	I. Experience of working / a placement within in a school or experience in a similar setting (E) II. Experience of development, management and operation of administrative skills (E)	◦ Letter of Application ◦ Interview /
2. Education and Training	I. Qualifications / experience (E) II. Other post – qualification training, e.g. child protection (D)	◦ Application form / Letter
3. Personal Knowledge and Skills	I. Strong numeracy / literacy skills (E) II. Effective use of ICT packages and other specialist equipment / resources (E) III. Strong ICT Skills / Communication Skills / Administration Skills (E) IV. Caring approach and a sensitivity to confidentiality requirements (E) V. Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection (D) VI. Awareness of safeguarding issues and responsibilities (D)	◦ Letter / Interview
4. Personal Qualities	I. Able to work as part of a team (E) II. Ability to demonstrate self-motivation and initiative (E) III. Able to maintain positive professional relationships with colleagues, parents and representatives of external agencies (E) IV. Flexibility in relation to role (E)	◦ Letter / Interview
5. Working Arrangements	I. Permanent post from September 2021, 27 ½ hours per week, term time only (E)	

Signed:Date: