



Admin Assistant

Start Date: October 2024

OPENING DOORS
TO THE FUTURE

Welcome from the **Headteacher**

At Bishop Barrington Academy we strive to ensure that all pupils, at every age and ability level, have an excellent foundation for future success, academically and in all aspects of their lives.

At Bishop Barrington Academy, you will find a school which is built on four solid foundations, rooted in the school community. These foundations are our '**RISE values**': **RESPECT, INSPIRATION, RESILIENCE** and **EXCELLENCE**. These values permeate through all aspects of our school: inspiring every child to be a confident, hard-working and resourceful learner, ready to succeed in a demanding and dynamic world.

Grant Sowerby
Headteacher

The Admin Department

The School Administrative Department at Bishop Barrington Academy is dedicated to ensuring the smooth and efficient operation of all school-related administrative responsibilities. Our team plays a crucial role in supporting the school's daily activities, including managing communication between staff, students, and parents, organising school records, handling inquiries, coordinating events, and providing vital support to the academic and administrative staff. The department is committed to fostering a positive and organised environment that promotes the success of both students and staff.

This is an exciting time to become part of our dedicated and supportive administration team. With our recent Ofsted rating of "Good," our school is recognised for its strong leadership, effective management, and positive learning environment. This achievement reflects the hard work and commitment of our entire staff, and we are eager to continue building on this success.

As part of our administration department, you will play a key role in supporting the ongoing growth and development of the school. You'll be joining a collaborative team that values professional development, teamwork, and a positive work culture. Your contributions will directly impact maintaining the high standards that have been recently recognised.

If you're looking for an opportunity to make a difference in a thriving and forward-thinking school, now is the perfect time to join us.

The Person

- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

Job Description

JOB TITLE	Admin Assistant
CONTRACT TYPE	Permanent, Term Time Only
HOURS	37 Hours per week
ACCOUNTABLE TO	Office Manager / Senior Leadership Team
GRADE	Grade 3 SCP (4-6). £20,002 – £20,676
REQUIRED	October 2024

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF EMPLOYEES

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through their role within the structure.
- Model the values, ethos and vision of the Trust.
- contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference, ensuring that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

CONDITIONS OF THIS POST

- The post holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.
- Follow all school medical/health policies.
- To provide first aid, if appropriate, ensuring timely referral to the health service in emergency situations and deciding on the appropriate action. This includes liaising with parents/guardians/carers where necessary.
- To complete first aid training as required and ensure that records are kept up to date.

SPECIFIC RESPONSIBILITIES OF THIS POST

RESPONSIBILITIES FOR ADMIN ASSISTANTS

All Admin Assistants will:

- To be based at the school reception desk.
- To provide high standards of telephone and reception skills when communicating with outside agencies, parents/carers, governors, staff and students
- To provide a professional image when greeting visitors and other stakeholders
- To prioritise telephone calls and visitor queries and deal with all requests appropriately, accurately record messages and signpost as required
- To ensure visitor signing in procedures are followed correctly including safeguarding checks.
- To open, sort and distribute incoming mail and also deal with all outgoing mail, including taking deliveries to the post office as required.
- To assist in taking delivery of all supplies and redistribute to appropriate departments. To complete GRN's as appropriate. To maintain records on ALP system for any orders placed and/or received and produce to Finance on a day to day basis.
- School transport point of contact including issuing bus passes on a termly basis, ensure payments are received and all records are kept up-to-date.
- To update postal spreadsheets on a weekly basis, sending to Finance every half term. Requesting credit when necessary from Finance.
- To open, sort and distribute incoming mail and also deal with all outgoing mail, including taking deliveries to the post office as required.
- To lead on hospitality requests (provide refreshments) when required.
- To lead on reprographic requests and ensure a timely completion and process is followed.
- To register students and staff on the biometrics system.
- To ensure staff pigeonholes are updated regularly with leavers/new starters.
- To maintain office stationary levels.
- To assist with new intake including processing consent forms.
- To be First Aid trained (training provided).
- To be a school Fire Marshall.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

Criteria		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	5 GCSE (A*-C) including Math's and English or equivalent.	*	
	NVQ Level 2 or 3 in Business/School Administration (or relevant subject).	*	
	Commitment to further enhance knowledge & skills.	*	
	A First Aid Certificate (or willingness to undertake training).	*	
Experience	Advanced knowledge & skills in the use of MS Word & Excel.	*	
	Knowledge of SIMS.		*
	Experience of working in a school environment.		*
Qualities & Values	Excellent ICT skills and data input e.g. Word, Excel.	*	
	Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	*	
	Excellent organisational skills.	*	
Personal Attributes	Able to follow direction and work in collaboration.	*	
	Able to work as team member to achieve common goals.	*	
	Able to work flexibly to support others and respond to unplanned situations.	*	
	Enthusiasm and self-confidence.	*	
	Able to follow direction and work in collaboration with line management and CIT	*	
	Embody the ethos and values of the Trust.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 23rd September 2024 addressed to:**

**Bishop Barrington Academy
Woodhouse Lane
Bishop Auckland
County Durham
DL14 6LA**

or by e-mail to the PA of the Senior Leadership Team Ms H Hutchinson, hayley.hutchinson@bishopbarrington.net

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.