

# Lancashire County Council

## Role profile - Operational Context Form

<b>Post title:</b> General Admin Assistant/Sixth Study Area Supervision			
<b>Establishment or team:</b>	Our Lady's Catholic College	<b>Essential Car user:</b>	No
<b>Grade:</b>	Grade 3 – Pts 2 to 4 (gross starting salary £21030 – actual salary £10764) 22.5 hours per week (Monday to Friday 9.00am to 1.30pm) Term time only (38 weeks per year)		
<b>Scope of Work – appropriate for this post:</b>			
<p>To be based in the sixth form study area to supervise students undertaking independent study (please note this is purely supervision, you are not expected to support students with their work). Under direction/instruction to provide routine clerical/administrative/word processing support to the school.</p>			
<b>Accountabilities/Responsibilities – appropriate for this post:</b>			
<b>Provide routine clerical/administrative support including:</b>			
<ol style="list-style-type: none"> <li>1. Provide general clerical and administrative support, including word processing and basic reprographics.</li> <li>2. Maintaining and updating manual and computerised records including, for example, registers etc. including related data input.</li> <li>3. Answering the study area telephone and responding to routine queries.</li> <li>4. General welfare support, where required, including liaison with staff and parents.</li> </ol>			
<b>General</b>			
<ol style="list-style-type: none"> <li>1. To work within school policies and procedures.</li> <li>2. To contribute to the provision of an effective environment for learning.</li> <li>3. To support the promotion of positive relationships with parents and outside agencies.</li> <li>4. To attend skill training and participate in personal/performance development as required.</li> <li>5. To take care for their own and other people's health and safety.</li> <li>6. To be aware of the confidential nature of issues</li> </ol>			

