

Dear Applicant

Thank you for your interest in the position of **Administration Assistant at Broadoak School, Partington, Trafford, Greater Manchester, M31 4BU**

Salary – Band 2 Point 4 -5 £23,114 - £23,500 per annum, pro rata. Actual Salary £9,940 – £10,106.

- 18.125 hours per week, days and working hours to be discussed at interview.
- Term time only including 5 INSET days
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit www.thethedeantrust.co.uk .

Method of Application

The preferred method of application is electronically via our career's website careers.thedeantrust.co.uk

All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **9am Monday Wednesday 31st January 2024** will not be considered.

Interview Date; w/c Monday 5th February 2024.

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

If you have any questions, please contact us on 0161 973 1179 or email recruitment@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

Job title	Administration Assistant
Reporting to	Office Supervisor
Main purpose of job	The post holder will work within the Business Support team and cover aspects of administration to ensure the smooth running of an organised and efficient department.
Key responsibilities:	
<ul style="list-style-type: none">• Provide general administration support including data entry, internal and external communications and reception cover• Provide reprographics support as and when required• Ensure a professional ethos is presented to visitors, staff and pupils at all times• Ensure that visitors are using the school's signing in and out• Ensure that communication within school is robust and timely, sharing information as appropriate with the correct school staff	

All employees have the responsibility to:	
<ul style="list-style-type: none">• Ensure any documentation produced is to a high standard and is in line with the brand style• Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person• Participate in training and other learning activities as required• Participate in the school/academy Performance Management process• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate• To promote the area of responsibility within the school/academy and beyond• To represent the school/academy at events as appropriate• To support and promote the school/academy ethos• To undertake any other duties and responsibilities as required that are covered by the general scope of the post• To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher	

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• A good level of education, including GCSE Mathematics and English Language A*-C• Ability to undertake further training and development as required Desirable <ul style="list-style-type: none">• Additional language proficiency/working knowledge
Experience	Essential <ul style="list-style-type: none">• Experience of working in a sensitive environment and respecting confidentiality at all times Desirable <ul style="list-style-type: none">• Experience of working in a school environment
Knowledge	Essential <ul style="list-style-type: none">• Good use of IT systems with an excellent knowledge of MS Office packages• Good level of IT literacy to work with a variety of software systems and reporting production within this system Desirable <ul style="list-style-type: none">• Knowledge of safeguarding procedures in relation to visitors in a school environment• Knowledge of SIMS database
Skills and abilities	Essential <ul style="list-style-type: none">• Ability to grasp, assimilate and apply information and concepts quickly• An enthusiastic, proactive and positive attitude towards young people and the education environment• Flexible approach to working arrangements and ability to cope with a wide range of tasks in a busy and changing environment• Calmness under pressure• Ability to consistently produce work of a high standard• A willingness to undertake all reasonable duties as the role requires• Ability to use own initiative in undertaking tasks with minimal supervision demonstrating proactivity and forward thinking• Proven communication skills, both verbally and written, and the ability to communicate effectively up to executive level• Ability to work effectively with a wide range of people and services• Ability to prioritise workload• Ability to work to deadlines with excellent attention to detail and accuracy levels• Excellent time keeping and attendance record• Articulate and attentive to detail• Self-disciplined and methodical• Ability to develop and grow along with the school