

Brentwood Ursuline Convent High School



Job Description Administrative Assistant (KS4 and Exams) September 2018

Job Title:	Administrative Assistant (KS4 and Exams)
Grade:	Band 3 to mid point (17 - 21)
Reports to:	School Business Manager, Head of KS4 and Exams Officer
Responsible for:	N/A
Liaison with:	Staff / Students / Parents / Reception / Finance Office / Student Data / external agencies including Examination Boards
Part Time:	37 hours per week / 40 working weeks (45.4 paid weeks) Usual Hours are likely to be 8.30 am – 4.30 pm including 30 minutes unpaid lunch break (to be taken outside school lunch hour). <i>Note there is a requirement for some evening work on occasions e.g. KS4 Parent Events.</i> Term time (which includes 5 Inset days) plus 5 days during the public examination results period in August
Job Purpose	To manage all administration associated with KS4 under the direction of the Head of KS4. To assist and provide back up for the Exams Officer. To provide support/cover for other administrative colleagues, including reception, as and when required.
Main Duties and Responsibilities	<ul style="list-style-type: none">• To liaise with all members of the school, students and parents to foster good communication and mutual respect• To be second in charge of exams- under the direction of the Exams Officer• To liaise with all members of the school, students and parents to foster good communication and mutual respect• To check attendance daily, contacting parents where necessary and advise the Head of KS4 regarding improvement strategies.• To work with the Data Office and the Pastoral Support Manager to ensure that accurate attendance and academic records are kept• To provide administrative support to the Head of Key Stage 4 and Key Stage 4 tutor team• To organize interviews for Year 11 students regarding their choices post GCSE

- To ensure that official information about the BUCHS Sixth Form is disseminated at the appropriate time to Year 11 students
- To assist the Head of KS4 in providing references for those students applying elsewhere for KS5 education
- To ensure the relevant sections of the school prospectus, website and Office365 have accurate and up to date information
- To support the Head of KS4 in ensuring that students receive a high-quality programme of CIAG
- To work with the Head of Year 8 to ensure the best possible transition to GCSE options
- To ensure that accurate and up-to-date records on every student are kept on SIMS and provide relevant information and reports for members of staff, parents and other agencies as appropriate.
- To support the Head of KS4 and KS4 Tutor team effectively in terms of administration, student uniform, discipline and welfare
- To ensure the smooth running of KS4 events, e.g. Proclamation; Parents' Evenings; Information Evenings – this will include some evening work
- To administer KS4 educational visits including overseeing completion of risk assessment, booking coaches and payment collation
- To manage the Results Day organization in August
- Undertake administrative tasks as required for the Head of KS4
- Provide support and act as a back up for the Exams Officer
- Attend tutor group meetings and KS4 assemblies where required
- To provide support/cover for other administrative colleagues, including reception, as and when required.
- To undertake First Aid training and be on call as back up for the Medical Officer as and when required
- May, from time to time, be required to undertake other duties commensurate with the level of responsibility defined in the job description.

General

- To undertake any training commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace and Data Protection compliance
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Knowledge of SIMS and or school examination processes would be an advantage.
	Knowledge of relevant policies and procedures	Knowledge of First Aid Good knowledge of appropriate procedures, regulations and guidance.
	Literacy	NVQ level 3 in English or equivalent
	Numeracy	NVQ level 3 in Maths or equivalent.
	Technology	Good working knowledge of ICT including SIMS, MS-Word, MS-Excel and VeriCool to support learning and for administrative/organisational effectiveness
Communication	Written	Ability to write reports, complete returns and write complex letters.
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills, if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	Curriculum	Good understanding of the school organisation, timetable and learning and pastoral support systems
	Child Development	Good understanding of child development and pastoral issues such as inclusion and transition
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
Working with others	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
	Organisational skills	Good organisational skills Ability to remain calm under pressure
Responsibilities	Line Management	Ability to manage and support the work of

		others
	Time Management	Ability to manage own time effectively Ability to meet deadlines.
	Creativity	Demonstrate creativity and an ability to resolve problems independently
	Equalities	Awareness of and promotion of equality
General	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance