

Job Description

Programme Assistant - Chrysalis East

Key responsibilities

- To deliver high-quality administrative support to ensure the smooth day-to-day running of the Chrysalis East programme

Specific tasks

General administration for Chrysalis East

- Supporting the planning, organisation, delivery and evaluation of projects relating to LAE Tottenham's Chrysalis East hub
- Organise programme-related events, such as workshops and review meetings
- Managing and routing office communications, letters and documents in relation to Chrysalis East
- Acting as a first point of contacting for enquiries from schools, pupils and parents relating to Chrysalis East
- Supporting the collection of information as part of programme reporting requirements
- Supporting in the creation of new programme resources
- Providing administrative support to other members of Chrysalis East as required
- Liaise effectively and efficiently with other departments in the organisation
- Leading by example, promoting the organisation's values and expected behaviour
- Managing electronic and printed files in relation to Chrysalis East projects
- Attending meetings, functions and events and taking minutes where appropriate

Supporting LAE Tottenham

- Supporting the LAE Tottenham administrative team as necessary

General responsibilities of an LAE Tottenham member of staff

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year, as appropriate
- To take part in evening and weekend events as appropriate
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

The Job Description is not necessarily a comprehensive definition of the post and may be varied to meet the changing demands of the school. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post

Recruitment and Selection Policy Statement

The school's governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Essential Professional Criteria	How these will be confirmed
Qualifications GCSE English and Maths at A*-C (9-4) or equivalent	Sight of original exam certificates / academic qualifications will be requested
Knowledge and experience Demonstrable experience in an administrative role	There will be opportunities at interview to discuss experiences and examples that demonstrate these
Personal Attributes and Qualities Excellent interpersonal and team work skills Strong communication skills- both written or verbal	There will be opportunities at interview to discuss experiences and examples that demonstrate these References will also ask about aspects of these

<p>Able to build good working relationships with a variety of stakeholders</p> <p>Able to prioritise workloads and deal with conflicting priorities</p> <p>Accuracy and attention to detail</p> <p>A self-starter who is able to be self-motivated and enthusiastic about working independently</p> <p>Tidy, organised and methodical</p> <p>Able to exercise discretion when working with confidential information</p> <p>A passion for equal access to higher education or overcoming social inequalities</p>	
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Desirable professional criteria	How these will be confirmed
<p>Knowledge and experience</p> <p>A bachelor's degree or extensive experience of a similar role within an educational establishment</p> <p>Personal experience of the barriers to higher education</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p>



Terms and Conditions

Salary

Circa £23,000

Reporting to

The Director of Chrysalis East

Location

London Academy of Excellence, Tottenham, Haringey, London.

Type of position

This is a permanent position working full time hours (40 hours per week).

Hours

Normal working hours for this role will be agreed with the successful candidate.

Evening and weekend working may sometimes be required, and these hours must be agreed in advance with your line manager; time in lieu may be offered or overtime may be paid at the standard rate.

Holidays

The salary will include an element for 25 days' (full-time equivalent) paid holiday entitlement plus bank holidays which are to be taken during the school holidays.

Pension

You will be auto-enrolled into the Local Government Pension Scheme upon appointment. You may choose to 'opt-out' of the scheme but only after you have been auto-enrolled by LAE Tottenham.

Smoking

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or students during working hours.

Equality and diversity

LAE Tottenham's Governing Body is committed to equality and proactively seeks to recruit a diverse staff body.

Child protection

All members of staff must comply with LAE Tottenham's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our Sixth Formers, these concerns must be reported immediately in accordance with the policy.

The London Academy of Excellence Tottenham is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.