



## JOB DESCRIPTION

**JOB TITLE:** Science Administrative Assistant

<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To undertake duties within the Science Department to support the Teaching / Learning and Technical staff</li><li>• To work alongside students performing horticultural tasks</li><li>• To undertake any other appropriate duties, as requested by the Business Manager, to assist with the efficient running of the School's support services.</li></ul>
<b>Reporting to:</b>	Head of Department
<b>Responsible for:</b>	N / A
<b>Liaising with:</b>	Staff Students
<b>Working Time:</b>	25 to 30 hours a week Term time only (equivalent to 28 weeks)
<b>Salary/Grade:</b>	£15,115 per annum (pro rata) – depending on agreed hours
<b>Disclosure level</b>	All positions are subject to an enhanced DBS check as standard practice.
<b>Date</b>	November 2018



<b>MAIN (CORE) DUTIES</b>	
<b>The specific duties and responsibilities pertaining to the Science Administrative Assistant are to be read in conjunction with all of the School's Protocols which should be complied with at all times.</b>	
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• To assist with the administrative and reprographic duties for the Science Department</li><li>• To ensure all worksheets, books and audio-visual aids are delivered and made available in the relevant classrooms for lessons</li><li>• To assist with auditing and maintaining stocks of Science materials and equipment</li><li>• To assist with the administrative duties relating to the Department's financial record-keeping eg petty cash administration</li><li>• To maintain the department's filing system</li><li>• To collect and deliver apparatus / chemicals to the laboratories and polytunnel / gardens</li><li>• The routine cleaning and maintenance of Science and gardening equipment</li><li>• To ensure all apparatus are cleaned / washed up before being appropriately stored</li><li>• To prepare and support practical horticulture lessons, under the direction of the Teacher, working alongside the students</li><li>• To advise staff, as appropriate, of any problems including aspects of safety</li></ul>
<b>Business Support</b>	<ul style="list-style-type: none"><li>• To undertake any other appropriate duties, as requested by the Business Manager, to assist with the efficient running of the School's support services.</li></ul>
<b>Essential Skills &amp; Qualification</b>	<ul style="list-style-type: none"><li>• Good level of general education and relevant training</li><li>• Experience of a general administrative role working within a busy office</li><li>• Excellent organisational skills with a clear attention to detail</li><li>• Experience of working effectively on own initiative without close supervision</li><li>• Ability to work effectively with personnel from different teams within the company</li><li>• Ability to manage workload effectively</li><li>• Good verbal and written communication skills and ability to communicate with all levels of customer base</li><li>• Good time management and punctuality</li><li>• Familiar with spreadsheet and word processing packages to enable the production of reports and records</li></ul>



<b>Essential personal attributes</b>	<ul style="list-style-type: none"> <li>• Excellent relationships with members of staff and students</li> <li>• The ability to remain discreet and maintain confidentiality at all times</li> <li>• The ability to keep calm in any situation and to deal with anyone who may be angry or emotional</li> <li>• Flexibility and adaptability during periods of working under pressure</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process.</li> </ul>
<p><b>EMPLOYEE RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.</li> <li>• To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.</li> <li>• To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</li> </ul>	
<p><b>HEALTH AND SAFETY</b></p> <p>To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.</p> <p>Newent Community School and Sixth Form Centre operates a No Smoking policy.</p>	



## SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The working day should be planned in such a way that the office is not left unmanned over a break or lunch time thereby ensuring that a request can be responded to at key times.

Newent Community School and Sixth Form Centre is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## VERIFICATION

I agree that this job description conveys an accurate description of this job.

**Agreed :** \_\_\_\_\_ (Postholder) **Date:** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Line Manager) **Date :** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Business Manager) **Date :** \_\_\_\_\_