Job Details

Job Title	**Administrative Assistant**
Salary	Grade 4 Point 7 – 11. Actual Salary Approximately: £21,180 - £22,575
Contract Type	Permanent
Responsible to	School Business Manager
Location	Tameside Pupil Referral Service
Working Pattern	32.5 Hours. Term Time Only Plus 5 days (39 Weeks)
How To Apply	Please apply by downloading the application form and sending it to hr@ambitioncommunity.uk

Review and Amendment

This job description is intended to provide a clear outline of the main duties and responsibilities of the post; however, it is not exhaustive. The duties and responsibilities may be amended from time to time, in consultation with the postholder, to reflect the changing needs, priorities and requirements of the Trust.

The job description will be formally reviewed annually as part of the Trust's appraisal and performance management process. The Headteacher, in consultation with the HR, may make reasonable amendments to the duties and responsibilities of the post where required to meet operational or organisational needs, provided that such changes remain appropriate to the grade, level and overall purpose of the role.

Any significant or material change to the nature or level of the post will be considered through the Trust's appropriate job evaluation and review processes.

The post holder will be based at the White Bridge College, (Key stage 4) and can be expected to work across the Pupil Referral Service as required. The duties outlined in this job may be modified by the Principal of the Pupil Referral Service after consultation, to reflect or anticipate changes in the job and needs of the school, commensurate with the salary and job title.

Job Purpose

To assist in the provision of an efficient administrative and clerical support function for the Service, based at one of our schools, and to provide support to the School Business Manager, Head of Centre and the Executive Headteacher.

- To be responsible for assisting in the smooth running of the Service office.
- To assist in the maintenance of the service's various computerised databases of
- pupil and staff information.
- To provide administrative support to the Senior Leadership Team to enable the
- smooth running of the service.
- To support the Attendance Officer in the improvement of attendance.
- To assist the School Business Manager in maintaining sound financial practices.

Key Responsibilities

Key Responsibilities
Responsibility for assisting in the smooth running of the Service office, including: Organise and maintain effective filing systems, both paper and electronic, to provide an efficient working environment
Assisting with the supervision of staff in the office Liaising with the School Business Manager and Head of Centre relating to work to be undertaken by the office Assisting with the induction of any new member of staff where it relates to understanding office procedures.
General word processing and other Microsoft Office applications.
Assisting in the maintenance of the service's various computerised databases of pupil and staff information, including: • Tameside Pupil Referral Service Maintaining the Service's database of pupil attendance records, liaising with parents/carers and teachers • To support the Attendance Officer in the improvement of attendance. • Providing assistance with other information databases during the year, such as academic progress records
To provide administrative support to the Senior Leadership Team to enable the smooth running of the service
Assisting Senior Leadership Team in all aspects of her/his role, including contacting schools, parents and pupils where necessary, liaising with the teaching/support staff on outcomes
Organise and minute take at meetings, providing confidential administrative support
Attending pupil meetings on pastoral/ academic issues and taking minutes as and when required under the direction of the Senior Leadership Team. In liaison with the Senior Leadership Team, maintaining a confidential filing system
To assist the School Business Manager in maintaining sound financial practices, including:

• Placing orders, submitting invoices and the receipt of goods, using the Council's Agresso system • Collecting monies for pupil lunches, trips and visits and payment of pupil uniform. • Ordering petty cash and processing petty cash receipts
Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
Enactment of Health and Safety requirements and initiatives as appropriate
All employees are required to declare any conflict of interest that may arise before or during their employment.
Any outside activities, either paid or unpaid, must not in the view of the Service conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the Service's business.
Undergo and meet Service conditions for a satisfactory enhanced DBS check.
Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the Service's policies and procedures.
To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Tameside Safeguarding Children Board.
Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
Treating all information acquired through your employment, both formally and informally, in strict confidence
To demonstrate a commitment to good customer care.
Any other duties of an appropriate level and nature will also be required.
Participating in training to be able to demonstrate competence
Participating in first aid training as required and be a school first aider
Participating in the ongoing development, implementation and monitoring of the service plans.
Contributing in meetings and being a supportive member of the Service team.

Person Specification

Qualifications

Criteria	Essential	Desirable
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability.	✓	
Current First Aid Certificate or willingness to undertake training	✓	

Experience

Criteria	Essential	Desirable
Experience of Administrative/Reception work	✓	
Experience of working in an educational environment.	✓	
Experience of using databases and management information systems.	✓	

Knowledge and Skills

Criteria	Essential	Desirable
Excellent administrative and organisational skills	✓	
Articulate and well-developed written and oral skills.	✓	
Excellent Computer skills, including knowledge of Microsoft Word, Excel and email.	✓	

Personal Qualities

Criteria	Essential
Accuracy and attention to detail	✓
Ability to work independently and as part of a team	✓

Confidence in your abilities to deal with problems as they arise in a professional manner.	✓
Ability to multi-task, work under pressure and meet deadlines	✓
A proactive approach and willingness to contribute to departmental improvements	✓
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓
Patience and ability to remain calm	✓
An enthusiastic and flexible approach to working routines and practices	✓
Suitability to work with children	✓
Commitment to equality of opportunity and anti-discriminatory practice.	✓
Sensitivity to community issues	✓
Motivated to work with children & young people. Emotional resilience in working with challenging behaviours.	✓
Ability to form and monitor appropriate relationship and personal boundaries with children and young people	✓
Appropriate attitudes to use of authority and maintaining discipline	✓
The postholder may be required to work outside of normal service hours on occasion, with due notice	✓
All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where	✓

General Duties

All Trust employees are expected to:

- Work in accordance with Trust policies, procedures and financial regulations.
- Maintain confidentiality and comply with data protection requirements.
- Contribute to the safeguarding and welfare of children and young people.
- Comply with health and safety requirements.
- Participate in relevant training and professional development.
- Contribute positively to the work of the Trust and its schools.
- Undertake other reasonable duties appropriate to the grade and nature of the post.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to comply with the Trust's safeguarding and child protection policies and procedures and to undertake safeguarding training appropriate to their role.

The successful candidate will be required to demonstrate an understanding of their safeguarding responsibilities and to act promptly and appropriately where there are concerns about the welfare or safety of a child or young person. This includes maintaining professional boundaries, confidentiality and appropriate conduct at all times.

The Trust operates safer recruitment procedures, and the appointment will be subject to the appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check where applicable. The Trust reserves the right to undertake any further checks required in accordance with current safeguarding legislation and guidance.