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Brighter Futures Learning

Partnership Trust

**APPLICATION INFORMATION**

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Job Description

**JOB TITLE: Administration Assistant for the Brighter Futures Learning Partnership Trust**

**BAND: 5, Scale Points 4-6**

**RESPONSIBLE TO: Administration Manager**

**Job Purpose:**

* To provide a professional and efficient Administration/ Reception service to Hungerhill School, which supports high quality teaching and learning.

**Main Duties and Responsibilities**

**Admin Support**

Carry out duties as required by the Administration Manager to assist in the efficient operation of the administration of the school. These duties may be undertaken in different areas of the school and may include the following:

* Use of Microsoft packages
* Photocopying, filing, and emailing
* Collating of information
* Distribution of information
* Inputting of information on to the schools chosen databases
* Special projects as requested by members of staff to the Administration Manager
* Preparation of resources
* Production of displays around school and in classrooms
* Prepare refreshments as required for meetings and events
* Ordering supplies and equipment
* Distribution of school photographs
* Updating notice boards as necessary
* Raise purchase orders for authorization when ordering of goods and services
* Sell uniform and keep accurate records including arrangements for the new intake of students
* Carry out and administer surveys using Microsoft Forms
* Assist with the setting up of Parents Evenings using the online booking system
* Assist the Administration Manager with the arrangements for Presentation Evenings, Awards Mornings, and Celebration Events
* Support HR procedures
* Provide admin support for the Behaviour and Rewards system
* Provide admin support for departments across the school
* Be one of the schools qualified first aiders and undertake first aid duties on a rota

basis with other staff in school

* Work within the reprographics department as and when required
* Provide cover for reception, reprographics, general administration.
* Work to deadlines in a calm and confident manner when under pressure
* Be flexible and highly organised.
* Work to the administration ticketing system monitoring jobs assigned by the Administration Manager.
* Support fellow team members, sharing best practice to contribute to the overall effectiveness of the team.
* To be responsible for promoting the safeguarding and welfare of students in the school
* Any other reasonable duties as requested by members of staff

**Student Reception**

* To ensure all student arriving after the school gate is closed in signed in at receptionist, and issuing a detention is necessary
* Ensuring all student leaving school early for medical appointment, etc have correctly signed out
* To record and issue detention for all Mobile phone & Uniform Offences
* Dealing with any general enquiries from students e.g room changes, new timetables printing
* Issue further detention to student who fail to attend their detention.
* Managing the collection, identification, storage and distribution of lost property.
* Contacting patrol to inform them of any call out to lessons
* Opening up of visitor reception each morning
* Providing support/cover thorough out the day, lunch time and in case of staff absences
* Assisting with the input of enrichment registers, making sure all registers have been completed
* Printing of Fire report daily
* Ensure correct notice is placed on the school entrance door informing visitors of fire alarm evacuation
* Registering teaching staff

**Reception**

* Welcoming visitors to the school and ensuring security arrangements for all visitors are adhered to the signing in and out procedure is followed
* Issuing correct coloured lanyard to comply with safeguarding procedures
* Responsible for promoting the safeguarding and welfare of students in the school
* Informing the Designated Safeguarding Deputy or Lead in the event of a safeguarding concern.
* First point of contact for parents and visitors.
* Receive visitors at the front desk by, greeting, welcoming, directing and announcing them appropriately.
* Receive and respond to emails from the school admin email account.
* Ensure the reception area is tidy and presentable.
* Dealing with general enquiries for staff, students, parents, visitors.
* Providing radio contact for the SLT team.
* Opening, sorting and distributing all mail and deliveries
* Stamping, registering and posting all outgoing mail using the franking machine
* Balancing the franking machine
* Purchasing stamps and balancing record book daily
* Administering first aid procedures
* Contacting parents as necessary
* Distributing unclaimed examination results and certificates
* Maintaining the supplies of stationery
* Obtaining quotes for transport and events as requested by members of staff
* Work with the admin manager on any additional administrative tasks

**Hungerhill School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Baring Service. Hungerhill School is an equal opportunities employer.**

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**

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Person Specification

**JOB TITLE:** Administration Assistant

**BAND:** 5, scale points 4-6

**RESPONSIBLE TO:** Administration Manager

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| --- | --- | --- |
| **Essential** | **Desirable** | **Evidence** |
| **Experience:**   * Experience of computerised systems including Microsoft Office * Recent experience of working in a busy office environment and/or a reception * Appropriate experience of working within administration * Experience of working within a team * Ability to work under pressure | * Previous experience of working in a school * Experience of young people * Experience of operating a telephone switchboard * Ability to show flexible working * Previous experience with producing reports and statistics | * Application form |
| **Qualifications:**   * Literate * Numerate * **GCSE A\* - C or equivalent (Level 2) English and Maths** | * Recognised First Aid qualification | * Certificates * Application form |
| **Knowledge and skills:**   * Excellent written and verbal communication skills * Ability to focus on detail and accuracy. * Prepared to take part in training and other chances to develop knowledge, skills and understanding * Excellent telephone manner | * Experience in Issues relating to the safeguarding and welfare of children. * Knowledge of SIMS database | * Application form * Interview * References |
| **Personal qualities:**   * Highly organised with the ability to work under pressure and to respond to rapidly changing priorities and demands at peak times of year * Excellent interpersonal skills * Highly accurate with attention to detail * Excellent organisational skills * Flexible and adaptable * Pro-active, self-starter, problem solver * Ability to use initiative * Confidentiality * Used to working to deadlines * Be a self-starter and can prioritise and manage own time * Need minimal day to day supervision, understanding own limitations and when to consult and communicate on wider issues * Able to interact effectively with staff, parents, students and outside agencies |  | * Reference * Interview * Letter |

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**How to Apply**

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form **(CV’s will not be accepted for this post)** and add a concise letter of no more than two sides of A4 addressing the following:

* why you are applying for this position
* how your experience to date will enable you to successfully take on the role.

**Applications should be received by** Friday 9 December 9 am

**Interviews will be held** Monday 12 December

**Good luck with your application.**

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