

Admin Assistant Recruitment Pack

September 2024



25.09.24

Dear Applicant,

Welcome and thanks for your interest in our school. We are thrilled that you are considering joining our school team!

We are seeking to appoint an enthusiastic, motivated Admin Assistant to join a supportive team of professionals.

The successful candidates will understand the importance of contributing to the vision and the future achievements of Fieldhead Carr Primary School. From this process we are looking for someone who has the child at the heart of all they do. We have a have a socially diverse intake and so our staff need to be skilled in understanding that the life of each child is different

We would welcome those interested to come and have a look at the setting. To make an appointment please contact my Business Manager d.hillerby@fieldheadcarr.leeds.sch.uk or contact us on 0113 2930226.

*Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. The details of DBS Code of Conduct can be found here:* [*https://www.gov.uk/government/publications/dbs-code-of-practice*](https://www.gov.uk/government/publications/dbs-code-of-practice)

*We promote diversity and want a workforce which reflect the population of Leeds. This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.*

*Please see the policy statement on the recruitment of ex-offenders.*

Closing date for applications: 13.10.24

Interviews: wc 21.10.24

Start date: asap

We look forward to receiving your application.

Best wishes

Mrs J Murphy

Head Teacher

**The Role**

FHC School is a 2FE place school with a nursery based in Whinmoor, Leeds.

Our provision begins at 3yrs old and children stay with us until they transition onto high school at 11yrs old. We are a nurturing setting and have a reputation for providing first-class child care.

We are looking for someone who could assist in providing a range of administrative support for internal and external stakeholders. In liaison with the whole admin team be responsible for ensuring delivery of a high quality and efficient administration service within the school.

**We are looking for someone who is:**

* Fully committed to all aspects of Safeguarding and Child Protection
* Able to carry out all duties having regard to an employee’s responsibility for promoting the welfare and safeguarding of pupils.

**The successful candidate will:**

* Be hard-working, positive and enthusiastic with a passion for striving for excellence
* Have positive working relationships with children, staff and parents
* Respect and embrace the diverse intake of children and families that we serve. Living and breathing one of our core values: ‘We Celebrate Diversity’.
* Have problem solving abilities
* Ensure careful attention to office duties
* Demonstrate strong interpersonal and communication skills
* Have a Professional, positive and welcoming manner
* Be competent in writing and speaking English

**What we can offer:**

* Full induction with on-going mentoring, CPD and performance management
* A school with the drive and determination to make a difference in the lives of the children it serves
* A supportive, dedicated and dynamic staff team offering high quality professional learning opportunities
* Access to employee assistance programme
* Access to cycle to work scheme
* 13 weeks holiday per annum

**Fieldhead Carr Primary School Job Description**

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| **Post Title**Admin Assistant  | GRADEB1-B3 |  |

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| **Post(s) to which directly responsible**School Business Manager |

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| **Purpose of job** To work under the direct instruction of the school business manager to ensure delivery of high quality and efficient administration service within the school. |

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| Responsibilities To be fully committed to all aspects of Safeguarding and Child ProtectionTo assist in providing a range of administrative support for internal and external stakeholders.To work as part of a team to provide customer focused services providing an excellent service to customers, colleagues, and visitorsTo liaise with colleagues in order to prioritise work to meet conflicting deadlinesTo maintain accurate records and track progress of workPreparing routine correspondence, standard forms, certificates, information packs. Handbooks etc.Dealing with hospitality and signing in of visitorsAssist with arrangements for events, school trips and other activitiesAct as a first point of contact for visitors and customers- both in person and on the telephone. It was expected that everyone will be dealt with a courteous, professional, calm and friendly mannerTo use IT applications and databases effectively to deliver administrative tasks. To input and retrieve data using computerised systems e.g. word, excel, databases, spreadsheets, internetTo collate and prepare information from a variety of sources including basic reportsUndertake general financial administration e.g. payments for trips, clubs etcMaintain stock and supplies, cataloguing, ordering and distributing as requiredAttend and participate in relevant meetings as requiredTo communicate effectively with internal and external customers in relation to work undertakenBe aware of and comply with all policies and procedures e.g. child protection, health, safety and security, confidentiality, equal opportunities, and data protection, reporting all concerns to an appropriate personThe duties outlined are not meant an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To contribute to the overall ethos/work/aims of the school To appreciate and support the role of other professionals To attend relevant meetings as required To participate in training and other learning activities and performance development as required. To assist with the supervision of pupils at lunchtimes. To ensure promotion and support of Equal Opportunities and Health & Safety To undertake any other duties that are commensurate with the post |

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| **Relationships**The postholder will be required to work flexibly to deliver an efficient Service. There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external stakeholders |

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| Physical ConditionsThe post is currently based at Fieldhead Carr Primary SchoolThe school has access by stairs and lift and is accessible by disabled persons to the ground floor platform lift**Special Requirements**There may be a need to occasionally work outside of school hours and off school premises, as required by the school. This post is subject to an enhanced Disclose and Barring Service check.The school operates a non-smoking policy. |
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| Grade: |  B1 - B3 (Depending on relevant Experience)  Salary: Actual - £16,950 - £19,100 ( £1412 - £1592 pcm) |
| Annual Leave: |

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|  All school holidays – ( work term time only ) |

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| Hours: |  Mon-Fri 8.30-4.00 plus 2 staff meetings, times to be discussed at interview |
| Conditions of Service: |  NJC Conditions apply |

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| **Prospects****Promotion**Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.**Training**The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |

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| **Job Description Prepared / Reviewed by:** |  | **Date:** |  |
| **Job Description Approved by:** |  | **Date:** |  |

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

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| SKILLS | Ess | Des | MOA |
| Able to communicate effectively with a wide range of people  | \* |  | A & I |
| Able to use a range of office equipment (e.g. printers, photocopiers, scanners). | \* |  | A & I |
| Ability to relate well to children and adults | \* |  | A & I |
| Able to prioritise work tasks to meet conflicting deadlines | \* |  | A&I |

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| KNOWLEDGE/QUALIFICATIONS/TRAINING | Ess | Des | MOA |
| 5 GCSE’s inc English and Maths or equivalent at grade C/5 or above | \* |  | A & I |
| A good level of appropriate ICT skills  |  | \* | A  |

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| EXPERIENCE | Ess | Des | MOA |
| Experience of dealing with queries from a wide range of people | \* |  | A & I |
| Experience in the use of the Microsoft package | \* |  | A & I |
| Experience of working as part of a team | \* |  | A & I |
| Experience of organising work tasks and duties to meet appropriate timelines | \* |  | A & I |

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| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Ess | Des | MOA |
| Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | \* |  | I |
| Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies | \* |  | I |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | \* |  | I |
| An ability to respect sensitive and confidential work. | \* |  | I |
| Commitment to own personal development and learning. | \* |  | I |

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| METHOD OF ASSESSMENT(MOA) | A = Application FormT = TestI = InterviewC = Certificate |