



Brompton Hall School

Job Description & Person Specification



**Resourcing
Solutions**

JOB DESCRIPTION

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the Trust.

PURPOSE: To provide an efficient, accurate and responsive administrative support service to the Academy and contribute to the service by working flexibly as a member of the Administration Team.

PRINCIPAL ACCOUNTABILITIES:	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
1.	To promote and safeguard the welfare of children and young people.
2.	To undertake reception face to face and telephone duties, answering enquires from staff, pupils, parents and the general public.
3.	Ensure all visitors are welcomed and directed and records kept for their arrival and departure.
4.	Assisting with arrangements for visits to the school.
5.	Provide a range of routine IT/finance/administration duties on a day to day basis including: word processing, spreadsheets, filing, photocopying, printing, mail sorting and deliver, provision of refreshments, document collating and distribution, display work, collection and recording of money, with accessible supervision.eg filing, photocopying and complete routine forms eg recording school dinner requests, admissions and leavers, reports.
6.	Responsible for managing our electronic dinner money system, lunch bookings and reconciling our school meals money on a daily and weekly basis.
7.	Manages our Site Management system to ensure the school meets all health and safety requirements: Every.
8.	Provide general administration support.
9.	Responsible for recording uniform sales money.
10.	Supports with gathering quotes for orders following schools Best Practice procedures.
11.	Undertakes financial administration duties of processing orders for the full school.
12.	Maintains our pupil records in Arbor.
13.	Responsible for the placement and induction of work experience, students and volunteers.
14.	Responsible for ensuring the school visit policies and procedures are met using the Evolve system.
15.	Manages our out of school clubs eg. booking outside providers, letters to parents, responsible for reconciling the money and ensuring all relevant checks take place and risk assessments in place for all clubs.
16.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Academy, as your employer and you as an employee. In addition to the employer’s overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Academy’s Health and Safety policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Academy.

DIMENSIONS:

1. Responsibility for Staff: None.
2. Responsibility for Customers/Clients: All school visitors, anyone with an enquiry.
3. Responsibility for Budgets: None.
4. Responsibility for Physical Resources: None.

WORKING RELATIONSHIPS:

1. **Within the School/Academy**
Any individual within or visiting the school, any individual contacting the school by telephone.
2. **Within the wider Venn Trust**
Interaction with pupils, parents/carers and staff from other Academy's and members of the Academy.
3. **With External Bodies to Venn**
Face to face or telephone contact with members of the public.
Enquiries from external organisations.

ORGANISATION CHART:

Executive Headteacher
Headteacher
School Business Manager
Other office staff **Administration Assistant**

	Tick relevant level for each category					Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	X					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	X					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	X					

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	Qualifications:			
	Educated to NVQ level 3 or equivalent experience	X		AF & CQ
	Maths and English GSCE A-C or equivalent	X		AF & CQ
	Safeguarding Level 1		X	AF & CQ
2.	Relevant Experience:			
	Receptionist/front of house experience	X		AF
	Experience of administrative work in a busy office environment	X		AF & I
	Experience of using computer information systems including SIMS, FMS and Microsoft packages and is computer literate.		X	AF & R
	Experience of collecting and reconciling monies on a daily basis from various sources of income	X		AF & I

PERSON SPECIFICATION		Tick relevant column	List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable
<i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>			
3.	Skills (including thinking challenge/mental demands):		
	Motivation to work with children and young people	X	AF & R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	AF & R
	Good reading and writing skills	X	AF
	Effective problem-solving skills	X	I & R
4.	Knowledge:		
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	X	AF & R
	Know the importance of the impact of good first impressions	X	R & I
	Working knowledge of health and safety e.g. producing risk assessments	X	AF & I
	Knowledge of school financial procedures		X
5.	Interpersonal/Communication Skills:		
	Verbal Skills		
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	X	R
	Ability to exchange verbal information clearly and sensitively with children and adults	X	AF & R
	Pleasant, friendly telephone manner	X	I
	Ability to negotiate with colleagues and work well as part of a team.	X	AF & R
	Written Skills		
	Ability to complete forms legibly and accurately	x	AF
6.	Other:		
	None		
8.	Additional Requirements:		
	None		N/A
9.	Disclosure of Criminal Record:		
	The successful candidate's appointment will be subject to the Academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	X	DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	X	AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A

APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at www.northyorks.gov.uk/working-us.

Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

Policy Statement on the Recruitment of Ex-offenders (Source www.gov.uk)

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.