



**Location:** Brookfield Community School, Chatsworth Road, Chesterfield

**Salary:** The Redhill Academy Trust Pay Scale, Band 6 point 29 – 32  
£24,654.16 to £26,141.85 per annum pro rata

**Contract:** Permanent, 37 hours per week, Term Time, plus 1 week

**Responsible to:** Operations Manager

### **Key Responsibilities:**

#### **Event organisation:**

- To be willing to work some evenings when required.
- Assist with the planning, organisation and running of school events and activities (eg. parent information evenings, proms, open evenings, award evenings etc).
- Co-ordinate logistics, book venues, prepare materials and communicate with staff, students and parents/carers regarding event details.
- Support the promotion of events through newsletters, emails and school communications in liaison with the Marketing & Media Assistant.
- To co-ordinate and organise the school's presence around the building including the main notice boards/displays.

#### **Regraphics Duties:**

- To prepare work for reproduction eg. word processing, colour work including brochures, letters to students, exam papers, timetables, work sheets and other similar items.
- Working alongside the IT department to be responsible for the upkeep of the photocopiers and print machines and arrange regular services of all reprographics related equipment and to report any necessary chargeable reports/replacements to the Operations Manager and arrange for service engineers to undertake repairs.  
To undertake all work in the most cost-effective way.
- To order appropriate supplies and keep reprographics stocked.
- To abide by copyright laws at all times.
- To work with the Marketing & Media Assistant to ensure the quality of documentation being produced at the school and that they meet house style and standards.
- To provide a binding, laminating and guillotine service.
- To assist staff with photocopying queries.
- To provide on the job training for members of staff in the correct use of photocopiers.

## **General Administrative Duties:**

- Manage and organise paperwork, documents and computer-based information.
- Answer phone calls, take messages and direct calls to appropriate personnel.
- Greet visitors and direct them to the appropriate office.
- Maintain confidentiality of sensitive information.
- Provide administrative support for the Senior Leadership Team.
- Maintain the CPD database and book courses and travel for staff.
- To be responsible for the set up/hospitality of INSET and CPD sessions.
- Attend meetings and take minutes as directed by the Operations Manager.
- To provide general administrative support to the Operations Manager including the management of various databases of staff/school records and information.
- When required to cover receptionist/switchboard duties on main reception (eg. lunchtimes, absence cover and busy periods).
- Provide receptionist duties, welcoming, greeting visitors, parents and contractors to the school ensuring they sign in/out and signposting visitors around the site and ensuring DBS checks are obtained for the Single Central Record
- Ordering of goods for departments, whilst maintaining best value.

## **General:**

- Attendance at staff meetings and INSET activities where relevant
- Assist with the supervision of students outside the classroom, including lunchtime duty
- To uphold and actively support the school's policies and procedures
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

**This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.**



# BROOKFIELD COMMUNITY SCHOOL

## Administrative Administration

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"><li>▪ Minimum of 5 GCSE's A*- C English and Maths or equivalent</li><li>▪ Minimum of two years' experience working in an administrative role</li><li>▪ Experience of working to policy and procedures</li><li>▪ Competent in the use of Microsoft Office applications</li></ul>	<ul style="list-style-type: none"><li>▪ Working knowledge of SIMS management information system</li><li>▪ Experience of working in a school or other educational setting</li><li>▪ Understanding of safeguarding in a school context</li></ul>
<b>Skills, Abilities and Personal Qualities</b>	<ul style="list-style-type: none"><li>▪ Ability to prioritise tasks, manage time effectively and meet deadlines</li><li>▪ Ability to cope effectively in a busy, demanding role</li><li>▪ Proven ability to maintain confidentiality in all aspects of work</li><li>▪ Excellent communications skills, both oral and written</li><li>▪ Able to provide a high level of customer service to stakeholders</li><li>▪ Able to adapt to work alone, using own initiative and within a busy diverse team</li><li>▪ Flexible approach to working hours and positive attitude to work</li></ul>	