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| Post Title: | **Admin Assistant - Careers/Work Experience/Facilities - 41 weeks** |
| Reporting to: | **Assistant Headteacher / Facilities Manager**  |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Job Purpose: | Under the direction/instruction of senior staff, be responsible for undertaking work related, careers, marketing, facilities administrative duties throughout the school, working closely with staff within the Pupil Services Office and Facilities Teams. In achieving this, a flexible approach to all areas of work is required. Contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Every Child Matters agenda, Child Protection Policy and Social, Emotional Aspects of Learning. Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals. Attend relevant meetings and other after school activities as required. Participate in training and other learning activities and performance development as required. |
| **Specific Tasks** |
| **To Support Work Experience Year 10** |
| * Prepare letters to parents to gain parental permission for pupils to participate in programme, logging all responses
* Copy ‘Own Placement Forms’ and distribute to Form Tutors
* Set up spreadsheet for Year Group to record information pertaining to placements, liaising with PPL/APPL/and MPloy Solutions
* Set up lunch time drop in sessions for pupils
* Assist with the placement of pupils, through conducting interviews, recording all relevant information
* Prepare a job description and basic information for every pupil (in line with DfE guidelines) and distribute to all pupils
* Organise staff to visit pupils, and provide details of placements, crib-sheets for ‘conversations’ etc, informinging parent / PPL of lack of attendance if pupil absent
* Write thank you letters to all employers involved in the placements
* Collate the Work Experience references
* Utilise the online MAPS software for recording all of the above
* Liaise with SEND team re hard to place children and specific pupil needs
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| **Careers** |
| * Liaise with post 16 provider etc. to come into school to speak to Year 11
* Publicise Careers programme with pupils and Years 9-11 Form Tutors
* Organise lunch time drop in sessions for pupils with careers advisors
* Update WRL calendar and distribute to PPLs & Form Tutors
* Liaise with MPloy Solutions
* Organise careers interviews for all Year 11 pupils as requested, ensuring rooms are booked, pupils know timings and staff are aware that pupils will be missing some curriculum time
* Book careers interviews for all Year 9-11 pupils who are on the AEN Register, looked after, potentially NEET and alternative provision
* Send any pupil applications to the relevant college / school sixth form
* Keep a log of intended destinations for Year 11 and ensure any pupils who have not applied anywhere are seen as a matter of urgency by the careers advisor, to reduce NEET figures
* Monitor the information in Careers section of the Learning Resource Centre (replenish, tidy, check for accuracy etc)
* Request multiple copies of application packs from employers, colleges etc
* Arrange for apprenticeship providers to attend school and conduct presentations to Year 11
* Publicise among pupils and staff the careers talks
* Work with Shaping Futures to promote routes into higher education.
* Set up careers group work sessions for Year 10 generally and occupied talks.
* Arrange form visits for the careers advisor
* Coordinate and organise the careers convention
* Support with any organisational matters around college visits
* Ensure all intervention and careers work are record on the compass and tracker online mapping system
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| **Whole School Administration** |
| * To support the production and distribution of all documents associated with Open Days and Evenings
* To support the administration in relation to EPD
* To secure the quote and sponsorship for the pupil planners
* To take minutes each half term at the Curriculum Leaders meetings
* To prepare hospitality, as requested
* Type the School Self-Evaluation form and update as directed
* Copy and distribute any documents relating to Performance Management
* Circulate Professional Standards documents
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| **Facilities*** To upload compliance checklists to the Every System, alerting users and management when records are due
* To contact contractors to arrange the required servicing, raising the necessary purchase order and adding the service to the Facilities calendar
* To ensure contractors, with access to site during pupil access time, have DBS' records. Liaise with Finance to ensure the single central database is kept up to date
* To assist the Facilities Manager in the review of contracts on a regular basis, obtaining competitive quotes to obtain best value
* To coordinate the deliveries received, liaising with Finance, to ensure delivered to the correct area of school and assist with any returns
* To minute the weekly team meeting minutes and distribute to the team
* To periodically check that First Aid stock is available in all areas and replenish, as required
* To work with the Pupil Services Team and administer the Pupil Locker Database
* To prepare the holiday works lists, following instruction from the Facilities Manager
* To administer staff annual leave and sickness records, ensuring all paperwork is filed as per school policy
* To coordinate the annual checking of the Asset Register and record all disposal/transfer of assets forms to safeguard school assets
* To carry out the asset checking of common areas across the school site
* To oversee the database for PPE clothing, liaising with the Finance Team
* Any other admin duties as requested by the Facilities Manager or School Business Manager
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| **Administration*** Manage manual and computerised record/information systems
* Provide personal, administrative and organisational support to other staff
* Produce data/lists as required e.g. pupil and staff data to analyse impact of CPD
* Undertake typing, word processing, filing and photocopying
* Take notes at meetings and distribute information and materials
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| **Responsibilities** |
| * Be aware of and comply with procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required.
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| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

**September 2022**