

Low Moor C. of E. Primary School

To learn together and grow in God's love

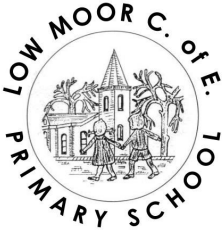
Recruitment Pack Administration Assistant

Contents:

- Letter from the Headteacher
- Job Advertisement
- Job Description
- Person Specification
- Recruitment of Ex-Offenders Policy

Closing date: Thursday 7th November at 9.00am

Interview date: Wednesday 13th November



Low Moor C. of E. Primary School

Headteacher: Mrs Y.C. Broadbent

To learn together and grow in God's love

Dear Applicant,

Thank you for your interest in this vacancy and for taking the time to explore the opportunity of joining our team at Low Moor C. of E. Primary School. We are currently seeking to appoint an enthusiastic and dedicated administration assistant to work in our busy school office, and would be delighted to consider your application.

At Low Moor, we pride ourselves on fostering a warm, welcoming environment, not only for our children but for our staff as well. We believe that the success of our school is as a result of an extremely talented, hard-working and dedicated team, and as such, we are committed to supporting and developing each member, both personally and professionally.

Our school is a community where we encourage creativity and innovation and we provide a nurturing environment that is conducive to effective learning and holistic development for all. We strive to maintain a balanced approach to workload and well-being and our supportive measures include regular professional development opportunities tailored to individual career aspirations. It is our aim to ensure that you can perform at your best while enjoying a fulfilling career and personal life.

Furthermore, we value the importance of teamwork and collaboration. At Low Moor, you will find yourself among peers who are not only colleagues but also friends. We are committed to an ethos of continuous improvement and professional growth, and we regularly share best practice and ideas as a team.

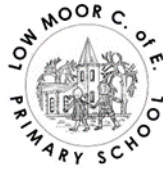
If you are looking for a school where your skills will be appreciated and your well-being prioritised, I encourage you to apply to join our team. If you have any questions or would like to know more about us, please contact the school office and we will arrange for the relevant person to answer any queries you may have.

Visits to school are encouraged and you are warmly invited to contact the school office to make arrangements.

Thank you for considering Low Moor C. of E. Primary School. We look forward to the possibility of welcoming you into our school community.

Yours sincerely,

Yvonne Broadbent
Headteacher



Low Moor C. of E. Primary School
Park House Road, Low Moor, Bradford, BD12 0NN

We currently have a vacancy for an

Administration Assistant
Band 5 (SCP4-6) Actual salary £7,852 to £8,262 (pay award pending)
Monday to Friday, 12.30pm to 3.30pm (15 hours) term-time only

Low Moor C. of E. Primary School is an exciting, vibrant two-form entry primary school, situated on the outskirts of Bradford. Located on the border of Calderdale, Kirklees and Leeds, our school is highly regarded within the community it serves.

An opportunity has arisen for an administration assistant, to join our highly successful school, commencing as soon as possible. You will be the first point of contact in our school reception, meeting and greeting all visitors to school in a professional manner and answering telephone calls. You will support the school office manager to provide effective administrative services and communications for parents/carers, staff and other stakeholders.

We are looking for someone who:

- has excellent ICT skills and the ability to multi-task in a busy office
- has excellent interpersonal, time management and organisational skills
- is committed to working effectively as part of a team
- is willing to contribute to the wider school and its community

We offer:

- a dedicated, supportive and friendly school community with the highest expectations and aspirations for our children and their families
- well behaved, motivated pupils who enjoy school
- an attractive, well-resourced and positive environment
- a commitment to your continuing professional development
- a commitment to your well-being and work/life balance

There will be opportunity to visit school in advance of the application deadline and it is strongly recommended that you do so. Please contact Mrs Helen Oates, or Mrs Kara Edmondson on 01274 600797 or office@lowmoor-ce.uk to make arrangements to visit on:

- Monday 4th November at 2.00pm or 4.00pm

This post is advertised via DfE Vacancies and we invite applicants to complete the online application form

Further information can be obtained from school's Business Manager, Mrs Lisa Bryan on 01274 600797 or email: lisa.bryan@lowmoor-ce.uk

Completed applications should be submitted no later than: **Thursday 7th November at 9.00am.**
Interviews will be held on Wednesday 13th November.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All posts are subject to an enhanced DBS check and satisfactory references. We are an equal opportunities employer and all applications will be considered.

Administration Assistant Job Description

Reports to: Business Manager

Job Purpose:

To assist the Office Manager to maintain the efficient running of the school office by providing general administrative support to the Headteacher and staff.

Supervisory/managerial responsibilities:

To assist in the supervision of students on work experience, trainees and voluntary helpers with whom the post holder is working.

Supervision and guidance:

To work under the supervision of the office manager, but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.

Range of decision making:

To make decisions within established working practices and procedures and interpret guidelines from other staff on the preparation of documents and materials. The post holder will be expected to use initiative in all matters relating to administrative duties.

Responsibility for assets, materials etc:

To maintain the confidential nature of information relating to the school, its pupils, parents and carers and staff.

Under supervision of senior members of staff, responsible for the monitoring and controlling of expenditure within an allocated budget.

Responsible for the safe keeping of computer hardware and software, ensuring the requirements for the Data Protection Act are met.

Contacts:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Diocese and members of the local clergy, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

Range of duties:

1. Organisation

- Staff the school reception, including greeting visitors and answering phones.
- Assist in the organisation of school trips/events/after school clubs etc.
- Deal with queries, especially in the absence of the office manager and decide how to deal with the query and whether it should be referred to another member of staff.
- Maintain high and professional standards as the front line to the school.

2. Administration

- Maintain manual and computerised records/information systems.
- Ensure that administrative tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.

- Maintain accurate records relating to pupil medication.
- Produce reports/information/data as required.
- Assist in the admission arrangements for new pupils and liaise with the local authority.
- Assist in the procedures relating to pupils transferring or leaving the school.
- Update information on the school website and app.

3. Pupil Data

- Keep records of pupil attendance and contact parents about absences within agreed timescales.

4. Resources

- Operate relevant equipment/complex ICT packages.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Provide general guidance to staff, pupils and others.

5. Responsibilities

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in meetings.
- Participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Contribute to whole school events as and when required.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.

Personnel specification: Administration Assistant

Key: A Application, S Selection Process

Attributes	How identified	
Experience	Essential <ul style="list-style-type: none"> • Good knowledge of Microsoft Office • Experience of working in an office environment Desirable <ul style="list-style-type: none"> • Experience of working in a school office • Experience of using SIMS, Inentry and other school software 	A/S
Qualifications	Essential <ul style="list-style-type: none"> • GCSE or equivalent, grade C/grade 4 or above in mathematics and English Desirable <ul style="list-style-type: none"> • NVQ Level 2 or equivalent in a relevant discipline 	A, Certs
Training	Essential <ul style="list-style-type: none"> • Willingness to participate in development and training opportunities Desirable <ul style="list-style-type: none"> • Evidence of relevant training such as safeguarding children, health and safety and data protection 	A / S
Knowledge and skills	Essential <ul style="list-style-type: none"> • Excellent literacy and numeracy skills • Excellent communication skills including written, face to face and telephone Desirable <ul style="list-style-type: none"> • Knowledge of and the ability to use office equipment such as photocopiers • An understanding of how attendance can impact well-being and pupil performance 	A / S
Equality	Essential <ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equal Opportunities policies and practices. 	S
Circumstances - personal	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). <i>Documentary evidence will be required at interview stage</i> • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required) • Excellent attendance and punctuality record 	S

Recruitment of Ex-Offenders Policy

Low Moor C. of E. Primary School is required to send a copy of its policy on the recruitment of ex-offenders to all job applicants. The school's Safeguarding and Child Protection Policy is published on the school website <https://www.lowmoor.bradford.sch.uk/about-us/policies-documents>

- The governing body fully complies with the DBS Code of Practice and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- All applicants are subject to a DBS check before the appointment is confirmed; this includes details of convictions and cautions, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position.
- The school is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.
- The school promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records.
- Candidates are selected for interview based on their skills, qualifications and expertise.
- All application forms and recruitment notices will contain a statement that a disclosure will be requested if a position is offered.
- All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover.
- All applicants will be made aware of the existence of the DBS Code of Practice and will be provided with a copy on request.
- The school is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties.
- The school will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.
- At interview, or in a subsequent discussion, open and measured discussion will take place on the subject of the offences.
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made.
- Legal advice is available for all involved in the recruitment process to ensure they can identify and assess the relevance and circumstances of offences.
- Recruitment personnel have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders.

Extract from DBS Policy (updated June 2024)