



Administration Assistant

Contract Type	29.5 hours, term time only	Start Date	January 2024
Contract Term	Permanent	Closing Date	Sunday 26 November 2023
Salary	Grade 3 £23,500 – £23,893 FTE	Location	Sunnyvale Road, Totley Sheffield
Actual Salary	£16,115 – £16,385 (with under 5 years' service)		

The School

Totley Primary is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and develop as people.

Our Outstanding school is 4-11 and 2-form entry, accommodating approximately 425 children. The school is in the leafy suburb of Totley in South Sheffield, on the edge of the Peak District.

The Role

We are seeking a skilled administrative assistant to fulfil a crucial role in maintaining an efficient and inviting administrative setting. Responsibilities will include:

- Ensuring the smooth flow of administrative processes within the school.
- Assisting on reception welcoming and assisting visitors, serving as the primary point of contact for enquiries.
- Efficiently handling various school needs and tasks within a fast-paced environment.
- Contributing to fostering a supportive and inclusive school environment.
- Providing administrative support to teachers, staff, and the school's leadership team.
- Upholding the school's policies and procedures.

The working hours for this role will be Monday, Tuesday, Thursday and Friday between 8am and 4.30pm (specific work patterns will be discussed during the interview process).

The Candidate

The ideal candidate will showcase an acute attention to detail, adapting flexibly to evolving situations and embracing new skills. Strong communication abilities with both children and adults, alongside a readiness to learn new software packages are essential. A can-do attitude that resonates with our team's positive culture is highly valued. Joining a close-knit team of 3, you'll play a pivotal role in fostering the school's mission and collaborative environment.



JOB DESCRIPTION

Post Title:	Administration Assistant
Grade:	3 (£23,500 – £23,893 FTE)
Hours/Weeks	29.5 Hours/39 weeks per year
Responsible to:	Headteacher
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

- To assist and support in the general administration duties of the whole school

KEY RESPONSIBILITIES:

Administration:

- To work as part of a team providing a high level of administrative and clerical support to the school
- To process on manual and computerised record/information systems as directed by the Headteacher such as Parent Pay/MIS Systems
- Undertake routine clerical duties eg record keeping, production of letters, photocopying, class lists etc,
- Undertake reception duties
- To operate established and new technology-based office equipment

Pupil Support:

- To process and input data on specific school systems that support pupil's welfare and learning as directed by the Headteacher
- Assist in the supervision of pupils for school duties such as lunchtimes/trips
- Attending to sick or injured pupils and provide First Aid where necessary
- To assist parents and visitors with their queries and direct them to the relevant personnel within school in a courteous, helpful, and professional manner via email, telephone and in person.



TOTLEY PRIMARY SCHOOL

- To arrange hospitality for whole school events where appropriate
- Assist in the coordination of school events such as After School Clubs, Photograph Day and Sports day
- Input and update data onto relevant software's regarding pupil information

School Support:

- Manage stock levels of school materials and equipment and liaising with the central finance team for orders including stock takes
- Collation and distribution of pupil reports
- Ensuring pupil records are maintained including computerised systems
- Assist in investigations and recording student absences.
- General administration support for the Office Managers/Senior Leadership Team
- Provide advice and guidance to staff, students and others
- Assist with marketing and promotion of the school

Responsibilities:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of 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 regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To undertake any other duties and responsibilities as directed by the Headteacher related to the job grade

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- The post may be required to travel and work within any school in the Mercia Learning Trust

GENERAL DUTIES

- To contribute to whole school events as and when required
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018



TOTLEY PRIMARY SCHOOL

- Be aware of and support diversity, ensuring equal opportunities for all
- Develop professional, constructive relationships with other agencies, schools and professionals
- Participate in meetings, training and performance development as necessary
- Recognise own strengths and areas of expertise using these to advise and support others
- Be willing to undertake training and professional development as required of the post
- Any other duties and responsibilities appropriate to the grade and role

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility
- To contribute to the overall ethos, work and aims of Mercia Learning Trust
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To contribute to trust partnership activities to drive school and trust improvement
- 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
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: November 2023



PERSON SPECIFICATION

Post Title:	Administration Assistant
Grade:	3 (£23,500 – £23,893 FTE)
Hours/Weeks	29.5 Hours/39 weeks per year
Responsible to:	Headteacher
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	Grade C or above in English and Maths	Evidence of Further Education
Skills and Knowledge	- Work within a team or alone - Commitment to listen and act on instructions, verbal and written, including health and safety requirements - Respond to situations as they arise ie. safeguarding - Effective communicator with both adults and students - Working knowledge of Microsoft packages	A strong understanding of Totley Primary School; its culture, climate and values and be able to model these if appointed to the role
Personal Qualities	- Strong moral purpose and drive for improvement - Motivated, enthusiastic and flexible	



TOTLEY PRIMARY SCHOOL

	• Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of Totley Primary School • Excellent record of attendance	
--	---	--

HOW TO APPLY

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciastrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:

MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciastrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.



TOTLEY PRIMARY SCHOOL

- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 255 0398 or enquiries@totley.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

The closing date for applications is **Sunday 26 November 2023**

Interviews are expected to take place **Friday 1 November 2023**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.