

Administration Assistant (Two positions)

- Post 1: 8.15 -12.15 Monday to Friday (20 hours) (8.15am prompt start) Permanent, part time appointment
- Post 2: 12.15-4.15 Monday to Friday (20 hours) Maternity Cover
- Term time + 1 week (39 weeks per year term time and PD days)
- Salary Scale point 2 - 4 depending on experience
- Salary £18379 - £19122 per annum full time equivalent - actual salary pro-rata'd circa £8470-£8813

The Diss Primary Academy Partnership (Diss Infant Academy and Nursery and Diss Church of England Junior Academy - part of the Diocese of Norwich St Benet's Multi Academy Trust) is seeking to appoint two part time Administration Assistants to provide a high standard of secretarial and administrative support and to promote all aspects of social media and communication. The successful applicants will be highly efficient, well organised and cheerful team players, who provide a warm welcome to parents, pupils and visitors.

A calm and efficient manner is required for our very busy office, along with excellent communication and computer skills, and the ability to multitask.

You will have:

- Bags of enthusiasm, initiative, resourcefulness and a great sense of humour
- High levels of digital literacy including all aspects of Social Media
- A friendly, approachable manner
- Excellent literacy and numeracy skills
- The ability to maintain confidentiality
- A good understanding of standard school policies, eg GDPR, safeguarding, record retention

Experience of working in a school office environment would be an advantage, as would experience of using Pupil Asset and Google drives (or other similar management information and IT systems)

Diss Primary Academy Partnership has a happy and welcoming school team with very high standards and expectations. We pride ourselves on creating a friendly and secure environment, where pupils feel confident and visitors are warmly welcomed. This is an exciting opportunity to join a dedicated, hardworking and friendly team. The posts will be working at both sites within the Diss Primary Academy Partnership.

How to apply

An application pack is available online or from the school via email. If you would like further information, please contact Sarah Hammond, School Business Manager, on 01379 642675. Completed applications must include details of how you meet the criteria set out in the Person Specification as well as any relevant experience that has prepared you for this job. This should be sent to the School Business Manager at sbm@diss.stbenets.org

Closing date: 9am on Friday 1 July 2022

Expected Interview date: Thursday 7 July 2022

Please note it is school policy to request references before interview.

Diss Primary Academy Partnership is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS check.

This post comes under the requirements of the Childcare (Disqualification) 2009 Regulations, and the successful applicant will be required to complete a declaration to establish whether they are disqualified under these regulations.

JOB DESCRIPTION

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE: Administration Assistant

HOURS: Post 1 20 hours per week x 39 weeks (8.15am-12.15pm)
Post 2 20 hours per week x 39 weeks (12.15pm-4.15pm) Maternity Cover with a focus on Social Media, website, communication

RESPONSIBLE TO: School Business Manager

SCALE Scale Point 2-4 depending on experience
£18379 - £19122 per annum full time equivalent
(actual pay to be pro-rata'd depending on the number of hours - circa £8387-£8813 depending on experience)

PERMANENT POSITION

PURPOSE OF THE JOB/MAIN OBJECTIVES

- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Support the schools in attaining their aims and objectives undertaking a range of clerical duties including assisting with the preparation and collation of letters and newsletters to parents and carers and updating social media platforms
- Supporting pupils and teaching staff by contacting parents and carers if required
- Be friendly and welcoming as the first point of contact for our visitors, children and families and providing hospitality for visitors to the school
- Undertake reception duties, answering the telephone and completing basic administrative tasks ensuring the school security arrangements are always complied with
- Ensuring the school entrance and office are presentable including keeping notice boards up to date with staff/governor and general changes and leaflet holders tidy and replenished as required
- Undertake routine pupil data entry and reporting to include ordering school lunches and associated data entry
- Check pupil attendance daily and carry out first day calling in line with the school attendance policy
- Ensure pupil premium records are up to date and the headteacher and staff are aware of changes
- Provide first aid treatment as necessary to pupils and staff and liaising with parents and staff regarding pupil sickness and injury
- Supporting with the preparation of the school census returns
- Assist the School Business Manager to ensure proper records are kept and filed, maintaining and inputting data into computerised management systems as appropriate
- Any other duties as required by the School Business Manager or Headteacher

PERSON SPECIFICATION

Essential	Desirable
Qualifications	
• NVQ 2 or equivalent in relevant discipline.	• NVQ3 or equivalent in relevant discipline.

<ul style="list-style-type: none"> • Good numeracy/literacy skills with Maths and English Language GCSEs at grade C/level 5 and above. • First Aid training. 	<ul style="list-style-type: none"> • Educated to a higher standard - A Levels or equivalent or degree
Experience	
<ul style="list-style-type: none"> • Have experience in a range of office procedures. The post requires knowledge of IT and office systems to produce letters and standard documents, maintain and update spreadsheets and process data. 	<ul style="list-style-type: none"> • Previous experience of working in a school. • Experience of working with Google mail and G-suite
Skills / Knowledge	
<ul style="list-style-type: none"> • Effective use of ICT to include websites and a good understanding of social media to include Facebook and Twitter. • Be highly efficient and adaptable with bags of enthusiasm, initiative, resourcefulness and a great sense of humour. • Use of relevant equipment and resources. • Good keyboard skills. • The ability to maintain confidentiality. • Knowledge and a good understanding of relevant policies/codes of practice/legislation e.g. GDPR, safeguarding, record retention • Ability to relate well to children and adults. • Efficient time management. • Understand the importance of confidentiality. • Have excellent organisational and communication skills. • Be flexible, enthusiastic and proactive • Have the ability to work both on your own and as part of a team. • Be reflective and able to identify your own training and development needs and co-operate with means to address these. 	<ul style="list-style-type: none"> • Experience of administering Social Media platforms • Have a training record with targeted areas for improvement and development with action plan, relevant to role

General information
<ul style="list-style-type: none"> • The job description details the main outcomes required. • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. • Job holders must ensure they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health and safety, welfare, safeguarding and inclusion.

- All work performed/ duties undertaken must be carried out in accordance with the school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Executive Headteacher and their line manager.