**Minsthorpe Community College**

**Job & Person Specification**

**Post Title:** Administration Support

**Grade:** G3 – Point 3-4

**Hours:** Term-time plus 10 days – 37 hours per week

8.00am-4.00pm Monday to Thursday

8.00am-3.30pm Friday

**Reporting to:** Associate Team Leader - Admin

**Overall Purpose of Post:**

To form part of a multi-disciplined and college-wide support team, providing effective clerical, administrative, and financial support to the college.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

* Responsibility to provide a safe environment in which children can learn and develop.
* To identify children who may be in need of extra help, who are suffering or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

**Employment checks required of this post:**

* Proof of eligibility to work in the UK
* Proof of relevant qualifications (original certificates)
* Two satisfactory references
* DBS Enhanced Disclosure check
* A Prohibition Order check
* A medical assessment prior to commencement of employment.

**Key accountabilities, duties and responsibilities:**

* Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
* Assist with student first aid/welfare duties, looking after sick students, liaising with parents/staff etc.
* Assisting with arrangements for college trips, events, and visits by school nurse, photographer etc.
* Provide routine clerical support e.g. photocopying/reprographic services, filing, faxing, emailing, complete routine forms
* Maintain manual and computerised records/management information systems
* Undertake typing, word-processing and other IT based tasks
* Sort and distribute mail
* Take notes at meetings
* Collate student reports
* Undertake routine administration e.g. registers/college meals
* Operate relevant equipment/ICT packages (e.g. Word, Excel, Outlook, databases, spreadsheets, Internet)
* Arrange orderly and secure storage of supplies
* Undertake routine financial administration e.g. collect and record monies as required
* Be aware of and comply with 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 support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the college
* 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

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.

**Person Specification:**

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| **Criteria** |  | **Essential/Desirable** |
| **Education, Training and Qualifications** | A good level of formal education including GCSE English and Maths  Support Work in Schools (SWiS)  Level 2  NVQ Level 2 in Administration | E  D  D |
| **Skills and Knowledge** | Good working knowledge of all Microsoft packages including Word, Excel, PowerPoint, and Outlook.  Knowledge of Sims MIS.  Good Numeracy/ Literacy Skills  Ability to work calmly under pressure  Initiative, flexibility and ability to handle change  Interpersonal skills to build effective working relationships with student and staff across the college  Organisational skills to prioritise own workload and complete tasks to required deadlines  Work constructively as part of a team  Understanding college roles and responsibilities and your own position within these  Appropriate knowledge of First Aid | E  D  E  E  E  E  E  E  E  E |
| **Experience** | Experience of working in an administrative/support role.  Experience of working in a school setting. | E  D |
| **Personal Attributes** | Enjoy working alongside young people and adults.  Be supportive of the aims and ethos of Minsthorpe Community College. | E  E |