



Eckington School
Temporary Administration
Assistant

Part of

LEAP

Multi Academy Trust

Post Title: ADMINISTRATION ASSISTANT

We are looking for an enthusiastic Administration Assistant with excellent administration skills to join our friendly admin team to provide admin support to the AST Team.

Start: September 2022

Salary: Band D £19,650.00 FTE pro rata (equating to £17,004.80pa)

Hours: 37 hours per week, term time only.

The post is temporary for 1 year.

The closing date for applications is Friday 2nd September 2022 @ 10am

Job Description

Under the instruction/guidance of senior staff and to provide general administrative support to the school.

Duties and Responsibilities

- Provide general clerical/admin support to the AST Team. Support e.g. photocopying, filing, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. pupil's data.
- Undertake typing and other IT based tasks
- Maintain and collate pupil reports
- Complete and submit complex forms using internet based sites
- Liaising with teaching staff and contacting parents.
- To ensure that visitors receive a professional, friendly welcome.
- To respond to telephone enquiries immediately on matters within the post holder's knowledge and research responses; return calls on other matters as appropriate.
- To maintain confidentiality at all times.
- Prepare a range of documents and materials to use in the classroom.
- Prepare agendas, minutes and papers.
- Letters/electronic communication to parents.
- Liaise with teaching and support staff, and respond to queries on matters within the postholder's responsibility.
- Gather and update student contact information.
- Input data into SiMs student information system.
- Maintain and update the SiMs student information system.

Methods of working

- Participate in support staff appraisal system.
- Participate in training, as required/appropriate.
- Establish constructive relationships and communicate with other agencies/professionals.
- Contribute to the overall ethos and aims of the School and Academy.
- Attend and participate in meetings.
- Appreciate and support the roles of other professionals within the School and Academy.
- To comply with the requirements of HR, Health & Safety, confidentiality, GDPR, other relevant legislation and school policies and procedures.
- To understand and comply with the school's safeguarding policy, equal opportunities and anti-discrimination policy.
- Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service Check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description.

Person Specification

	Criteria	Essential/ Desirable
Qualifications	5 GCSEs or equivalent inc English and Maths A-C	D
	Recent participation in training which is equivalent to working with children/young people	E
	Proven experience in a post which demonstrates high organisational and time management skills	E
Experience	ICT competency	E
	Experience working in a school environment and engaging with challenging children/young people and their families	D
	Counselling skills	D
	Liaison qualities with external agencies	E
	Ability to communicate effectively in a variety of situations	E
	High degree of motivation for working with children and young people	E
Personal Attributes	Ability to empathise with children and young people	E
	Ability to work as part of a team	E
	Ability to self-motivate and work independently	E
	Calm, patient, helpful and pleasant manner	E
Special Requirements	Energetic and enthusiastic	E
	Conscientious	E
	Inventive, creative and divergent thinking	E
	Enhanced DBS clearance	E
Safeguarding Children/Young People and Vulnerable Adults	Compliance with the Trust's policies, inc Health & Safety policies	E
	To be committed to safeguarding and promoting the welfare of children, young people and/or vulnerable adults	

Eckington School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school.

Completed applications should be returned either by post to: Sharon Foster, HR Officer, Eckington School, Dronfield Rd, Eckington, Sheffield S21 4GN or by email to Sharon.Foster@eck.leap-mat.org.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face

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