

JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

Post Title: Curriculum Admin/Recourses Assistant with First Aid.

Purpose of the post:

To work as part of the administrative team in supporting the academy in maintaining its aims and objectives by providing an effective administrative service within the establishment.

Main Objectives of the role are to:

To provide admin support for school related functions and to support the work of the curriculum areas, i.e. notice boards, reprographics and resources. Provide support to teaching staff within learning areas.

To build and maintain links and knowledge with curriculum teams and heads of departments providing support in those areas as required.

To support the smooth running of the office through the day.

To deliver first aid to pupils and staff as required.

To control goods- in by checking deliveries into school.

To receive and check in visitors to the school, ensuring that security procedures are followed before admitting to the premises.

To answer the telephone and support enquiries; this includes delivering items and messages to the classrooms.

To assist the Academy by maintaining good relationships with staff, parents and governors.

Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Report all concerns to the appropriate person.

Contribute to the overall ethos, work and aims of the academy and participate in training, other learning activities and performance development as required.

There will be other duties which may include working additional hours during busy periods or to cover staff absences, which will be commensurate with the responsibilities and grade of the post.

This job description, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Curriculum Admin/Recourses Assistant with First Aid

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and mathematics • Experience of managing and maintaining accurate records and filing systems 	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment • Administrative qualification 	Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge/Skills:		
<ul style="list-style-type: none"> • Experience in using MS products or similar • Good typing skills • Excellent interpersonal skills • Good verbal and written communication skills • Ability to undertake work of a confidential nature with discretion 		Application form Letter of application References Interviews Certificate/s (to be available at interview)
Personal Qualities:		
<ul style="list-style-type: none"> • Good timekeeping • Sets high standards and expectations for self 		Letter of application References Interviews

<ul style="list-style-type: none"> • Flexible attitude to work including; <ul style="list-style-type: none"> - working hours - demands and changes in the role - willingness to be involved in the school • Smart professional appearance • Total honesty, integrity, and reliability • Energy, enthusiasm, adaptability and a good sense of humour 		
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In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short listed candidate's references will be taken up at interview.