



Job Description: Curriculum Area Administration Assistant

This appointment recognises the requirements of the current Support Staffs' Pay Conditions Document, and reflects the policies established by Tomlinscote School. The post holder shall carry out those professional duties as circumstance may require, under the reasonable direction of the line manager. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to review with the line manager. All posts within the school are subject to an enhanced DBS disclosure.

Salary Scale: Support Staff Grade 4

Accountable to: Head of Faculty

Accountable for: N/A

Job Purpose:

To provide a quality support and administrative service to Tomlinscote School, reflecting the policies, aims and values of the school.

Responsibilities

1. Accountability
<ul style="list-style-type: none">a) To provide confidential, effective, efficient and flexible administrative support to the school.b) To provide assistance and liaise with parents, students, staff and external providers.c) To deal with all routine departmental administration, including filing, photocopying, equipment orders, incoming and outgoing mail, preparation of communications and data input.d) To maintain and up-date displays in classrooms and corridors.e) To organise all electronic files/paperwork.f) To support the arrangements of school related trips, visits and events and all associated administration.g) To support the department in ways defined by the Line Manager.
2. Health & Safety
<ul style="list-style-type: none">a) To ensure a safe working environment is maintained at all times.
3. Communication
<ul style="list-style-type: none">a) To liaise with Line Manager and other departments.b) To further develop ways of communicating with the department.c) To share good practices with other areas.

4. Training and Development
<p>a) To participate in arrangements for further training and developments. b) To initiate new ideas and encourage developments.</p> <p>c) To participate in the Tomlinscote School Performance Management Programme as per whole school policy.</p>
5. Safeguarding
<p>a) Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy</p>
6. Other Duties
<p>a) To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time.</p> <p>b) To work in other departments if required.</p>

Person Specification: Curriculum Area Administration Assistant

Criteria	Essential/ Desirable	Measured By
1. Qualifications 1.1. GCSE's C Grade or the equivalent in Maths and English	E	Certificate /Application form / Interview
2. Experience 2.1 Experience of working in an administration role 2.2 Experience of working with young people, ideally in a school environment 2.3 Experience of supporting a Team 2.4 A commitment to safeguarding the welfare of children	E D D E	Application form / Interview
3. Knowledge/Skills 3.1 Good organisational skills / attention to detail 3.2 Excellent oral, written communication and numeracy skills 3.3 Good IT skills / excel / word / outlook 3.4 Knowledge of SIMS 3.5 Ability to work on own initiative 3.6 Ability to prioritise and organise own time	E E E D E E	Application form / Interview
4. Behavioural Attributes 4.1 Willingness to learn 4.2 Ability to maintain confidentiality 4.3 High standards of professionalism 4.4 Flexible and adaptable attitude 4.5 Co-operative spirit / can do attitude 4.6 Positive approach to problem solving 4.7 Patience with children 4.8 Responsible & conscientious approach to Health & Safety 4.9 Calmness under pressure	E E E E E E E E E	Application form / Interview