

Job Description

Job title:	Enrichment and Co-curriculum Administrator	Contract Type:	Permanent Term time plus 5 days
Responsible To:	AHT Curriculum and Enrichment	Grade & Spine Point:	Scale 5 (£31,716- £33,204) Actual: £28,228 - £29,553
Location:	Cyril Jackson Primary School		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

1. To contribute to the enrichment opportunities and co-curriculum initiatives.
2. To support the wider admin team with pupil wellbeing and academic achievement.

RESPONSIBILITIES FOR ADMINISTRATORS

1. To answer the telephone in an efficient manner and record and pass on messages as appropriate
2. To answer the intercom CCTV system whilst having a high regard for security
3. To greet parents/carers and visitors and deal with their requests in an efficient and professional manner
4. To ensure visitors sign in the visitor's system and are provided with a visitor's badge

5. To record DBS numbers for visitors where appropriate
6. Where appropriate, to act as an interpreter/translator to parents who do not speak English as their first language or to arrange for an interpreter
7. To provide refreshments for the Headteacher's visitors as required
8. To provide administration assistance as required
9. To administer first aid for pupils and staff with injuries, to ensure the correct procedures are followed
10. To attend trips if required

MAJOR DUTIES AND RESPONSIBILITIES

Enrichment Opportunities and Co-curriculum

1. To support senior leaders in coordinating and establishing a calendar of enrichment and curriculum opportunities throughout the school.
2. To research and investigate opportunities that would support the development of the co-curriculum.
3. To plan and deliver a range of opportunities for children to access the extended provision, including all administration work e.g. budget management, communication with parents and the writing of risk assessments as appropriate.
4. To communicate and liaise with staff, parents, and pupils in relation to enrichment and co-curricular opportunities
5. To co-ordinate the staffing for the extended school provision
6. To produce guidance and marketing on school paid provision.
7. To support leaders by managing the administration and co-ordination of all pupil voice events.
8. To support school leaders in identifying vulnerable pupils in order that they have equal access to enrichment and co-curriculum opportunities
9. To manage the pupil leadership programme across the school, this includes writing job adverts and placing them where most appropriate to do so. This includes both internal and external employment programmes.
10. To manage additional activities and clubs, supporting with the planning.
11. To evaluate the provision and make recommendations for improvement.
12. To market and publicise the co-curriculum and enrichment opportunities via display, social media and school newsletter and website
13. To support subject and senior leaders in the recording and tracking of enrichment and co-curricular events and to ensure there are key links from activities to the curriculum.
14. To take into account pupil voice and to work with all pupil groups e.g. Journalist, Eco-warriors, Tech-team etc.
15. To input and update student information on Arbor or any other required tracker
16. To attend trips, including residentials
17. To administer first aid for pupils and staff with injuries, to ensure the correct procedures are followed
18. To assist all events with catering and hospitality, as required

HEALTH AND SAFETY

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal health, safety and welfare and that of others who may be
3. affected by your actions or inactions.
4. Co-operate with the employer on all issues to do with health, safety & welfare.

PROFESSIONAL CHARACTERISTICS

Demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:

1. inspiring trust and confidence
2. building team commitment
3. engaging and motivating pupils and staff
4. analytical thinking

PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the schools performance management cycle.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

OTHER DUTIES AND RESPONSIBILITIES

1. To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
2. To undertake other reasonable duties commensurate with the grade of the post
3. To undertake training as required for the role

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Trust Leader

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Post holder)

_____ Signed by (Headteacher)

Person Specification

Enrichment and Co-curriculum Administrator

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> GCSE Math and English A to C or equivalent 	✓	
<ul style="list-style-type: none"> A degree of the equivalent 		✓

Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience of working in an administrative capacity 	✓	
<ul style="list-style-type: none"> Experience of working in a school office 		✓
<ul style="list-style-type: none"> Extensive experience of using Microsoft office (Excel, Word, Publisher) 	✓	
<ul style="list-style-type: none"> Experience of using and maintaining the school's management information system 		✓
<ul style="list-style-type: none"> Experience of working with pupils in an education setting 	✓	
<ul style="list-style-type: none"> Experience of co-ordinating or involvement in extended school provision 		✓
<ul style="list-style-type: none"> Experience of working in the private or public sector to enhance the service offer for various stake holders 		✓

Professional Knowledge and Understanding	Essential	Desirable
<ul style="list-style-type: none"> Understanding of and committed to equal opportunity issues within the workplace. 	✓	
<ul style="list-style-type: none"> Understanding and knowledge of IT administration systems 	✓	

Skills and abilities	Essential	Desirable
<ul style="list-style-type: none"> Be self-motivated, flexible and well organised to manage varied workloads 	✓	
<ul style="list-style-type: none"> Able to meet targets and deadlines in a pressurised environment. 	✓	
<ul style="list-style-type: none"> Ability to pay attention to detail 	✓	
<ul style="list-style-type: none"> Able to communicate effectively, both written and verbally. 	✓	
<ul style="list-style-type: none"> Ability to use the school's MIS system to extract relevant information when completing annual returns 		✓
<ul style="list-style-type: none"> Ability to maintain strict confidentiality in all matters. 	✓	
<ul style="list-style-type: none"> Have the ability to build and maintain effective working relationships with a wide variety of people and organisations. 	✓	

Additional	Essential	Desirable
<ul style="list-style-type: none"> To work on parent's evening and Governors meetings with additional pay or time off in lieu as agreed with Office Manager 	✓	
<ul style="list-style-type: none"> Ability to understand issues affecting pupils with challenging behaviours. 		✓
<ul style="list-style-type: none"> A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment. 	✓	
<ul style="list-style-type: none"> To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority 	✓	