

JOB DESCRIPTION



HOURS: 35hrs 39 Per year plus an additional 5 days	NAME OF SCHOOL: Cyril Jackson Primary School
POST TITLE: Enrichment and Co-curriculum Administrator	GRADE: Scale 6 (£32,418- £33,510) Actual Salary £29,247- £30,232
RESPONSIBLE TO: AHT Teaching and Learning RESPONSIBLE FOR: N/A	
PURPOSE OF THE JOB: (i) To contribute to the enrichment opportunities and co-curriculum initiatives. (ii) To support the wider admin team with pupil wellbeing and academic achievement.	
RESPONSIBILITIES FOR ADMINISTRATORS <ul style="list-style-type: none">• To answer the telephone in an efficient manner and record and pass on messages as appropriate• To answer the intercom CCTV system whilst having a high regard for security• To greet parents/carers and visitors and deal with their requests in an efficient and professional manner• To ensure visitors sign in the visitor's system and are provided with a visitor's badge• To record DBS numbers for visitors where appropriate• 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• To provide refreshments for the Headteacher's visitors as required• To provide administration assistance as required• To administer first aid for pupils and staff with injuries, to ensure the correct procedures are followed• To attend trips if required	
MAJOR DUTIES AND RESPONSIBILITIES – Enrichment Opportunities and Co-curriculum <ul style="list-style-type: none">• To support senior leaders in coordinating and establishing a calendar of enrichment and curriculum opportunities throughout the school.• To research and investigate opportunities that would support the development of the co-curriculum.• 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.• To communicate and liaise with staff, parents, and pupils in relation to enrichment and co-curricular opportunities• To co-ordinate the staffing for the extended school provision• To produce guidance and marketing on school paid provision.	

- To support leaders by managing the administration and co-ordination of all pupil voice events.
- To support school leaders in identifying vulnerable pupils in order that they have equal access to enrichment and co-curriculum opportunities
- To lead and manage the pupil employment 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.
- To manage the external provider of the additional curriculum activities and to set expectations and manage cost.
- To lead and manage additional activities and clubs, by leading the planning and delivery of the activities, supporting the teams involved in the activities ensuring full engagement from children and adults as required. To assess the impact of the provision and to make recommendations for change and to plan and lead the change.
- To market and publicise the co-curriculum and enrichment opportunities via display, social media and school newsletter and website
- 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.
- To take into account pupil voice and to work with all pupil groups e.g. Journalist, Eco-warriors, Tech-team etc.
- To input and update student information on SIMS or any other required tracker
- To attend trips, including residential
- To administer first aid for pupils and staff with injuries, to ensure the correct procedures are followed
- To assist all events with catering and hospitality, as required

HEALTH AND SAFETY

- Undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- 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:
- inspiring trust and confidence
- building team commitment
- engaging and motivating pupils and staff
- 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

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

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 performance process.

_____ Signed by (Post holder)

_____ Signed by (Headteacher)

Person Specification

Post Title: Enrichment and Co-Curriculum Administrator

	Essential	Desirable
Qualifications		
GCSE Math and English A to C or equivalent	✓	
A degree of the equivalent		✓
Experience		
Experience of working in an administrative capacity	✓	
Experience of working in a school office		✓
Extensive experience of using Microsoft office (Excel, Word, Publisher)	✓	
Experience of using and maintaining the school's management information system		✓
Experience of working with pupils in an education setting	✓	
Professional Knowledge and Understanding		
Understanding of and committed to equal opportunity issues within the workplace.	✓	
Understanding and knowledge of IT administration systems	✓	
Skills and abilities		
Be self-motivated, flexible and well organised to manage varied workloads	✓	
Able to meet targets and deadlines in a pressurised environment.	✓	
Ability to pay attention to detail	✓	
Able to communicate effectively, both written and verbally.	✓	
Ability to use the school's MIS system to extract relevant information when completing annual returns		✓
Ability to maintain strict confidentiality in all matters.	✓	
Have the ability to build and maintain effective working relationships with a wide variety of people and organisations.	✓	
Additional		
To work on parent's evening and Governors meetings with additional pay or time off in lieu as agreed with Office Manager	✓	
Ability to understand issues affecting pupils with challenging behaviours.		✓
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.	✓	
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	✓	