

John Taylor Multi Academy Trust

| John Taylor Free School | | | | |
|-------------------------|---|---------------------------|---------|------------|
| Job No. | Post Title | Grade | JE Pts | Date |
| J1572 | Receptionist / Administration Assistant | Grade 3 Term time only | 344 NJC | April 2008 |

Statement of Purpose

To work under the direction and guidance of senior staff to provide general clerical, administrative and financial support to the school.

Support to Students, Parents and the Community

- Undertake reception duties, answer routine telephone and face-to-face enquiries and sign in visitors.
- Assist with student welfare duties; liaise with parents/staff etc.
- Assist in arrangements for school visits and events etc.

Support to the Organisation

- Provide routine clerical/administrative support e.g. photocopying, filing, emailing, completing routine forms, responding to routine correspondence.
- Maintain manual and computerised records/management information systems (SIMS and Go 4 Schools).
- Produce lists/information/data as required, e.g. student data.
- Undertake more complex typing, word-processing and other IT based tasks e.g. assisting in the preparation of minutes, reports and circulars.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake routine administrative procedures e.g. transport arrangements, catering arrangements.
- Maintain and collate student reports.
- Undertake routine administration of school lettings and other uses of school premises.
- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, internet).
- Maintain stock and supplies, cataloguing and distributing as required.
- Provide general advice and guidance to staff, students and others.
- Basic first aid.

Support to School (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and in particular the regulations relating to GDPR, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Demonstrate, give advice & guidance to, or train other employees, students, or trainees on own duties.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification Clerical Assistant Level 2

| Essential Criteria | Measured By |
|---|-------------|
| Experience <ul style="list-style-type: none"> General administrative/financial work. | AF/I |
| Qualifications/Training <ul style="list-style-type: none"> NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline. Good numeracy and literacy skills. | AF/I |
| Knowledge/Skills <ul style="list-style-type: none"> Effective use of ICT packages. Ability to use relevant equipment/resources. Good keyboard skills. Knowledge or relevant policies/codes of practice and awareness of relevant legislation. Ability to work constructively as part of a team. Ability to relate well to children and to adults. Good organising, planning and prioritising skills. Methodical with a good attention to detail. | AF/I |
| Behavioural Attributes <ul style="list-style-type: none"> Student focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | AF/I |

AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.*
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- Emotional resilience in working with challenging behaviours and*
- Attitudes to use of authority and maintaining discipline.*