

Job Description

Job title:	Resources and Induction Administrator	Contract Type:	Permanent 40 Weeks (Term time plus 5 days)
Responsible To:	Office Manager	Grade & Spine Point:	Scale 4 £29,412 - £30,771 Actual £26,059 - £27,263
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 provide effective administrative support to ensure the smooth running of the school
2. To ensure the effective stock management of the school resources.
3. To ensure there is an efficient and effective service for distribution and administration of pupils' reading books.
4. To provide an effective induction process for identified students, staff and volunteers.

MAJOR DUTIES AND RESPONSIBILITIES - ADMINISTRATIVE SUPPORT

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 administer first aid for pupils and staff with injuries, to ensure the correct procedures are followed
9. To attend trips if required
10. Providing general administrative support such as photocopying, filing, completing standard forms and responding to routine correspondence
11. Producing information data as required, this includes organising documents in relevant files accessible only by those necessary
12. Compiling, maintaining and updating records
13. To support with external displays

MAJOR DUTIES AND RESPONSIBILITIES - STOCK MANAGEMENT

1. To be responsible for auditing and stocktaking supplies and resources in the school, to use the principle of 'Best Value' in sourcing and ordering new resources, to liaise with curriculum co-ordinators, phase leaders, office staff and the senior management team in the decision-making process about the resources in the school.
2. To be responsible for checking off invoices against orders and distributing resources into appropriate resource rooms
3. To be responsible for the organisation and maintenance of all resource cupboards. S/he will need to liaise with coordinators to ensure the appropriate storage of specialist equipment.

MAJOR DUTIES AND RESPONSIBILITIES - ADMINISTRATION OF BOOKS

1. Responsibility for the organisation and maintenance of the library in liaison with coordinator and pupils. S/he will need to liaise with the staff at Tower Hamlets Education department's library based at Professional Development Centre (PDC)
2. To keep the library lending systems (junior librarian and Accelerated Reader) and stock list up to date.
3. To maintain the organisation of changing books daily and updating reading records
4. To be responsible for auditing and stocktaking Read Write Inc resources and schools educational shop.
5. Organise displays of books to promote particular authors and topics of interest.

MAJOR DUTIES AND RESPONSIBILITIES - INDUCTION

1. To ensure Cyril Jackson provides a high-quality induction programme for all students, staff and volunteers, including appropriate training, which meets all statutory requirements.
2. To ensure the induction programme is monitored and completed at the required key time scales and relevant documentation completed as set out in the policy.

DESIRED SKILLS

1. IT skills (MS office including Outlook, Word, Excel, PowerPoint)

2. Numeracy and literacy skills
3. Ability to quickly learn new systems used by the school

DESIRED QUALIFICATIONS

(REQUIRED)

1. GCSE Grade C or above in Maths and English or equivalent (Level 2 Functional Skills)

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 affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with health, safety & welfare.

PROFESSIONAL CHARACTERISTICS

1. Demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:
 2. Inspiring trust and confidence
 3. Building team commitment
 4. Engaging and motivating pupils and staff
 5. 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 school's 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 CRB 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 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

Resources and Induction 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 as a receptionist and/or 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 junior librarian or similar software 		✓
<ul style="list-style-type: none"> Experience of ordering and replenishing stock 		✓
<ul style="list-style-type: none"> Experience of line management or working collaboratively with colleagues. 		✓

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 	✓	