



Parkside
Academy



School Office Administration Assistant

Start Date: As soon as possible

**Educational
Excellence**

Welcome from the **Headteacher**

Parkside is an excellent school which prides itself on being consistently one of the most successful schools within County Durham. Our pupils are at the heart of everything that we do. All staff are dedicated to delivering an exceptional quality of education for each individual pupil. There is a calm and purposeful atmosphere in the school exemplifying our ethos of aspiration, hard work and achievement. This is achieved through pupils being valued, understood and celebrated.

In order for all pupils to be successful they must feel safe and cared for. To achieve this, we operate a culture of high expectations and standards for all pupils. We instil traditional values of personal organisation and respect for all members of the Academy and within the wider community. We pride ourselves on securing educational excellence for all pupils in our care. Our pupils are smart, polite, reliable and enthusiastic and leave us as successful, high achieving young people.

We hope you will join us in working towards our aim of developing this excellent school into an exceptional school.

Mrs K Armstrong
Headteacher

The Role

We seek to appoint a highly organised and enthusiastic School Office Administration Assistant to join our dynamic team. The successful candidate will play a crucial role in ensuring the smooth operation of our school office, providing administrative support to staff, pupils, and parents.

Key responsibilities include: Managing needs of staff and pupils; handling enquiries both in person and over the phone, and maintaining pupil records.

The ideal candidate will possess excellent communication skills, positive attitude and the ability to work with the wider school team. Proficiency in IT systems is essential, and knowledge of School Gateway is highly desirable but not essential. This role requires a proactive individual who can multitask effectively and contribute to a welcoming and professional office environment

The Person

- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Cultivates a positive and inclusive environment, which promotes excellent attendance, punctuality and conduct amongst all pupils and ensure the school's attendance procedures are maintained effectively.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to initiatives which raise the awareness of staff, parents and the community on the importance of school attendance.
- Exhibits excellent people management skills.

Job Description

JOB TITLE	School Office Administration Assistant
CONTRACT TYPE	Permanent, Term Time Only
ACCOUNTABLE TO	Line Manager / Senior Leadership Team
GRADE	Grade 4 SCP 5-8. <u>Whole Time Salary:</u> £23,500 to £24,702. <u>Actual Salary for Term Time:</u> Less than 5 years' continuous service: £20,336.54 to £21,376.73. More than 5 years' continuous service: £20,788.46 to £21,851.77.
HOURS	37 hours per week.
REQUIRED	As soon as possible

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

CONDITIONS OF THIS POST

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carry out duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.

SPECIFIC RESPONSIBILITIES OF THIS POST

RESPONSIBILITIES FOR

- To be based in the main school office located at reception.
- To provide high standards of telephone and reception skills when communicating with outside agencies, parents/carers, governors, staff and pupils.
- To provide a professional image when greeting visitors and other stakeholders.
- To prioritise telephone calls and visitor queries and deal with all requests appropriately, accurately record messages and signpost as required.
- To ensure visitor signing in procedures are followed correctly including safeguarding checks.
- To assist in the coordination and administration of parents' evenings, options evenings and any other events similar in nature. This includes but is not limited to sending letters, text messages, creating registers for parents to sign in, setting up for the event, providing refreshments and covering events outside of the school hours.
- To open, sort and distribute incoming mail and also deal with all outgoing mail, including taking deliveries to the post office as required.
- To co-ordinate data collection sheets as required, ensuring a smooth process is adopted of sending forms home to parents, monitoring returns and updating information in SIMS to ensure an accurate record is kept at all times.
- To support with reprographic requests and ensure a timely completion and process is followed.
- To be responsible for ensuring visitors are met at the main reception door and safely evacuated to their designated point in the event of a fire and liaise with the Fire Marshalls to update registers.
- To process and update free school meal/ pupil premium data.
- To assist with pupil admissions and pupil transfers including curriculum allocation, CTF files and hardcopy files
- To provide an efficient clerical support in relation to but not limited to sending letters and texts to parents/carers.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

Criteria		Essential	Desirable
Application	A completed application form and a letter of application indicating interests	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Educated to NVQ Level 2/3 or equivalent or experience in a relevant discipline.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Commitment to continuous professional development.	*	
Experience	Experience of taking initiative and self-motivation.	*	
	Working within a school/ MAT.		*
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly SIMSs, TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.		*
	Be willing to, occasionally, attend evening meetings.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references. Any relevant issues from references will be taken up at interview.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 30 September 2024 addressed to:**

**Mrs K. Armstrong
Parkside Academy
Hall Lane
Willington
Crook
County Durham
DL15 396**

or by e-mail to the School Reception, admin@parkside.org.uk or contact@parkside.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate Guidance

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.