

Newham community

learning –

**job description and person
specification:**

Admin assistant

**This job description and person
specification applies to this role at
Portway Primary School.**

JOB DESCRIPTION AND PURPOSE - Admin assistant

Newham Community Learning (based at Portway Primary)

Role - Admin Assistant

Job starts: ASAP

Grade: Scale 3

Salary: £22,185 (actual)

Contract type: 36 hours per week - Term time only

Contract term: Permanent

We are looking for an excellent admin assistant to provide efficient administration support across the school. The post-holder will also be responsible for providing secretarial and administrative support to the school leadership team, in a variety of ways, and as directed.

Selwyn and Portway Primary Schools, both of which are graded Outstanding by Ofsted, are part of the newly formed Newham Community Trust. Both schools are situated a short walk from each other in Plaistow, East London. Selwyn is additionally the resourced provision for deaf children in Newham and we serve a richly diverse community.

We need an Admin assistant who:

- Has excellent communication skills & can drive a successful school office & administrative support to the senior leadership team.
- Matches the skills listed in the person specification (follows the job description and is part of the same document)
- Has excellent organisational skills and is able to prioritise workload
- Demonstrates a strong work ethic and the ability to work collaboratively with school and Trust leaders, and to work with and support staff
- Has a commitment to their own professional development

We can offer you:

- A role in an organisation with a strong moral purpose, which exists in order to provide children with the best possible start in life
- Work in an organisation committed to the professional development and well-being of all its staff
- Quality first professional development - including the possibility of professional development beyond the Trust, dependant on the Trust's current growth plans
- A supportive, forward thinking, and dedicated team of colleagues

Further information about our schools and the communities we serve can be found on the [Portway Primary School website](#) and the [Selwyn Primary School website](#).

Closing Date: 27th September 2022.

Short-Listing: 29th September 2022.

Interviews: Week commencing 3rd October 2022.

Portway and Selwyn Primary School is committed to safeguarding and promoting the welfare of children and expect all our staff to share this commitment. All staff are subject to a satisfactory enhanced DBS check as well as qualifications and reference checks. A disqualification declaration questionnaire may be required for this post.

Key tasks and accountabilities

To support the Head Teacher, Leadership and Senior Management Team with the administrative and smooth running of the school, as directed by the office manager. Responsibility for general reception, hospitality, administration, maintenance of pupils records and disseminating information.

Duties and responsibilities

A - Main duties

- To assist with the intercom system whilst having a high regard for safeguarding and security. Support the schools safeguarding procedures ensuring vetting checks are completed on all visitors.
- To be familiar with appropriate office software and have a pro-active involvement with the use of ICT in the school.
- Provide administration support to the Leadership team - ensuring all information is treated confidentially and to have absolute discretion at all times.
- Add/maintain/amend and edit pupils details on MIS
- To answer the telephone in an efficient and professional manner, record and pass on messages as appropriate.
- To greet parents / carers and visitors and deal with specific and general queries in an efficient and professional manner.

B - General duties

- To receive responses from parents and pass on to the appropriate person.
- To assist with ensuring visitors sign in and are provided with a visitor's badge in accordance with the Trust's security procedures.
- To carry out robust checks on visitor's identification in accordance with the Trust's safeguarding policy.
- Deal with front line enquiries from staff, pupils and visitors whether in person or by telephone; passing on messages to the relevant member of staff.
- To provide typing, word processing and photocopying needs throughout the school. Distribute mail for the school.
- To maintain a high and appropriate level of communication in writing, orally and electronically.
- To ensure all information is treated confidentially and to have absolute discretion at all times.

- Ensure free school meal data is kept up to date, liaising with the LA. Supporting and encouraging families to apply.
- To be proficient in the use of Excel spreadsheets and other IT packages such as Word
- Distribute whole school letters and correspondence, either on paper or Arbor.
- Provide general clerical and administrative support.
- To provide general administrative support for Senior Leadership Team
- To make First Aid calls to Families.
- To work flexibly to meet the needs of the school
- Ensure pupils' absence is recorded and all parents/carers contacted regarding absences.
- Ensure the accurate recording and monitoring of pupil absences.
- Proactively help to improve poor attendance & support with schools' Attendance Reward system.
- Create book labels for pupils.
- Ensure correct dinner numbers are submitted to the school kitchen.

As a member of staff at the Leading Learning Trust, the post holder will be expected to participate in the Performance Management Arrangements.
 In order to support the evolving needs of the Trust, the duties described above may be varied at the discretion of the Head teacher of the Trust CEO.

PERSON SPECIFICATION

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

PERSON SPECIFICATION - Continued

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
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<p>KNOWLEDGE / SKILLS</p>	<p>Ability to undertake a wide range of clerical tasks / procedures. Excellent inter-personal, planning and organisational skills.</p> <p>Must be proficient in all Microsoft Office Applications and G Suite applications.</p> <p>Must be proficient with using cloud-based personnel databases.</p> <p>Effective written and verbal communication skills – ability to compose letters with fluency</p> <p>Ability to work on own initiative and be decisive.</p> <p>Ability to work as a member of a collaborative team.</p> <p>Ability to relate to all personnel within the school environment.</p> <p>Ability to approach all confidential matters with discretion, sensitivity and diplomacy.</p>	<p>Application Form / Interview</p>
<p>EXPERIENCE</p>	<p>Working experience of routine clerical tasks and responsibilities sufficient to enable post holder to undertake work without constant supervision, to be able to lead and manage staff and to demonstrate a willing and flexible approach to new tasks and changes in requirements, in order to meet the evolving needs of the school.</p>	<p>Application Form / Interview</p>
<p>EDUCATION</p>	<p>Excellent numeracy and literacy.</p> <p>Fluency in all Microsoft Office and Google applications.</p>	<p>Application Form / Interview</p>
<p>CONFIDENTIALITY</p>	<p>Ability to exercise confidentiality and discretion on sensitive matters.</p>	<p>Interview</p>
<p>COMMUNICATION</p>	<p>Ability to communicate effectively with pupils, parents, governors and other staff both in school and across the trust.</p>	<p>Interview</p>

TEAM WORK	Ability to work as a member of a team. Ability to work flexibly in order to meet the needs of the school.	Interview
	A valid DBS disclosure.	Application Form