

ADMIN ASSISTANT

CANDIDATE INFORMATION PACK

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

Years 5 and 6 are taught in our primary village but, unlike in many primary schools, also have access to our fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities to enhance their learning.

Years 7 to 13 are taught in the main school building site and benefit from a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students.

It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully



NEIL RODGERS

Executive Headteacher

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

Equal Opportunities

James Calvert Spence College is committed to ensuring equal opportunities. All qualified applicants will receive consideration for employment without regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity.

Admin Assistant

Permanent

30 hours per week, full year

Band 2: £18,435 - £18,741

Be Kind. Work Hard. Aim High

We are looking to appoint an enthusiastic and highly skilled admin assistant to join our school support staff team as soon as possible. The post holder must be highly organised and have good communication skills which will be utilised in developing positive partnerships with parents, carers, colleagues and other stakeholders.

This is an exciting time to join a dedicated staff team in a friendly and supportive working environment, in our Ofsted rated GOOD school.

The successful candidate will:

- be flexible, dynamic, pro-active and a team player;
- be able to establish and maintain professional relationships with students, parents and staff;
- have excellent organisational and interpersonal skills;
- be able to remain calm under pressure and meet deadlines;
- be patient and have a good sense of humour.
- be educated to at least NVQ Level 2 or equivalent such as 5 GCSE's;
- ideally have successful experience working with children, ideally in a school environment;
- demonstrate 'being kind, working hard and aiming high' in everything they do.

Further details about the school and vacancy can be obtained from www.jcsc.co.uk or by emailing lhedley01@jcsc.co.uk, Executive PA.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. You can view our policy for Safeguarding and Child protection [here](#). An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying?

Completed forms must be emailed to Linda Gordon, Business Support Officer at lgordon01@jcsc.co.uk.

The closing date for applications is 17:00 on Thursday 7 March 2024.

Interviews will take place during week commencing Monday 11 March 2022.

JOB DESCRIPTION

Post Title: Admin Assistant (Level 2)	Director/Service/Sector : Children's Services		Office Use
Band: 2	Workplace: JCSC		JE ref: S1597
Responsible to: Executive Assistant	Date: February 2024	Manager Level:	HRMS ref:
Job Purpose: Under the instruction/guidance of senior staff: provide general administrative/financial support to the School, maintaining confidentiality at all times.			
Resources	Staff	Some responsibility for the co-ordination or training of other employees	
	Finance	Ordering goods and equipment including stock control	
	Physical	Handling and processing of manual or computerised information, where care, accuracy, confidentiality and security are important.	
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)	
<p>Duties and key result areas: This job description is structured to separate the key responsibilities of the two Admin Assistants at Acklington Road.</p> <p><u>School Host responsibility - reception based</u></p> <p>Organisation</p> <ol style="list-style-type: none"> Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. Complete any Spiceworks tasks such as photocopying/phone calls/stickering/labelling etc. Supporting On Call with contacting parents to update them on their child's health/wellbeing if requested. <p>Administration</p> <ol style="list-style-type: none"> Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence Take notes at meetings and prepare minutes Sort and distribute mail Arrange the collection of post and packages for all departments within 48 hours. <p>Resources</p> <ol style="list-style-type: none"> Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS) Maintain stock and supplies, cataloguing and distributing as required 			

3. Operate and record dinner money and all other school sales e. g. uniform, concert tickets, etc (all operations to be carried out in line with current LEA Financial Regulations)
4. Provide general advice and guidance to staff, pupils and others
5. Undertake general financial administration e.g. processing orders
6. Service all meeting rooms, make sure all are ready for the next meeting.
7. Liaise with pastoral and teaching staff to communicate with parents
8. Welcome all guests to school, ensuring sign in process is followed.
9. Responsible for fire evacuation box.
10. Liaise with facilities regarding first aid supplies

Responsibilities

11. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
12. Be aware of and support difference and ensure equal opportunities for all
13. Contribute to the overall ethos/work/aims of the school
14. Appreciate and support the role of other professionals
15. Attend and participate in relevant meetings as required
16. Participate in training and other learning activities and performance development as required
17. Such other responsibilities allocated which are appropriate to the grade of the post

Data & Admin processing responsibility AR- office based

Organisation

1. Assist in arrangements for schools trips, events etc
2. Closely monitor enquiries inbox
3. Answer phone calls and return all missed calls.
4. Monitor Spiceworks, picking up all data/word based tasks. Photocopying and less urgent jobs can be allocated to SA or School host.

5. Add all jobs to the cost centre spreadsheet. Making sure cost is accounted to the relevant department for each job, with an estimation of time.

Administration

1. Maintain manual and computerised records/management information systems
2. Produce lists/information/data as required e.g. pupils data
3. Undertake typing and word-processing and other IT based tasks
4. Undertake ICT tasks in line with school procedure and relevant packages e.g. Bromcom, as directed.
5. Undertake administrative procedures
6. Maintain and collate pupil reports
7. Undertake routine administration of school lettings and other uses of school premises
8. Conduct annual data collections in a timely manner, ensuring accurate information is collected from all.
9. Maintain all student permissions & consents, processing all permission requests

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6. Participate in training and other learning activities and performance development as required

7. Such other responsibilities allocated which are appropriate to the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

PERSON SPECIFICATION

Post Title: Admin Assistant (Level 2)	Director/Service/Sector: Children's Services	Ref: S1597
Essential	Desirable	Assess by
Knowledge and Qualifications		
NVQ 2 / 4 GCSE's or equivalent qualification or experience Good numeracy and literacy skills		(a) (t)
Experience		
Experience of general clerical/administrative/financial work	Administrative and clerical experience gained in a school or educational establishment Experience of an IT based administration system e.g. Oracle/SIMS	(a)
Skills and competencies		
Ability to use IT effectively Good keyboard skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to relate to children and adults Ability to work as a member of a team Resilient Calm and approachable manner		(a), (i).
Physical, mental and emotional demands		
Other		
Willingness to participate in training and development		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation,

(o) others e.g. case studies/visits