



Administrative Assistant – Maternity Cover

School Context

The Bishops' Blue Coat C of E High School is an 11-18 Comprehensive School, situated on the eastern outskirts of Chester, in Great Boughton. We currently have 1096 pupils on roll, 73 teaching staff and 70 non-teaching staff.

The school uses various software packages including SIMS, Impact, IRIS and Schoolcomms, as well as Microsoft Office applications.

Safeguarding Young People

All applicants should be aware that the school operates a rigorous policy for safeguarding children and young people. All applicants for posts at the school will be required to undergo an Enhanced Disclosure and Barring Service check, and at interview they will be questioned about issues relating to ensuring young people's safety.

Main Purpose of the Post

We wish to appoint a highly motivated individual who has excellent communication skills and a keen eye for details to provide Administrative support. Previous experience of SIMS is desirable.

Management

The post holder's line manager will be the Administration and Personnel Manager. The postholder will not directly manage the work of any other employee.

Contacts

Teachers and support staff
Parents and visitors
Students
External companies

Commencing as soon as possible

37 hours per week – Full year

Paid holidays of 25 days per annum, 30 days after 5 years continuous service.

8.30am to 4.30pm Mon-Thurs and 8.30am to 4.00pm Fri

Grade 3 Point 2-4 £18,198 - £18,933 plus optional membership of the local government pension scheme

Principal Responsibilities of the Post

1. General administration duties to assist with the smooth running of the school office, including but not limited to:
 - i. Answering and dealing with internal and external telephone calls to the main office
 - ii. Use of school database and management of student information
 - iii. Dealing with requests for information and data
 - iv. Preparing or modifying documentation as required
 - v. Maintain stationery supplies
 - vi. Sorting and distributing incoming correspondence
 - vii. Taking notes at staff meetings and uploading them to the intranet
 - viii. Maintaining live documents on the intranet
 - ix. Attendance at occasional evening events, eg parents' evening when required
 - x. Providing cover for other members of the administration team when necessary and maintaining knowledge of various systems to assist with this
 - xi. Responsible for administration of new starters and leavers
 - xii. Maintaining/updating register of school policies as required
 - xiii. SIMS data input
 - xiv. Scanning and filing of correspondence and working paper files
 - xv. Data capturing, creating spreadsheets, reports etc.
 - xvi. Collation of paperwork such as data collection sheets etc
2. Basic finance administration to support the finance team
3. Supervision of students as part of staff duty rota and at other times as required
4. Provision of first aid assistance (training will be provided if required)

Leadership and Management: the post holder will not line manage any other staff

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Office Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Specification

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • General education (5 GCSE or equivalent including English and Maths at grade C or above) 	
EXPERIENCE	<ul style="list-style-type: none"> • Relevant administrative and ICT experience. • At least two years' administration experience • Recent and relevant professional development 	<ul style="list-style-type: none"> • An understanding and / or experience of the working life of a (secondary) school • Experience of working with SIMS
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Working knowledge and understanding of ICT applications and office techniques. • Proficient with Microsoft Office suite particularly Excel and Word • Understanding the importance of confidentiality and the General Data Protection Regulations 	<ul style="list-style-type: none"> • Knowledge of educational policies and administration
ATTRIBUTES AND SKILLS	<ul style="list-style-type: none"> • High level of inter-personal and communication skills • Planned and organised approach • ICT literate to a high level and willing to learn new software programmes • Ability to work accurately and methodically with attention to detail • Sensitivity, patience and listening skills • Co-ordinating and enabling skills • Ability to work with colleagues at all levels • Ability to work under pressure and meet deadlines • Commitment to further professional development • Ability to work with students 	<ul style="list-style-type: none"> • First Aid qualification