

The Bishops' Blue Coat CE High School

Apprenticeship Opportunity

General Administrative and Data Assistant - Job Description and Person Specification

Full time (37 hours per week), Full year

8.30am to 4.30pm Monday-Thursday and 8.30am to 4.00pm Friday

Holidays: 26 days plus bank holidays

Salary: £15,434 plus optional memberships of the local government pension scheme

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 1197 pupils on roll, 79 teaching staff and 83 non-teaching staff.

The school uses various software packages including SIMS, Impact, Satchel 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 detail to provide administrative support and data analysis to various teaching departments, the resources department and the finance department. You would also support the general administrative department, which would include covering reception. 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.

Principal Responsibilities of the Post

1. General administration duties to assist with the smooth running of the English and Maths departments (approximately 7 hours in each department), including but not limited to:
 - i. Maintaining data including the use of spreadsheets
 - ii. Stationery ordering and updating of budget spreadsheet
 - iii. Equipment audits
 - iv. Organising department activities/transport etc
 - v. Renewing of annual licences within department
 - vi. Other ad hoc administration as requested by head of department
 - vii. Updating student information as required

2. Provide administrative assistance to the finance department. This would include data input into the accounting software such as purchase orders and invoices.
3. Provide administration assistance to the Resources Manager (approximately 12 hours per week) which will be mainly assisting with the provision of a printing/copying service and associated tasks for staff and students.
4. Providing administrative assistance to the Personnel and Administration Manager particularly in dealing with Subject Access Requests.
5. By undertaking a Level 3 Data & Business Insights apprenticeship, provide enhanced data analysis and insights to the departments.
6. General administration duties to assist with the smooth running of the school
7. Reception cover
8. Supervision of students as part of staff duty rota and at other times as required
9. Provision of first aid assistance (training will be provided if required)

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 Headteacher/Governing Body 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"> • Can demonstrate an aptitude for problem solving and data analysis • Experience of working independently and collaboratively in a team • Recent and relevant professional development 	<ul style="list-style-type: none"> • Relevant administrative and ICT experience. • 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 • Experience of redaction
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