

West Hill Primary School
5 Merton Road, Wandsworth, London
SW18 5ST
Tel: 020 8874 5900
Email: tahira.khan@westhill.wandsworth.sch.uk
Website: www.westhill.wandsworth.sch.uk



Administrative Assistant

Job Description and Personal Specification

West Hill Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job title: Administrative Assistant – Maternity Cover (September 2024 – July 2025)

Salary: Scale 2, Spinal Point 4 (FTE £28,128) Actual £9969.81 - £14962.53

Hours: Part-time 14.4 hrs (2 days) or 21.6 hrs. (3 days) a week (8.30am to 4.30pm) Term Time Only

Contract type: Fixed Term

Reporting to: School Business Manager

The Administrative Assistant will support the School Business Manager in providing strategic vision and leadership so West Hill Primary School can deliver its aims and priorities, ensuring services are delivered effectively, efficiently and in line with probity and the organisation's governance requirements.

Main purpose

To provide support to the Head Teacher, School Business Manager and all staff to ensure the smooth running of the school.

Duties and responsibilities

1. Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

2. Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/ management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers and school meals etc.
- Daily monitoring of pupil attendance, following up with parents as required to ensure attendance records are full and accurate

3. Resources

- Operate office equipment e.g. photocopier, computer etc.
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money

4. Responsibilities

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To ensure that the schools data protection policies and processes are adhered to in line with the Data Protection Act 2018 and UK GDPR
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Administrative Assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Administrative Assistant Person specification

CRITERIA	ESSENTIAL AND DESIRABLE QUALITIES
Qualifications and Experience	<p>Educated to at least BTEC / A level with GCSE (or equivalent) in Maths and English</p> <p>Excellent written and oral communication skills</p> <p>Relevant work in a similar context e.g. education social care, or industry</p> <p>Desirable: Working knowledge of systems and software appropriate to school office. (SIMS, FMS, Admissions experience)</p> <p>Experience of working well under pressure, using own initiative, organising time and prioritising tasks</p>
Skills and knowledge	<p>Knowledge and understanding of relevant legislation (e.g. employment, health and safety, equal opportunities)</p> <p>Fluency in the use of IT based management information systems (e.g. FMS, SIMS.net, Excel, and Microsoft systems)</p> <p>Good understanding and ability to use relevant technology e.g. photocopier, computer, online systems</p> <p>Excellent organisation, planning and analytical skills</p> <p>Able to demonstrate a high level of communication skills orally and in writing</p> <p>Experience of providing administrative support</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>An understanding of the schools equal opportunities policy and how it is implemented</p>
Personal qualities	<p>A desire to make a difference to the lives of children</p> <p>Resilience, energy enthusiasm and creativity</p> <p>Supportive of the ethos of the school</p> <p>Approachable, courteous and present a positive image of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>

Notes:

This job description and person specification can be amended at any time in consultation with the post holder.

Last review date: 22nd April 2024

Next review date: April 2025

Head teacher's signature:

Date:

Post holder's signature:

Date:

Selection Process Details

Viewings

- Visits to West Hill Primary are welcomed and encouraged for anyone considering applying for this post.
- Viewings will be held on Monday 13th May 2024
- To book in a visit please contact info@westhill.wandsworth.sch.uk

Application deadline

- Completed application forms to be submitted by 9.00am, Friday 31st May 2024.

Completing your application

- Applicants are asked to read the details carefully, especially the Job Description and Person Specification.
- Please address the Person Specification criteria, in the order stated, completing no more than two sides of A4.
- Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.
- Please email your completed application and supporting statement to tahira.khan@westhill.wandsworth.sch.uk
- CV's will not be accepted.
- Successful candidates will be notified shortly after the application deadline.

Selection process

- The selection process may have a combination of tasks, activities and interview.
- Further details will be provided to the candidates shortlisted for interview.
- Interviews and selection tasks will be held on week commencing 10th June 2024

References

- Candidates are advised that references may be taken up immediately after shortlisting.
- Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set.

West Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share its commitment. Appointment to this post will be subject to pre-employment checks, including an online search and enhanced DBS check.