



North East
Learning Trust

WE'RE LOOKING FOR

AN **ADMINISTRATIVE**

ASSISTANT

TO JOIN OUR TEAM



DIAMOND HALL
Junior Academy

Diamond Hall Junior Academy
Well Street
Sunderland, SR4 6JF

0191 563 0975
enquiries@diamondhalljuniors.co.uk
www.diamondhalljuniors.co.uk

Administrative Assistant

Required as soon as possible

SCP 1- 3

North East Learning Trust are seeking to appoint an enthusiastic, hardworking, flexible and committed person to join our dedicated team as an Administrative Assistant. The successful candidate will be responsible for providing general admin support, analysing data and producing reports, being a primary point of contact in the school office, maintaining pupil records and giving guidance to pupils, teachers and external bodies.

The successful candidate will:

- Be enthusiastic hardworking, flexible and committed to providing a high level of customer service.
- Have experience of working in a busy office.
- Be friendly and welcoming with effective communication skills.
- Be well organised and have the ability to work flexibly to meet deadlines.
- Have experience of using databases and financial management systems ensuring a high level of accuracy.
- Have an understanding of issues of confidentiality.

Deadline:

Friday 6 December 2019, 12 noon

Shortlisting will take place Friday 6 December with interviews taking place Thursday 12 December.

All visits to the school are warmly welcomed.

Please contact the school office on **0191 563 0975** to arrange a visit.

How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to **karen.oliver@diamondhalljuniors.co.uk** or by post to Karen Oliver, Admin Services Manager, Diamond Hall Junior Academy, Well Street, Millfield, Sunderland SR4 6JF.



Job description

Responsible to

Senior Admin Officer and Admin Services Manager

Job summary:

The Administrative Assistant will be responsible for providing a broad range of general clerical/admin duties. In addition to this, to provide support for pupils, teachers and the whole school as outlines below.

Duties and responsibilities:

- Providing general admin support to ensure an effective and efficient service is provided.
- Analysing and evaluating data/information and producing reports, information/ data as required. This may include difficult and sensitive information.
- To be primary point of contact in the school office, to deal with telephone and face to face enquiries.
- To give advice and guidance to pupils, teachers and external bodies, via telephone and in person to ensure an ongoing provision of a high quality service.
- Keeping up to date manual and computerised pupil records ensuring a high level of accuracy is maintained.
- To work under the direct supervision of the Senior Admin Officer.
- Such other responsibilities commensurate to the post.

General requirements:

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, safeguarding, other statutory requirements and the policies of the governing body and local education authority.

Professional values and practice:

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their

- educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
 - In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
 - Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
 - Reflecting upon and seeking to improve personal practice.
 - Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
 - Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
 - Building and maintaining successful relationships with pupils, parents/carers and staff.

Specific duties:

- Effective communication with parents, pupils and staff
- Resource requisitions & maintain stock records
- Pupil records
- Processing orders on ProActis

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.



Person specification

	Essential	Desirable
Education	<ul style="list-style-type: none">• Good general education	
Experience	<ul style="list-style-type: none">• Evidence of providing clerical support to a team of people• Experience of raising, delivering and processing order requisitions• Experience of providing good customer service which may involve contact with challenging situations• Experience of providing detailed information to stakeholders	<ul style="list-style-type: none">• Proven experience of working in a primary school office environment
Aptitude and skills	<ul style="list-style-type: none">• Evidence of keyboard skills including word processing, spreadsheets and databases.• Good literacy, numeracy and customer service skills.• Good organisational and time management skills.• Ability to work flexibly to meet deadlines	<ul style="list-style-type: none">• Knowledge of school information and financial systems eg. SIMS, ProActis or equivalent• Knowledge of safeguarding• Knowledge of school attendance procedures
Personal qualities	<ul style="list-style-type: none">• Willingness to learn• Ability to initiate developments• Capacity to work intensively / flexibly when required• Good timekeeping and attendance record• Embraces change well• Deals with difficult situations effectively• An understanding of issues of confidentiality• Able to develop effective working relationships	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.