



***Effort + Respect x Ambition = Success***

## **Woodfield School 2022**

***One goal: 'Excellence in SEMH education'***

### **Admin Assistant – Grade 3**

An opportunity to join the Woodfield team has arisen for a dedicated and motivated individual. Based in the main office at Stoneleigh Road you will assist with school's reception and the general school administration.

Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites. You would be joining the school at a very exciting time as the school looks forward to joining Sidney Stringer MAT and moving to one site provision on the Woodlands School site in September 2023. At this point the school will be one of the biggest providers of SEMH provision in the country, with the goal to the very best provision in the country and recognised as such nationally.

### **Understanding the Role:**

You will be part of a small but supportive administration team who work closely to support with all administration and front of house aspects of the school. You will provide reception and administration support to the school ensuring the delivery of a flexible quality service.

Using the established administration systems you will cover the day to day operation of the school office, assist with general administration and reception duties.

We are committed to staff professional learning and this role could provide a stepping stone towards gaining more experience of school admin systems.

If you are enthusiastic, committed and resilient then we need to hear from you!



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## **JOB DESCRIPTION – Admin Assistant**

**Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

**Grade:** 3

**Reporting to:** Data, Exams and Office Manager

**Hours:** 30 hours per week (8:00am -2:00pm)

**Term time 38 weeks plus 5 days (Teacher Training Days)  
Fixed Term until the end of July 2024**

### **Job Purpose**

To provide Reception & Administration support to the school currently known as Woodfield, by ensuring the delivery of a flexible quality service. To use the given administration systems, programmes and databases used such as SIMS. Assist in the efficient running of a busy school office undertaking front of house and clerical duties.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### **Reception**

- Deal with enquiries and assist pupils, parents/carers and outside agencies according to office systems
- Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages or redirecting the call as required.
- Ensure that security procedures are followed for all visitors
- Make appointments when possible, maintaining office diaries
- Deal with the distribution of post, deliveries and supplies to relevant departments
- Receive and accept deliveries according to office procedures
- Make phone calls to parents and outside agencies and the LEA following all office procedures on confidentiality.
- Ensure all monies received by the school (such as dinner monies, payments for trips, etc.) are receipted, banked and entered on the financial system on a weekly basis.
- To assist staff, students and parents/carers with the use of electronic payment systems (e.g. Parent Pay)
- Ensure the tidiness and general appearance of the Reception/Office.

#### **Administration**

- Provide clerical and admin support across the school.
- Undertake word processing of letters, memos and reports, documents, records of achievement, schemes of work, certificates of achievement/distinction and forms.
- To support in record keeping and data entry using excel spreadsheets.



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- Undertake general clerical tasks, e.g. emailing, faxing, filing, photocopying, collating and any other clerical duties as may be required.
- To support the office team in making contact with parents and families and booking meetings as required.
- Support with the maintenance of registers for students.
- Support students with any queries or requests.
- Provide general support to the school team as required, including taking minutes in meetings, receiving telephone calls and providing messages or returning calls as requested, collecting and delivering reports and messages.
- Assist in the maintenance and the monitoring of Equipment Inventory/ Fixed Assets.
- To assist across the different sites if required.
- The post holder will be responsible and accountable for carrying out duties and responsibilities of the post with regard to the Council's Equal Opportunities policy.

### **Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

### **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.



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### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

### **Equality and Diversity**

The school is committed to equality and values diversity. The Trust is currently supporting the school. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The school has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: Stuart Hands (January 2022)***



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## **PERSONNEL SPECIFICATION – Finance & Admin Assistant**

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE, with good grades in Maths and English (C or better/or equivalent)	X	
<b>Experience</b>		
Experience of using Microsoft Office Suite	X	
Experience of using Email/Internet	X	
Experience of using Microsoft Outlook	X	
Experience of using SIMS or similar database		X
Experience of using Financial systems management		X
Experience of working with the general public		X
<b>Skills</b>		
<b>Personal</b>		
Must be well organised	X	
Excellent communication skills at all levels	X	
Ability to work under pressure while maintaining a positive, professional attitude	X	
The ability to ensure that deadlines are met	X	
Ability to work as part of a team	X	
Ability to organise and prioritise workload	X	
Ability to work independently at a strategic level	X	
Manage ICT systems and resources effectively	X	
Committed to professional development and training	X	
Demonstrate attention to detail and high level of accuracy	X	
<b>Administrative</b>		
Experience of using, setting up, maintaining and developing administrative systems		X
Problem solving	X	
Attention to detail in communication and planning	X	
Ability to use initiative and creativity when identifying situations/ future demands	X	
<b>Relations</b>		
Have excellent interpersonal skills and be able to communicate effectively	X	
Ability to develop good relations with staff and students	X	