

Resources Admin Assistant (Grade 2)

Required September 2022



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Resources Department

As a member of a small, friendly team, you will be working within a busy, well organised Resources office with the focus on providing an efficient and professional reprographics and clerical support service to both Academy staff and staff from the other schools within our Multi Academy trust.

A big part of what we do is providing a 24 hour bulk printing service to staff as well as offering a self service printing provision, as such, the office is often a hub of activity.

We design and edit various documents for use both internally and externally as well as offering support to other areas of the Academy when necessary and so get to work alongside a wide range of positive and friendly staff members

Why work at Sidney Stringer Academy:



- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes
- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners

- Free tea and coffee
- Social committee with subsidised events
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Dynamic and exciting environment
- Strong community links
- Supportive team and atmosphere



JOB DESCRIPTION – Resources Admin Assistant (Grade 2)

Sidney Stringer Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Accountable to: Resources Manager

Grade: 2

Hours: 22.5 Hours per week – Term Time Only.

Monday to Friday 9.30 am to 2.00pm

Job Purpose

To produce and display high-quality communications, both printed and digital, for information, publicity, and recruitment purposes, to promote the Academy

Key Tasks and Responsibilities

Displays

- To ensure that the displays around the Academy are kept to a consistently high standard and updated with up-to-date information regularly.
- To design, print and prepare work for display presentation, liaising as necessary with the appropriate staff.

Admin

- Receive; prioritise and process requests using photocopier and reprographic equipment to produce high quality documents for teachers and admin staff.
- Provide a full and efficient clerical service to pastoral staff and faculties who have no admin clerk staff, including desk top publishing, word-processing, photocopying, data-entry and document finishing.
- Undertake the organisation of clerical and administrative services towards the following:
 - Preparation of letters and information to parents and students
 - Preparation of teaching materials
 - Preparation of administration documents
- Assist section head with appropriate information technology applications including desktop publishing and design/media work as necessary.
- Answer enquiries and assist staff and students on use of equipment and services provided by section.
- Undertake clerical tasks as deemed necessary, to ensure the efficient operation of the section.

Others

- To support and maintain the workload of the department during colleague absences
- To work positively as part of the support staff team
- To participate in the performance management reviews
- To undertake any other duties that may be reasonably deemed part of the role.

Safeguarding

The jobholder is 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 Academy'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 Academy'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 Academy's Disciplinary Procedure.

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 Academy'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 General Data Protection Regulation (GDPR) and 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 Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Academy is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy 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

Sidney Stringer Academy 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 be 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: S Cooke – March 2022

All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and Training		Experience with ICT, Databases and publishing
Experience	Good level of ICT including Microsoft office, particularly Publisher.	Reprographics work Experience of SIMS
Qualities, Skills, Knowledge and Abilities	Clerical and Administration	<ul style="list-style-type: none"> • Reprographics equipment and processes • Highly organised and good at prioritising • Be able to effectively communicate with colleagues and students • Follow and maintain defined policies and procedures
Personal characteristics	<ul style="list-style-type: none"> • Energetic and enthusiastic. • Reflective and evaluative. • A sense of humour. • Willingness to be flexible • Willingness to undertaken training if required • Trustworthy and reliable 	

Resources Admin Assistant

Grade 2 – (£9,478 - £9,861 actual salary)

22.5 hours per week

Monday to Friday 9.30am to 2.00pm.

Term time only

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

We are looking to appoint an administration assistant to work closely with the rest of the reprographics team to ensure that deadlines are met and that documents are both designed and printed to a high standard.

Working with the guidance of the Office Manager and the Assistant Principal you will be expected to gather the information for and to create a half termly Academy newsletter which will be distributed electronically to parents, staff and students, ensuring that the appropriate consent is gained for the use of student information and images used within the publication.

You will also be responsible, along with the rest of the team to prioritise and process printing requests sent through our job ticketing system and to assist staff with the use of the self service printers that are available within the resources office.

Suzanne Cooke (Resources Manager) – scooke.staff@sidneystringeracademy.org.uk

How to apply

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk – ‘Vacancies page’

Please return completed application forms to: recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Monday 4th July 2022 at 12 noon Interview date to be confirmed

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.