

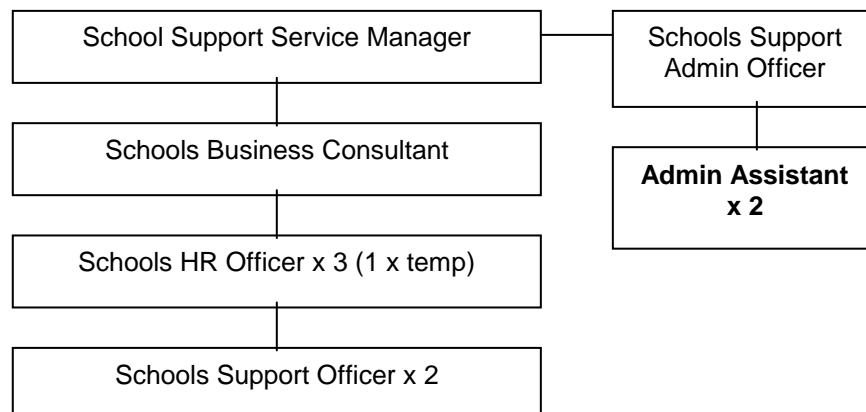
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

Service:	EARLY HELP & SCHOOLS
Section:	SCHOOLS HR
Job Title:	ADMINISTRATIVE ASSISTANT
Grade:	Grade 3 (SCP 14 - 17)
Accountable to:	School Support Service Manager / Administrative Officer
Accountable for:	As allocated
Hours of Duty:	37 hours per week, all year round in accordance with the needs of the service and WLB scheme. The postholder will have a start time of 8.00am every day.
Any Special Conditions of Service	It is expected that the majority of annual leave will be taken during school holidays in line with the needs of the service. Work Life Balance Scheme in operation. There will be a certain amount of travelling required by the postholder for which payment is made in accordance with local conditions of service. The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart



PURPOSE AND OBJECTIVES OF THE JOB

1. To assist in the provision of effective and efficient administrative duties for HR, in accordance with legislation, the policies and priorities of the School / Council and the aims and objectives of the service.
2. To assist to maintain a high level of school / 3rd party buy back of the HR Service by the delivery of a highly efficient and effective support service to schools and 3rd party contracts.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholders control.

Financial

To work in accordance with Financial Regulations and procedures of the Council.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the Council rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the health, safety and welfare of self and colleagues in accordance with the Council's Health and Safety Policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: Staff of all levels within the Service areas and in schools. Officers of other Services and members of the council.

External: Headteachers, teachers, governors and others as determined by programme allocation. Liaison with officers of the DfE, other LAs, Diocesan Authorities, representatives of other bodies. Principal and other officers of Rochdale 6th Form College, internal and external bodies relating to areas of work.

RESPONSIBILITIES

The postholder must:

1. Perform his/her duties in accordance with Equality and Diversity Policy, Anti Racist Policy and Rochdale's Child Protection Procedures.
2. Ensure that the Council's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

These are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all the responsibilities as these may vary according to the needs of the team. All staff will be expected to carry out such reasonable duties which may be required.

1. To provide high quality administrative support to the team as required.
2. To undertake the placing of school-based adverts including the provision of advice and support to Headteachers and School Business Managers.
3. To assist in all aspects of the administration of the Supply Agency.
4. Respond to requests for Supply Cover from schools, liaising with supply staff, to meet the needs of the requirements.
5. To input and update data / information stored both manually and computerised, for example Your Council Jobs, Microdec / Profile (for Supply), Trent.
6. To organise and assist in the delivery of quality training for Headteachers, governors and bursars.
7. To assist in the administrative support for the recruitment of Headteachers.
8. To provide financial / statistical reports as required.

SECONDARY DUTIES

1. Provide hospitality to all visitors.
2. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
3. To support and participate in joint working with other services.
4. To ensure that management information is collected and maintained.
5. To prepare reports and deal with correspondence.
6. To participate in Council programmes of in-service training both as a trainee, and if required, as a trainer.
7. To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of LAs, as may be determined by the Executive Director (or

nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Description prepared by: Abbie Walker

Date: 27th November 2017

Agreed by Postholder: _____ Date: _____

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	Administrative Assistant
Section :	Schools HR	Post Number :	EHSSSS000014
Job Ref:	RO-12421	Grade:	3 (SCP 14-17)

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Are you a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale	E	AF
(a) Qualifications and Experience		
2 Please demonstrate your good literacy and numeracy skills.	E	AF/I
3 Please demonstrate your experience of maintaining effective administrative procedures, including, filing, typing and processing documentation.	E	AF/I
4 Please demonstrate your experience of operating IT applications in daily work e.g. spreadsheets, word processing, databases and electronic communications.	E	AF/I
5 Please demonstrate your experience of working with a range of professionals from different settings.	E	AF/I
(b) Skills and Knowledge		
6 Please demonstrate your ability to prioritise workload effectively, meet deadlines and manage time.	E	AF/I
7 Please demonstrate your ability to work accurately and effectively under pressure and maintain confidentiality.	E	AF/I
8 Please demonstrate your ability to process documentation with attention to detail, good presentation and layout skills.	E	AF/I
9 Please demonstrate your excellent communication and customer care skills: Written, verbal, Telephone	E	AF/I
10 Please demonstrate your working knowledge of Microsoft Word, Excel and database.	E	AF/I
11 Please demonstrate your ability to contribute to effective team working.	E	AF/I
12 Please demonstrate your ability to collate and evaluate statistical information.	E	AF/I

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(c) Behaviours and Values		
<p>13 Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
<p>14 If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.</p>	D	AF/I
<p>15 If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.</p>	D	AF/I