



Chief Executive: Mr Tarun Kapur CBE
Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of Administration Assistant

Salary – Grade 4 (SCP 5-8) £18,795-£19,945 per annum pro rata. Actual salary £15,783 - £16,749 per annum.

- 37 hours per week, Monday to Friday
- Term time plus 1 week.
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit www.thedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to recruitment@deantrustwigan.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **4pm Friday 12th June 2020** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 511987 or email recruitment@deantrustwigan.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Administration Assistant
Reporting to	Senior Leader
Main purpose of job	<ul style="list-style-type: none">To provide administrative and organisational services to the school under the management and guidance of senior staff

Key responsibilities:

1. Provide administrative, and organisational services to the school and contribute to their development.
2. Ensure that communication within school is robust and timely, sharing information as appropriate with the correct school staff
3. To maintain pupil files and records including recording on SIMs
4. To act as a school first aider
5. Liaise with pupils, parents/carers, staff and external agencies, ensuring a professional ethos is presented to visitors, staff, pupils and agencies at all times
6. Compile data and information and run reports
7. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
8. Organise meetings, take notes, process forms, returns, etc., including those to outside agencies
9. Ensuring the school administration is compliant with statutory guidance.
10. Support school reception as required.

Individuals in this role may also undertake **some** or **all** of the following:

- a) Assist in the administration and organisation of arrangements for school events and visits.
- b) Promote excellent attendance, monitor pupil attendance, run reports, preparing and submitting legal documentation and penalty notices.
- c) Assist in the administration of writing, amending EHCP's, minuting annual reviews and maintaining SEND records.
- d) Provide administration for admissions, exclusions, reporting to the local authority regarding pupils.
- e) Assist with producing marketing and promotion material for the school
- f) To support the administration of prescribed pupil medicines, maintain the medical needs register, the administration of health care plans and associated liaison with healthcare agencies and parents.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required

- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification

Qualifications and training	Essential <ul style="list-style-type: none">• GCSE in English and Maths Grade A*- C or equivalent• Ability to undertake further training and development as required• Undertake First Aid training
Experience	Essential <ul style="list-style-type: none">• Experience of working in a sensitive environment and respecting confidentiality at all times• Experience of working as part of an administrative team within a busy office environment Desirable <ul style="list-style-type: none">• Experience of working in a school environment• Experience of administration and organisation of arrangements for school events and visits.• Experience of administering pupil attendance, monitor pupil attendance, running reports, preparing and submitting legal documentation and penalty notices.• Experience of administration of writing, amending EHCP's, minuting annual reviews and maintaining SEND records.• Experience of administration for admissions, exclusions, reporting to the local authority regarding pupils.• Experience of producing marketing and promotion material.• Experience of supporting the administration of prescribed pupil medicines, maintain the medical needs register, the administration of health care plans and associated liaison with healthcare agencies and parents.•
Knowledge	Essential <ul style="list-style-type: none">• Knowledge of and competency in the use of Microsoft office suite of applications• Knowledge of how a multi-academy trust operates Desirable <ul style="list-style-type: none">• Good understanding of SIMs and reporting production within this system• Knowledge of safeguarding procedures in relation to visitors in a school environment• Knowledge of the essential aspects surrounding school attendance and associated national and local legislation• Knowledge of pastoral systems within a school environment• Knowledge of Evolve pupil visits system
Skills and abilities	Essential <ul style="list-style-type: none">• Ability to grasp, assimilate and apply information and concepts quickly• An enthusiastic, proactive and positive attitude towards young people and the education environment• Flexible approach to working arrangements and ability to cope with a wide range of tasks in a busy and changing environment

	<ul style="list-style-type: none"> • Calmness under pressure • Ability to consistently produce work of a high standard • A willingness to undertake all reasonable duties as the role requires • Ability to use own initiative in undertaking tasks with minimal supervision demonstrating proactivity and forward thinking • Proven communication skills, both verbally and written, and the ability to communicate effectively up to executive level • Ability to work effectively with a wide range of people and services • Ability to prioritise workload • Ability to work to deadlines with excellent attention to detail and accuracy levels • Excellent time keeping and attendance record • Articulate and attentive to detail • Self-disciplined and methodical • Ability to develop and grow along with the school
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