

Application Pack

Clerical Assistant



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Welcome from the Head of School

I am delighted to welcome you to Red Lane School. We believe that all our children can achieve, becoming successful future citizens that contribute positively to a society in which all members are equally valued.

We have the highest aspirations for our children and believe that our role is to support and facilitate our children's learning in order to maximise their future prospects and life choices.

Within our supportive and nurturing community our pupils are safe, feel valued and develop their resilience.

As part of BASE Academy Trust, we work collaboratively with our partner school in order to provide the best education for our pupils as well as development and opportunities for our staff. Through partnership and collaboration we raise aspiration and achievement through ensuring better provision, richer resources and higher standards for all our pupils thus fulfilling our motto:

BELIEVE, ACHIEVE and SUCCEED!

I hope you find the information you are looking for but if not please do not hesitate to contact us.

Mrs Rhian Driver

Head of School





BASE Academy

BASE Academy Trust is a value driven Multi- Academy Trust with a determination for educational excellence that is rooted in moral purpose. Our overarching aim and vision is to deliver outstanding education for all children in our schools, ensuring that they have access to the highest standards of teaching, resources and learning opportunities in order to achieve their full potential and improve their life chances and future prospects.

The trust is fully committed and focused on continuous school improvement and outstanding leadership. Each of our Academies is dedicated to achieving the highest quality of learning experience for all of its pupils and to achieving the best possible outcomes for them. Through partnership and collaboration we will raise aspiration and achievement through ensuring better provision, richer resources and higher standards for all our pupils thus fulfilling our motto:

'Believe, Achieve, Succeed in Education'



Administration Assistant

Employer: Bolton Council

Location: Red Lane Primary School

Salary: £17,007 – £17,391 pa. Pro rata (actual salary £9,654 pa)

Salary Grade: Grade 2 (SCP11-13)

Working Pattern: Part Time, Term Time +3

Working Hours: 25 hours per week

Contract Type: Fixed Term with a view to a permanent.

Closing date: Wednesday 6th March 2019 at 12 noon.

Job Type: Education School based, School Support Staff

Interview Date: Wednesday 13th March 2019



Red Lane Primary School
Red Lane, Brightmet, Bolton BL2 5HP
Tel: 01204 333580
office@red-lane.bolton.sch.uk

Red Lane Primary School is looking to appoint a skilled Administration Assistant to join our team. The successful candidate will have excellent communication skills (oral and written), good time management, the ability to cope with pressure and the ability to relate well to children, staff, parents and visitors to the school.

The successful candidate will:-

- Work efficiently as part of a team.
- Be flexible.
- Have knowledge and understanding of SIM's.
- Be able to establish good relationships working with the wider school community.
- Able to work on their own initiative.
- Provide excellent support to the School Business Manager and all the other members of school.

In return we can offer:

- An excellent and friendly school to work in
- A professional, positive and hard-working team
- Professional Development Opportunities

The application form and job description are available to download from www.greater.jobs or from the school office.

Completed application packs should be returned to the Head of School: **Mrs R Driver**

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced check from the Disclosure and Barring Service.

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

Closing Date: Wednesday 6th March 2019 at 12 noon.

Interviews: Wednesday 13th March 2019

JOB DESCRIPTION

School

Job Title	Clerical Assistant
Grade	Grade 2
Primary Purpose of the Job	To provide administrative/organisational support for staff and the school under the direction/instruction of teaching and or senior staff.
Responsible to	Office Manager/School Business Manager
Responsible for	n/a
Principal Responsibilities	Provide general clerical, administrative financial support to the school

MAIN DUTIES

1. Organisation

Undertake reception duties, including answering the telephone and face to face enquiries and signing in visitors.

Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/ staff etc.

Assisting with arrangements for visits by school nurse, photographer etc.

2 Administration

Provide routine clerical support e.g. photocopying, filing, faxing, e mail and the completion of routine forms

Maintain manual and computerised records/management information systems as appropriate

Undertake typing, word-processing and other IT based tasks

Undertake routine administration e.g. distribution and collection of registers and the administration surrounding school meals etc.

3 Resources

Operate office equipment e.g. photocopier, computer, fax machine

Arrange orderly and secure storage of supplies

Undertake routine financial administration, e.g. collect and record dinner money

Responsibilities

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

Customer Care - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others

Valuing Diversity - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date Job Description prepared/updated

Job Description prepared by

PERSON SPECIFICATION

School

Job Title

Clerical Assistant

Grade

2

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	Skills and Knowledge	
1.1	Basic awareness of first aid	Application Form/Interview
1.2	Good understanding and ability to use relevant technology e.g. photocopier	Application Form/Interview
1.3	Basic Keyboard/computer skills	Application Form/Interview
1.4	Participate in development and training opportunities	Application Form/Interview
1.5	Ability to relate well to children and adults	Application Form/Interview
1.6	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	Application Form/Interview
1.7	To be able to respond to management instruction to ensure tasks are completed within specified timeframes	Application Form/Interview
1.8	Customer Care – Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview
1.9	Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview

1.10	Developing Self and Others – Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Application Form/Interview
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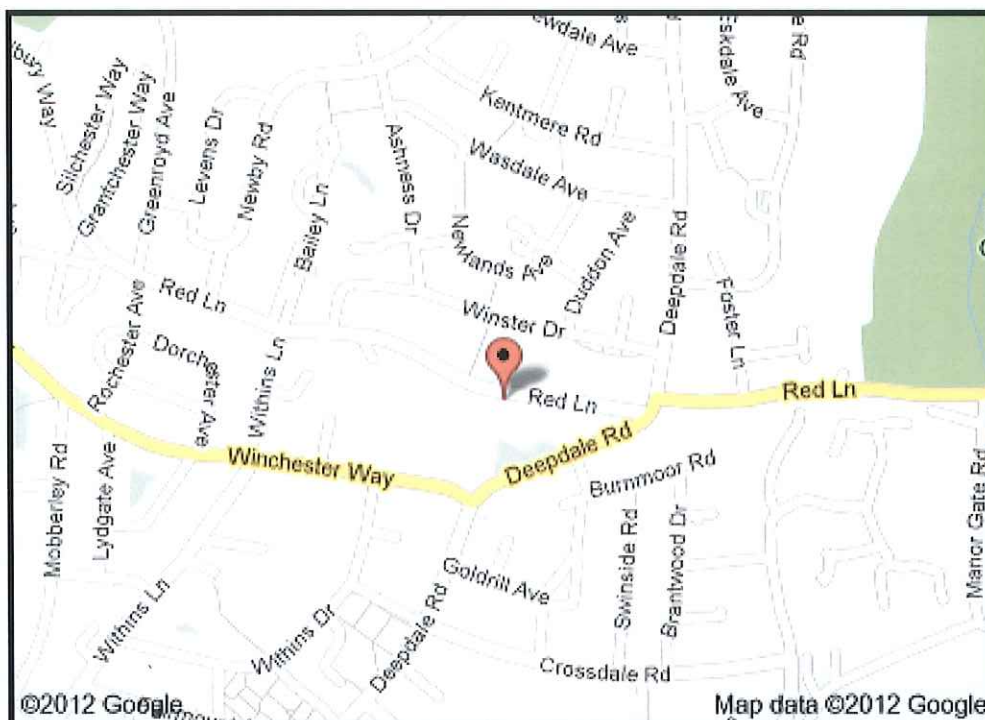
2. Experience/Qualifications/Training etc		
2.1	Good numeracy/literacy skills	Application Form
2.2	Willingness to participate in relevant training and development opportunities	Application Form/Interview

3. Work Related Circumstances – Professional Values & Practices		
3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview
3.2	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	Application Form & Interview
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	Application Form & Interview
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills and Knowledge		
1.1	Understanding of other basic technology, video, photocopier, computer	Application Form
2. Experience/Qualifications/Training etc		
2.1	NVQ Level 1/Level 2 or equivalent qualification or experience in relevant discipline	Application Form/Interview

How to Find Us



By Car

From A666 (St. Peters Way), take the exit signposted for Bury A579. At the 6th set of traffic lights turn left onto Withins Lane. At the top of the hill follow road to the right onto Red Lane and the school is on the right hand side.

Parking

Parking is available on Red Lane.

By Train

The nearest train station is Hall i'th Wood, Crompton Way and is approximately a 25 minute walk.

By Bus

There are many bus routes around the school area. The most direct of which is the 562 that runs from the centre of Bolton to Deepdale Road every 20 minutes.

Facilities

Disabled facilities are available at the school.