

Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



FEBRUARY 09 2024

Gildredge House

Position: Administration Assistant

Hours: 35 hours per week

Deadline: Please see website for closing date

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Administration Assistant**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

We are looking to appoint an exceptional candidate to the post of Administration Assistant to work within our administration team, providing an outstanding level of support service to our school community.

- Do you possess strong people skills with the ability to be flexible?
- Can you work in a team, be a self-starter and show empathy to others?
- Do your communication skills deliver good customer service outcomes?
- Do you have a good eye for detail?
- Are you a considerate worker, mindful of colleagues' needs within shared office spaces?

If the answer is 'yes' to these questions, then Gildredge House wants to hear from you.

As an Administration Assistant, you will be working within the School Office, providing appropriate support to our visitors, students and staff. To complete your work tasks, you will need to possess competent and efficient ICT skills. Previous first-aid experience is preferred, as you will be providing first aid cover for the school's Welfare Officer for one hour per day, as part of your daily duties. Further training will also be provided.

The Starting salary: Two-point salary range, Grade 4, Points 9 - 10 on the current Gildredge House Support Staff Scale: £23,114 - £23,500 FTE per annum.

The salary will be pro rata for the hours and weeks as detailed: Actual Salary £18,983 - £19,270 pro rata per annum.

You would be required to work 45.2 weeks per year (includes 37.4 weeks of term-time, 1 week of INSET, 2 additional weeks during school holidays, plus 5.6 weeks' paid holiday to include Bank Holidays. The hours are 35 hours per week, Monday to Friday, with the hours per day to be discussed at interview.

We offer staff:

- Local Government Pension scheme for support staff
- October half term holiday which runs for two weeks. This gives our staff an opportunity for holiday offers outside expensive half term dates
- Counselling and Employee Assistance Programme through ESCC
- Free on-site parking and the school is also easily accessible via local bus routes

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009.

Administration Assistant: Job Description

Responsible to: The Marketing and Administration Manager

Purpose of the Job:

To provide effective administration support within the Secondary, Sixth Form and on occasion Primary areas of the school; ensure appropriate safeguarding administration of visitors and support the Senior Leadership Team and other school staff in running a safe, efficient, cost-effective and welcoming school.

Main Responsibilities and Tasks

Provide administrative support to the wider school administration and Director of Finance and Administration:

1. Undertake general whole school administration and act as Point of Contact for delegated administration processes agreed with Marketing and Administration Manager.
2. Assist with the maintenance of all student records to include filing and updating of the school's Information Management System.
3. Assist the Marketing and Administration Manager with social media creation of content, internal and external communications.
4. To cover the Student Welfare Officer at lunch time and at times of absence. Assisting students with first aid and act as an administrator for the administration of medicines in line with school policy.
5. Support colleagues within the Administration Department, covering sickness and absence when required.
6. Attend administration meetings as required.
7. Support the administrative processes pertaining to school events and income generation.
8. Responsible for the replenishment of stationery and resources/equipment.
9. Undertake working duties in accordance the school's Health & Safety and Safeguarding policies.
10. Participate in school events which may take place during evenings and weekends during the year.

General Expectations

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

Professional Development

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.

Administration Assistant: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
GCSE (or equivalent) Mathematics and English	✓	
Experience in business administration	✓	
Safeguarding certification		✓
Current First Aid certificate		✓
SKILLS AND KNOWLEDGE (demonstrated at interview)		
A good level of ICT skills (Microsoft word, excel, outlook)	✓	
Ability to create and maintain a database	✓	
Knowledge of school policies and procedures		✓
Ability to multi-task to achieve deadlines in a diverse working environment.	✓	
Working knowledge of Data Protection		✓
PROFESSIONAL SKILLS		
Highly competent in dealing with matters of a confidential and sensitive nature	✓	
Able to reflect on and analyse own practice.		✓
Flexibility and desire to work as part of a team.	✓	
Good organisational skills in work-related matters.	✓	
Effective in communication at all levels	✓	
Ability to be flexible within a post that requires different skill sets on a daily basis.	✓	
PERSONAL QUALITIES		
A caring nature and a genuine love of children	✓	
An enthusiasm and desire to provide the best possible experience to the Gildredge House community	✓	
Strong inter-personal skills	✓	
A willingness to challenge yourself and achieve excellence	✓	
The ability to inspire confidence in parents and colleagues in equal measure	✓	
Tactful, respectful and sensitive to the needs of others	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	
Possess additional skills to support the extra-curricular activities at Gildredge House		✓
A willingness to participate in school events	✓	

“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is **indicated on the website**. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Please return the completed Application for Employment to careers@gildredgehouse.org.uk by 9.00am on the closing date.

We look forward to hearing from you.