

Albany Learning Trust

ADMINISTRATION
ASSISTANT -
APPLICATION
PACK

FEBRUARY 2024

ADMINISTRATION ASSISTANT

Employer: Albany Learning Trust

Location: Chorley New Road Primary Academy

Working Hours: Scale 3 (£23,500 to £23,893 pro rata) / 32.5 hours per week 195 days

Required from: ASAP

Contract Type: Fixed term until the end of July, with a view to making the post permanent

Closing Date: 12 noon Monday 18th March 2024

Interview Date: Thursday 21st March 2024

Chorley New Road Primary Academy

Chorley New Road

Horwich

Bolton

BL6 6EW

Head Teacher: Miss L. Burrows

Tel: 01204 337046

Email: recruitment@cnr.bolton.sch.uk

The Governors invite applications from committed, dedicated and enthusiastic individuals to join our school office team at this exciting time.

The successful candidate will join the Albany Learning Trust Administration team and will be based at Chorley New Road Primary Academy.

We are looking for an outstanding professional who can work well as part of a team in a busy environment and is willing and able to work flexibly as required.

The successful candidate will:

- Be discreet and confidential and focussed on providing excellent customer care
- have excellent literacy, numeracy and communication skills
- have experience of working in a busy office or a school, working with accuracy and precision in maintaining all records:
- be flexible, highly motivated and committed to personal professional development;
- be able to work in a team and manage their own workload effectively

Knowledge of schools ICT SIMS systems would be an advantage.

In addition you must:

- Be committed to the education and social well-being of every child in the school
- Continue to build and maintain effective relationships with the school and its' community and partners
- Be happy, enthusiastic and friendly

We can offer you:

- Well behaved, friendly and motivated children who love to learn
- A friendly and supportive staff team
- Supportive parents and governors
- An opportunity to work in a brand new school with growing numbers on roll

Visits to the school are welcome by prior appointment. Please telephone school to book your visit.

Completed applications should be returned to the Head Teacher by noon on Monday 18th March (Application forms must be completed CVs not accepted) If returning by email to

recruitment@cnr.bolton.sch.uk

Albany Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

Application form

You can apply for this job by downloading the application from the school website.

JOB DESCRIPTION

Albany Learning Trust

Job Title	Administration Assistant
Salary	Scale 3 - £23,500 to £23,893 pro rata (£17,743 - £18,040 actual)
Responsible to	Office Manager
Responsible for	No line management responsibility

Principal responsibilities

Under supervision maintain, update and extract information from systems and database and provide general administrative / clerical support for the school. This could include producing management information and the provision of general advice and guidance to pupils, parents and staff.

Duties

- Provide general clerical and administrative support, including word processing, minute taking, photocopying, filing routine correspondence, distributing mail etc.
- Production of regular management information, including pupil data and assist in the production of reports for the senior leadership team
- Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher
- General welfare support, where required, including the responsibility for pursuing pupil absence with parents including recording and monitoring of absence and production of reports.
- Maintaining and updating manual and computerised records including, for example, Sims pupil database, records of free school meals, registers etc. including related data input
- Assisting with the production of teaching resources
- Operate office equipment/ICT packages (e.g. word, excel, databases, spreadsheets, internet & SIMs)
- Maintain stock and supplies, cataloguing and distributing as required

In addition to the following duties, the postholder may be required to undertake any of the duties requested by the Headteacher or line manager

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people expects all staff and volunteers to share this commitment.

Person Specification

ESSENTIAL	DESIRABLE
Qualifications and Experience	
<ol style="list-style-type: none"> 1. English and Maths GCSE grade C or above. 2. Experience of Administrative work. 3. Experience of working to deadlines. 4. Experience of Microsoft Word and Excel 	<ol style="list-style-type: none"> 1. NVQ level 3 in business administration (or equivalent)
Knowledge and Skills	
<ol style="list-style-type: none"> 1. Administrative skills 2. Ability to make effective use of ICT 3. Ability to work as part of a team 4. Good communication skills 5. Ability to relate well to parents/carers 6. Time management skills 7. Organisational skills 8. Knowledge and understanding of the concept of confidentiality and data protection 	<ol style="list-style-type: none"> 1. Ability to relate well to children 2. First Aid Certificate
Other Qualities	
<ol style="list-style-type: none"> 1. Commitment to undertake in – service development 2. Commitment to safeguarding and protecting the welfare of children and young people 	

ALBANY LEARNING TRUST PPD FRAMEWORK - SUPPORT STAFF

Role	What can I do?	How might school support me?	CPD opportunities through Links	Opportunities through the local authority	CPD opportunities through National links
Newly appointed support staff	<p>Consider joining a Professional Association or Union</p> <p>Start a continuing professional development (CPD) file</p> <p>Consider your career goals</p> <p>Become familiar with the National Occupational Standards relevant to your role</p> <p>Explore the school and local authority websites</p> <p>Visit the Training and development Agency (TDA) website for the support staff career development framework</p> <p>Become familiar with the Albany Way and read about the policies relevant to your role</p> <p>Find out about the 5 Every Child Matters (ECM) Outcomes for all children and young people</p>	<p>Induction to school in order to:</p> <p>Understand roles and responsibility within the school</p> <p>Understand about school policies and procedures (for example, Safeguarding policies and protocols and the named Child Protection person) Your role, your Job Description and the relevant National Standards</p> <p>Ensure that you understand the probationary period and the mechanisms for performance review</p>	<p>Visit other establishments</p>	<p>Attend local authority development and training courses</p>	<p>Skills for Life – National Literacy/Numeracy Level 2</p> <p>Adult Education</p> <p>Move On/Learn Direct</p> <p>ECDL/ITQ</p> <p>National Vocational Qualifications</p>
Administration and finance	<p>Understand the school improvement plan and the part you can play</p> <p>Maintain a CPD file</p> <p>Reflect upon the National Occupational Standards relevant to your role</p> <p>Consider career goals and discuss with line manager</p> <p>Prepare for and undertake professional development reviews as part of the schools Performance Management arrangements</p> <p>Indicate training needs through professional review</p> <p>Undertake development opportunities</p> <p>Enrol for Basic Skills/L2 Literacy/Numeracy if not already held</p> <p>Participate in mentoring new colleagues Maintain a Professional Development Portfolio</p>	<p>In addition to Induction (above):</p> <p>A clear and up to date Job Description which is discussed during review meetings</p> <p>Participate in Peer Coaching or mentoring</p> <p>Observation and feedback (as part of the performance management process)</p> <p>Peer observation (of and by peers)</p> <p>The school may provide a mentor to support you undertaking work based qualifications</p> <p>Performance management 1:1 meetings to reflect upon performance, to discuss and agree professional priorities that link with school priorities, national occupational standards and career aspirations</p> <p>Guidance regarding how to keep a CPD file and how it should be used to demonstrate evidence for the National Occupation Standards</p> <p>Opportunities to review school policies and protocols relevant to your role</p> <p>Job Shadowing</p> <p>Participation in staff meetings</p> <p>Opportunities to mentor less experienced colleagues</p> <p>Support to attend training and development identified during performance management</p>	<p>Local support staff networks</p> <p>Training opportunities through local networks</p> <p>Sharing good practice through local networks</p> <p>Best practice visits to other schools</p>	<p>SIMS training and support</p> <p>Courses available through the Local Authority PPD programme</p> <p>Speak to your school PPD Leader</p>	<p>As above plus ...</p> <p>NVQ in Team Leading</p> <p>Certificate in Business Administration</p> <p>Certificate / Diploma in School IOSH Managing Safety Qualification</p> <p>ILM Diploma in Business Management</p>
<p>Caretakers and site managers</p> <p>Team leaders</p>	<p>As above</p> <p>Mentor and coach new colleagues</p> <p>Undertake development opportunities</p> <p>Consider career goals and discuss with line manager</p> <p>Train as a Reviewer to take a role in Performance Management</p> <p>Seek leadership and management qualification</p>	<p>As Above plus;</p> <p>Provision of information through HSE information</p>	<p>Local support staff networks</p> <p>Training opportunities through local networks</p> <p>Sharing good practice through local networks</p> <p>Best practice visits to other schools</p>	<p>Courses available through the Local Authority CPD programme</p> <p>Speak to your school PPD Leader</p> <p>First Aid at Work</p> <p>Manual Handling</p>	<p>As above (top line) plus ...</p> <p>Certificate in Support Work in Schools</p> <p>Award in health and safety in the workplace</p> <p>Certificate in basic first aid</p> <p>NVQ in property and caretaking supervision</p> <p>Foundation Degree (eg in facilities management)</p> <p>www.creativeeducation.co.uk PPD specific to support staff; Technicians, Health and Safety officers</p> <p>www.britsafe.org Managing Safety qualification</p>

Cleaning and site support	As above	As above	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools NVQ in Cleaning and Support Services Award in health and safety in the workplace Certificate in basic first aid www.creativeeducation.co.uk PPD specific to support staff; Technicians, Health and Safety officers
Team leaders	Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification				
Kitchen staff	As above	As above	As above	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid Certificate in basic and intermediate Food Hygiene Award in food safety in catering NVQ in professional cookery
Team leaders	Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification				
Pastoral staff and Teaching Assistants	As above plus; Information available in LPDS publications for example, health and well-being, ethnic minority achievement. Become familiar with the Teaching Assistant standards. Oversee a Learning and Teaching project.	As above plus;	Join networks such as Chorley and South Ribble; Attendance, Equalities, Health. L2/L3 counselling and introduction to counselling qualification. Runshaw College - NCFE CACHE in supporting teaching and learning L2/L3	LPDS courses, behaviour and attendance, well-being, educational visits, first aid, governor training, safeguarding, school support staff, ethnic minority achievement. Moving and Handling training	Best Practice Network. Support staff courses HLTA National qualifications National Leadership courses www.creativeeducation.co.uk CPD specific to pastoral staff; safeguarding officers cover supervisors Teaching Assistants Librarians

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