



# Administrator Assistant

Grade 4 £17,810 (actual salary)

Hours: 32.5 hours per week, 39 weeks per year

- + Pension Scheme
- + Employee Assistance Programme
- + Additional Brine Leas School Benefits
- + Priority admission for children of staff
- + Comprehensive induction programme

Application details can be accessed from [www.brineleas.co.uk](http://www.brineleas.co.uk)

For a confidential discussion about this post with the Headteacher, more information or to arrange a visit, please contact the school on 01270 625663 or [head@brineleas.co.uk](mailto:head@brineleas.co.uk)

See below for links to :  
Job Description / Personal Description / School Prospectus



**Brine Leas School** An Academy

Trust, Respect, Optimism,  
Courage, Resilience,  
Inclusion and Equality

# Job Purpose

To provide administrative support in order to contribute to the smooth running of the school.

**Reporting to the Finance Manager**

## Main Areas of Responsibility

To provide a professional, confidential administrative support service to the whole school, including:

- daily service of school administration, ensuring the smooth and effective use of communication systems
- general administrative duties such as typing, photocopying, filing, collation and distribution of post
- in liaison with appropriate school staff, to contribute to the maintenance of school information, databases and filing systems relating to pupils, ensuring confidentiality is observed at all times and records are accurate and up to date.
- to assist school staff in all aspects of school life, including contacting parents and pupils where necessary
- to provide general administrative support to the school as required, including assisting the attendance officer and other duties relating to specific areas, as directed
- to provide cover for main reception
- support the maintenance of extra-curricular activities, school trips, school meal arrangements etc.
- to attend and assist with events out of normal school hours; to be arranged with line manager
- to maintain a clear workload within the school holidays; to be arranged with line manager money received for uniform sales.





## Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post, in any location within the school site/s and in accordance with the School's Flexibility Policy
- To engage actively in the performance review process, addressing appraisal objectives set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as open evenings.
- To actively promote the School and Trust corporate policies.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DFE Guidance 'Keeping Children Safe in Education' and the school's Child Protection policy.
- To be aware of and to comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Employees must comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding Children

This job description will be reviewed where necessary 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; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

### **IMPORTANT: THE REHABILITATION OF OFFENDERS ACT**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature ..... Date .....

Print Name .....

# Person Specification

Attributes	Description	Desirable
<b>Qualifications, Knowledge &amp; Training</b>	<ul style="list-style-type: none"><li>• English and Maths GCSE, or equivalent, at grade 5 or above.</li><li>• Compliance of data protection and Adherence to confidentiality</li><li>• Advanced IT skills with experience of Microsoft Office 365</li></ul>	<ul style="list-style-type: none"><li>• Previous experience working in a similar role in a school.</li><li>• Evidence of continuing professional development</li></ul>
<b>Personal Skills, Abilities &amp; Qualities</b>	<ul style="list-style-type: none"><li>• Efficient and effective literacy and numeracy skills</li><li>• Excellent interpersonal and communication skills</li><li>• Good organisational and planning skills, including prioritising tasks</li><li>• Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities</li><li>• Ability to work using own initiative, exercising good judgement where unsupervised</li><li>• Flexibility of approach to work</li><li>• Ability to contribute to the maintenance of accurate work records and inventories</li><li>• Good judgement</li></ul>	
<b>School Ethos</b>	<ul style="list-style-type: none"><li>• Enthusiasm for and commitment to the achievement of the School/ MAT's overall vision for success at all levels</li><li>• Ability to build and sustain professional standards and personal boundaries with children and young people</li><li>• Emotional maturity and resilience in working in a fast-paced environment</li><li>• Empathy with the aims and objectives of Brine MAT</li><li>• Willingness to continue professional development</li><li>• Commitment to maintaining high standards and expectations</li><li>• Commitment to contributing to school life as a whole</li><li>• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.</li></ul>	

Thank you for your interest in our school. We look forward to receiving your application. If you think a career with us is right for you, discover more at:  
[www.brineleas.co.uk](http://www.brineleas.co.uk)