

JOB DESCRIPTION

Job Title: Admin Resources Assistant

Accountable to: Resources Manager

Hours: 37 hours per week 8am -4.30pm Monday-Thursday, 8am-4pm Friday (with a 1hr unpaid lunch break)

Term Time Only, plus INSET days

Job Purpose:

- To provide administrative support for the various departments across the school
- To provide trips & visits support for the various departments across the school
- To provide additional administrative support to key organisational areas
- To man the Medical Room daily on a rota
- To provide an excellent front of house service
- To assist with maintaining student attendance data
- To present a professional image in terms of dress code and attitude
- To promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.

About The Angmering School:

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

Main Duties to include:

DEPARTMENT SUPPORT

- To provide administrative support around school curriculum departments and back up support to the LNC, Careers, EVC, media when required.
- Be proactive member of the Administrative Team.
- Assist departments with monitoring & ordering adequate resources.
- Assist with labelling, distribution, collection and storage of resources.
- Support departments with yearly inventory of resources and equipment.
- Support departments in entering or producing data for Assessment and Exams.
- Support and share workload with colleagues, as directed by Resources Manager.

TRIPS & VISITS SUPPORT

- Assist with departmental trip organisation.
- Liaise with venues, coach companies etc.
- Generate correspondence to parents from the above data and send emails as appropriate.
- Assist departments with the collection of trip monies.
- Maintain and enter data in Bromcom and computer systems as required.
- Support the EVC role with related admin.

ADMIN SUPPORT

- To provide additional administrative support to key organisational areas - Finance, HR, Data, Media, when required.
- Assist with the provision of hospitality as appropriate.
- Provide general admin support across the whole school as directed – duties will be varied.

- To provide cover for absent colleagues and other general duties when required to do so by Senior Management or a member of the Headship Team.
- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

ATTENDANCE

- Daily entry of attendance data onto Bromcom systems
- Chasing of missing registers
- Taking absence messages and imputing onto Bromcom
- Managing texts and messages for late students

MEDICAL ROOM

- To man the Medical Room daily on a rota
- To provide basic First Aid to students.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> ● Ability to act on own initiative. ● Ability to monitor progress and maintain records. ● Ability to work as part of a team, supporting each other. 	Essential Essential Essential
Knowledge Base	<ul style="list-style-type: none"> ● Experience of working within an educational setting. ● Experience of using Microsoft products and Google Suite. 	Desirable Essential
Qualifications	<ul style="list-style-type: none"> ● Educated to GCSE standard in Maths and English. 	Essential
Experience	<ul style="list-style-type: none"> ● Working with an educational setting. 	Desirable

Attitude & Approach	<ul style="list-style-type: none"> ● Good communication skills. ● Calm, patient and an appreciation of a sense of humour. ● Team Player. ● Flexible attitude. ● Motivated. ● Reliable. ● Present a professional image in terms of dress code and attitude. ● Assertive when appropriate. ● Ability to work in an extremely busy environment whilst keeping a smile on your face. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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Safer Recruitment

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.