



Websites:

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Executive Head Teacher: Melanie Smallwood

## Job Description

<b>Job Title</b>	Administrative Assistant		
<b>Location</b>	Bishops Tawton School and Langtree Community School		
<b>Reporting to (job title)</b>	Business Support Officer		
<b>Grade</b>	C / D depending on experience		
<b>Salary</b>	Starting from C £10,196 – D £10,771 per year (pro rata)		
<b>Effective date</b>	September 2023	<b>Hours</b>	24 hours x 38 weeks (term time only)

Two Rivers Federation is a recently formed federation between Bishops Tawton Primary School and Langtree Community and Nursery School. We are excited to be able to offer this position for an exceptional person to join our new structure and support the administrative business support across both schools.

The role is currently 24 hours per week (over 4 days) but there is scope for some flexibility in the role. The post holder may be asked to work additional hours at busier times of the year or during staff absences.

### Job Purpose:

The main purpose of the job:

To provide a confidential and high level of customer service to all school users, including pupils, parents, employees and contractors.

To follow and adhere to Two Rivers Federation child protection and safeguarding policies and procedures.

Support the development of the schools administration systems, in line with Federation strategy and audit requirements.

To improve communication within the schools and with all stakeholders to ensure transparency and clarity of Federation's vision.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### Main duties and responsibilities:

Two Rivers Federation Schools recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils and expects all staff, governors and volunteers to share this commitment. We recognise that all children, regardless of age, disability, SEND, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse. **We expect the postholder to adhere to this and our Safeguarding Policy, which can be read [here](#).**

The duties and responsibilities below will be carried out across both Schools.

### **School Administrative Support**

1. To provide reception duties such as signing in and showing visitors around school, dealing, signposting and resolving (where possible) a variety of stakeholders enquiries in person, via telephone and email.
2. To follow the Federation child protection and safeguarding policies and procedures and updating school systems on CPOMs.
3. To follow up daily the whereabouts of absent children from school and record appropriately.
4. To make and amend bookings for breakfast and after school clubs as requested by parents and staff, ensuring the school system is accurate. Printing registers when required.
5. To co-ordinate, amend information and send reminders about dinner money, childcare services and shop purchases within Eduspot/School Money, working with Business Support Officer to ensure payments are made in a timely manner.
6. To produce and distribute electronic school newsletters working with Head of each school monthly.
7. To co-ordinate and book educational trips, visiting guest speakers and club arrangements as required.
8. To support the Educational Visit Co-ordinator to ensure visits across the Federation are carried out in line with policy.
9. To book and monitor attendance for mandatory staff training as directed by the Business Support Officer.
10. To process DBS checks in line with guidance for staff and school volunteers as required and ensure the Single Central Record is kept up to date.
11. To distribute school reports to parents/carers as required.
12. To help administer the schools and federation websites ensuring that they are up to date and meet the main audience needs.
13. To monitor and re-order school stationery as and when required.
14. To support the Business Support Officer with any other admin task that is deemed appropriate for Administrative Assistant level including liaison and communications to staff, parents and contractors.

### **Person specification**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Experience	Experience of administration work (minimum 3 years)	Experience of admin work in school or educational setting.	Application Interview
Education and Training	GCSE Grade C or above in English and Maths.	NVQ2 in Business Administration	Application
Technology / IT Skills	Excellent ICT skills to support use of email/website/admin systems. Knowledge and experience of	ICT qualification.	Assessment Interview

	Microsoft 365 including OneDrive, Teams and Word, Excel and Outlook	Experience of software - SIMS, CPOMs, Eduspot (SchoolMoney), ESchools	
Practical Skills	Good team worker Well organised Ability to prioritise Ability to multi-task Ability to use initiative and work independently	Ability to problem solve	Application Assessment
Communication	Good communicator with young people, staff and parents. Ability to fulfil all spoken aspects of the role with confidence and fluency in English.		Interview
Personal Qualities	Approachable and friendly persona.	Clear enhanced DBS	Interview Application
Equal Opportunities	Two Rivers Federation and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		Discuss at interview
Other	Clean driving licence and access to own vehicle		Application

**1. Supervision and Management:**

The post holder would not be responsible for the management of other members of staff but may on occasions allocate routine tasks to others.

**2. Creativity and Innovation:**

The post holder would generally work within the prescribed procedures but may be required to add their own communication style. They will be required to support the extended school committee with communications regarding breakfast and after school club.

**3. Links with other officers, Service users or Members of the public:**

Teaching and non-teaching staff, in respect of provision of information re day to day running of the school, especially regarding visits and visitors.

Parental contact – the post holder will be required to contact parents to arrange meetings and they will often be the first point of contact for face to face, incoming phone calls and e-mails.

External groups – Liaison with regard to promoting school events, assemblies, visits and trips, also our extended school childcare service.

Work with the website provider to keep school website up to date, relevant and informative.

Other educational agencies – to access information on behalf of the senior leadership team that may be useful on the web site.

**4. Levels of Responsibility:**

The post holder will be an integral member of the school admin team. As part of this team the post holder will be expected to input into existing procedures. They will also be involved in creating new system to aid communication both in the school and wider community.

These will be based on the post holder's own areas of specialism.

The post holder will organise information according to school priorities and perceived parental need.

There is flexibility in prioritising but allowing for meeting deadlines established by the senior leadership team.

**5. Effects of Decisions:**

The post holder will be required to identify and recommend options for consideration, but ultimately will not be responsible for the decision to implement changes to procedures.

**6. Resources:**

The post holder will be responsible for inputting and updating school data systems as required.

The post holder may be required to handle cash and follow the office cash handling procedures and assist in financial administration as required by the Business Support Officer.

**7. Work Demands:**

Due to the nature of the role, work will be subject to frequent interruption. Requests can come from a variety of staff supporting pupils across the school and from pupils themselves.

The post holder will be required to determine own priorities in order to meet daily deadlines.

The post holder will seek guidance to resolve conflicting priorities.

**8. Physical Demands:**

No physical demands placed on the post holder.

**9. Working Conditions:**

An office environment. The postholder will comply with Health and Safety requirements and will specifically take reasonable care of themselves and other persons who may be affected by their acts or omissions at work (Health and Safety at Work Act 1974) and other relevant employment legislation and schools policies.

**10. Work Context:**

Office based administration.

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**For information about this role, please email Business Support Officer, Laura Challacombe via [lcchallacombe@tworiversfederation.org](mailto:lcchallacombe@tworiversfederation.org) by closing date.**