

# Applicant Pack

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To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



**Westfield School**  
Chorus Education Trust

Westfield School, an 11-16 comprehensive secondary with c1200 students, is an improving and inclusive school.

Westfield School joined Chorus Education Trust in 2018 and welcomed a new Headteacher, who has been working with staff to raise aspirations and provide the very best teaching for students. Within two years the school has become oversubscribed for places in Year 7.

Formerly a sports college, the school sits in generous grounds in the south-east of Sheffield not far from the M1 motorway. The modern building has the full range of educational resources, as well as a gym and indoor pool (available free to staff).

Westfield School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.westfield-chorustrust.org](http://www.westfield-chorustrust.org)

**Administrative Assistant – Grade 3**  
**NJC SCP 5 – 6**  
**(19,312 - £19,698) Pro Rata**  
**Required Immediately**  
**37 Hours per Week – 42 Weeks per year**  
**Permanent**

### About this vacancy

We are currently seeking to appoint an Admin Assistant to join the busy administration team at Westfield School. This role will work across the whole school and will include supporting areas including the administration of trips, student filing, working alongside colleagues in finance, HR, data and reception.

The successful applicant will need to be able to demonstrate strong organisation skills, excellent communication skills and be confident in a range of admin duties. We are looking for:

- Someone who is highly organised
- Someone with a range of experience working in an admin environment
- Someone confident on the telephone
- Someone with excellent communication and inter-personal skills
- Someone with exciting ideas who can build on existing good practice

- Someone who will be engaged in all aspects of a thriving school

## To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: [recruitment@westfield.chorustrust.org](mailto:recruitment@westfield.chorustrust.org)

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: **20 February 2022 midnight**

We always encourage prospective applicants to visit the school in advance of application. This can be arranged by contacting Julie Wilson, PA to the Head of School on 0114 248 5221 or email: [jwilson@chorustrust.org](mailto:jwilson@chorustrust.org)

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

## Job Description: summary

<b>Post title:</b>	<b>Administrative Assistant</b>
<b>Profile:</b>	BS2
<b>Grade:</b>	3
<b>Grade spinal point range:</b>	5-6
<b>Accountable SLT post:</b>	Business Support Services Manager
<b>Line Manager of post holder (if different):</b>	Heads PA/Office Manager
<b>Staff to be supervised or line managed by post holder:</b>	n/a
<b>Post holder will work with:</b>	SLT, Other teaching and support staff
<b>Holiday and sickness relief by/for:</b>	By and for other Business Support/Administrative Support staff
<b>Purpose of job:</b>	To provide an effective, efficient and high quality general administrative support service within the school
	This post may be required work at any trust school
<b>Version revised:</b>	June 2020

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

### Specific duties and responsibilities

- To provide an accurate, effective, efficient and timely administrative support service, following systems and processes in place and to the standards expected by the school and the Trust. This will include but not limited to:

### School Level Support

- Provision of general administrative tasks e.g. typing, filing, minute taking and other clerical duties as required across all departments within school.
- Data entry associated with School Management Information Systems, including but not limited to the Finance, HR and Student records systems.
- Telephoning parents, schools and other organisations to obtain relevant information.
- Administration of curriculum related school trips.
- Assist with the administration of balances owed to school relating to departmental activities (e.g. trips, sale of revision guides etc.)
- Undertake routine clerical and administrative tasks for the Safeguarding, SEND and Inclusion teams.
- Receive, catalogue, issue and retrieve departmental resources as required.
- Assist in the provision of resources support for events, e.g. setting up rooms, ensuring audio and visual systems are provided etc.
- Assist the Business Support Services Manager and HR Administrator with the annual staff handbook, school calendar and rota reviewing and updating.

### Other Administrative Support

- Work closely with other administration colleagues to share the workload at key times of the year.
- Provide cover for the reception team, answering phone calls, managing visitors and dealing with general staff and student queries.
- Provide support to the school reprographics department during busy periods undertaking general copying and reprographics duties and helping with the preparation and maintenance of school displays.

## Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Administrative Assistant**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
General administrative experience to include, Word Processing/typing, filing, minute taking, proof-reading of material, data entry etc.	✓		A
Working in a busy office environment with many competing priorities and conflicting deadlines	✓		A / I
Experience of an education, training or similar environment		✓	A
<b>Qualifications</b>			
Good level of literacy and numeracy e.g. GCSE Maths and English or substantial relevant experience	✓		A
Evidence of regular, relevant and recent personal development.		✓	A / I
<b>Other skills</b>			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A

Ability to work alongside young people (not necessarily in school environment).	✓		A / I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I