



Everyone a leader, everyone a learner.



**Student Services
Administration Assistant
37 hours and Permanent
B1: £18,933 for full time
B1: £15,873 TTO+2days**

As soon as possible



**INVESTORS
IN PEOPLE**

Silver
Until 2022



**Investors
in People
Good Practice**

Health &
Wellbeing
Award

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Headteacher's Welcome

Our staff team is our greatest asset; I am incredibly proud of them and the impact that they have on our students. Everyone at Royds is a leader and a learner and we value everyone equally, regardless of the role

I would like to thank you for taking the time to read our application pack, we appreciate that applying for jobs is a time-consuming process. Please get in touch if you have any questions.



Recruitment Timeline

Closing Date:

22/10/2020





Student Services Administration Assistant

Job Description

Post Title:	Student Services Administration Assistant
Grade:	B1: £18,933 for full time B1: £15,873 TTO+2days
Conditions:	Term time only and permanent. Two additional INSET days or equivalent must be worked during the academic year. 37 hours per week which will be 08.00-16.00 hours (15.00 on a Friday) unless otherwise agreed with the Headteacher.
Accountable to:	Responsible to the Headteacher or nominated member of the Senior Leadership Team.

Purpose of the Job

- Provide an efficient and professional front-line student reception service.
- Take a lead role in reprographics ensuring photocopying for teaching staff is completed in an accurate, timely and efficient manner.
- Support with first-aid where necessary and appropriate.

Values

Our personnel management systems and recruitment are structured around the school values. We expect everyone in our school to be a leader and a learner; Royds staff must be life long learners who want to lead and learn and model this for our young people. Our values are integral to day to day life in our school, but also at the heart of our school improvement. We therefore seek individuals who constantly strive to demonstrate the following values:

- Aspiration: Dream Big
- Resilience: Bounce-back-ability
- Respect: Communicate with Kindness
- Initiative: Problem Solving
- Reflection: Never Stop Learning

Responsibilities/Key Duties

Routine Administration

Work as part of a team, delivering an excellent administrative service; undertaking routine administrative tasks, including:

- photocopying
 - record keeping,
 - filing,
 - data input / retrieval,
 - ordering and monitoring stocks supplies,
 - typing,
 - collating packs,
 - taking telephone messages and dealing with basic telephone enquiries,
 - dealing with incoming and outgoing mail
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- Use IT applications and systems effectively to deliver administrative tasks.
 - Organise work tasks and duties to meet agreed service standards, prioritising work to meet conflicting deadlines.
 - Use IT applications and databases effectively to deliver administrative tasks.
 - Managing meeting room bookings, visitor invitations and dealing with hospitality

Student Support

- Contribute to the welcoming and supportive culture in school.
- Ensure that students' welfare needs are met.
- Deal with routine enquiries in the allocated work area. These could be from staff, students, parents or other third parties.

Personal and professional conduct.

- Liaise with members of the student support team and leadership team in providing and efficient service to the school
- Manage and prioritise your own workload in line with service requirements.
- Share corporate responsibility for the implementation of school policies and practices.

- Be a role model for students through personal presentation and professional conduct. To contribute to the ethos of the school, in all areas of contact and responsibility, in relationships with staff and students.
- Establish effective working relationships with professional colleagues.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with line managers as required.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Ensure promotion and support of Equal Opportunities and Health and Safety.
- Present a positive personal image, contributing to a welcoming school environment.
- Maintain confidentiality inside and outside the school.
- Any other duties as required by the Headteacher.

Safeguarding

- Ensure appropriate / relevant safeguarding policies and measures for all staff and students are in place and reviewed.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to safeguarding procedures.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

Relationships

The post-holder will be required to work flexibly to deliver an efficient service. There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers. We promote diversity and want a workforce which reflects the population of Leeds.

Physical Conditions

The post is currently based at Royds School which has access by stairs and is accessible by disabled persons to the ground floor by a portable ramp on request.

The school operates a non-smoking policy.

Economic Conditions

Grade:

B1

Annual Leave:

21 days per annum plus 8 statutory holidays pro rata for part time employees. An additional 5 days leave is given after 5 years continuous service

Conditions:

Local Agreement for Superintendents and NJC Conditions apply

Safeguarding

Royds School 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 Disclose and Barring Service check and Prohibition List check.

Prospects

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

The school encourages training both in-house and external to meet the needs of the individual and of the school.

Conclusion

The job description is current but recognises that while every effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate the changes in the role.

Job description prepared by:

Kate Davison

07/10/20

Job description reviewed by:

Claire Robbins

07/10/20



Student Services Administration Assistant: Employee Specification

Post Title:	Student Services Administration Assistant
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As outlined above, we operate a values-based recruitment system to find people who will live our school values and align to the holistic #LiveLoveLearn vision. The basic attributes below have been identified as important for the post-holder however once these have been met, the candidate most suited to our school culture will be identified through the application, interview, task and references as appropriate.

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task	Essential	Desirable
Qualifications			
A	Demonstrable level of numeracy and literacy, equivalent to GCSE C Grade.	X	
A	Evidence of additional, relevant academic qualifications.		X
Experience			
A I	Experience of dealing with queries from a wide range of people.	X	
A I	Experience in the use of the Microsoft packages.	X	
A I	Experience of working as part of a team.	X	
A I	Experience of giving basic first aid.		X
A I	Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care.	X	

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task	Essential	Desirable
Skills			
A I	Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.	X	
A I	Able to file, retrieve, sort and complete documents accurately.		
A I	Able to use a range of office equipment e.g. printers, photocopiers, fax.		
A I	Able to accurately enter/retrieve data information from information systems.		
A I	Able to prioritise work tasks to meet conflicting deadlines.		X
A I	Able to establish and maintain accurate records using both manual and electronic systems.	X	
Knowledge			
A I	Knowledge of general office procedures and practice	X	
Personal Attributes			
A I	Genuine enjoyment and enthusiasm for working with children and families.	X	
A I	Resilience, flexibility, creativity and “Bouncebackability” when encountering setbacks or challenging situations.	X	
A I	Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.	X	
A I	High levels of honesty and integrity and an awareness of the importance of confidentiality	X	
A I	Be a good role model to children and families.	X	

Mode of Assessment	A = Application, I = Interview, C = Certificate, O = Observation, T = Task	Essential	Desirable
Safeguarding Children			
A I	Ability to maintain appropriate relationships and personal boundaries with children and young people.	X	
A I	Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	X	
A I	Understanding of the importance of safeguarding and child protection and its impact on this role.	X	
School Values: All applicants must demonstrate that they embody the following principles:			
A I T	Aspiration: dream big.	X	
A I T	Resilience: be determined.	X	
A I T	Respect: communicate with kindness.	X	
A I T	Initiative: solve problems.	X	
A I T	Reflective: never stop learning.	X	

Royds School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a Prohibition List check.

Job description prepared by:	Kate Davison	07/01/20
Job description reviewed by:	Claire Robbins	07/01/20



**#LIVE
LOVE
LEARN**

Staff Voice

I am proud to be part of a school that lives its values, and develops its students' love of learning.

Royds