



the
LatimerArts
College

INFORMATION PACK:

**Administrative Assistant:
Student Life Skills**



Job Description

Role:	Administrative Assistant: Student Life Skills	Post Holder:	
Scale:	Grade E: Point 4 - 5 Matched to Job Reference 1375	Hours:	32.5 hours per week 39 weeks per year
Line Manager:	Progress Leader: Wider Curriculum	Direct Reports:	None
Date:	September 2022	Reviewed:	

General Responsibilities

To be responsible for providing administrative support to our wider curriculum team

Specific Responsibilities

To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;

To organise events linked to the student Personal Development Programme, for example Health Promotion Days, Curriculum Evenings and Year 6 Moving Up Events;

To co-ordinate the production and distribution of resources for the Personal Development Programme;

To produce and maintain displays and posters across the College linked to the Personal Development Programme;

To support with the research into topics and themes for assemblies, providing the wider curriculum team with a bank of ideas;

To produce an annual list of national and international events and themed days for the wider curriculum team to inform their annual curriculum planning and assembly themes;

To devise the annual assembly rota and co-ordinate any arrangements that need to be made for assemblies to run smoothly and effectively;

To collate the weekly and termly (where relevant) data on attendance, behaviour and progress and distribute to form tutors accordingly in preparation for the relevant Personal Development Programme sessions;

To co-ordinate the process for appointing student leaders, maintaining an accurate list of those who have leadership responsibilities and promoting their roles and responsibilities across the College;

To schedule meetings, produce the agendas and take minutes, where possible, for any student leadership meetings;

To produce the agendas for the Wider Curriculum Team and House Team meetings and to produce the relevant minutes / action points following the meetings;

To complete the administration to support the Year 6 Moving Up process, coordinating meetings with primary feeder schools and co-ordinating and collating the data sharing process;

To co-ordinate, administer and collate the findings of Student and Staff Voice surveys, producing timely and accurate reports;

To co-ordinate parent and carer meetings for the House Leaders;

To undertake any further administrative roles required by the Progress Leader: Wider Curriculum;

To support with covering Visitor Reception over the lunchtime period;

To be trained in first aid and administer as appropriate;

To undertake any other reasonable duties as directed by the Principal.



Person Specification – Administrative Assistant: Student Life Skills

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Appropriate level of Literacy and Numeracy skills, equivalent to level 3 or above	X		Application form / verified at interview
Recognised qualification in ICT skills		X	Application form / verified at interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form / interview
Motivation to work with children and young people	X		Application form / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form / reference / interview
Knowledge and Experience	Essential	Desirable	Method of Assessment
Proven experience of working in administration	X		Application form
Confident in database management	X		Application form / interview
Prior relevant experience of working in a school		X	Application form
Experience of using SIMS (School's Information Management System)		X	Application form
Experience of agenda preparation, note taking and production of minutes		X	Application form / interview
Skills	Essential	Desirable	Method of Assessment
Strong ICT skills, especially in the use of Word and Excel	X		Application form / interview
Appropriate level of data protection, security and confidentiality awareness	X		Application form / interview
Ability to present data in an understandable manner and to draw out key trends and areas requiring attention	X		Application form / interview
Ability to co-ordinate activities and create schedules	X		Application form / interview
Personal Qualities	Essential	Desirable	Method of Assessment
Able to work as part of a team	X		Application form
Strong ability to communicate with a wide range of stakeholders	X		Application form / interview
Accurate, consistent and having attention to detail	X		Application form / interview
Efficient and organised: independent and strong in time management	X		Application form / interview
Strong ability to work under own initiative and make appropriate decisions	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview