



# **INFORMATION PACK:**

**Administrative Assistant:  
Student Support Team**



## The Latimer Arts College

### Job Description

Role:	Administrative Assistant: Student Support Team	Post Holder:	
Scale:	NJC Grade D	Hours:	32.5 hours per week 38 weeks per year
Line Manager:	Assistant Principal	Direct Reports:	None
Date:	June 2022	Reviewed:	

### General Responsibilities

- To undertake a range of administrative duties within the Student Support Team

### Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To support the Student Support Team with a range of administrative tasks to include:
  - Note taking and minute taking at meetings and producing subsequent minutes for approval;
  - The production of letters and other communication;
  - The typing up of statements in relation to behaviour incidents;
  - Administering paperwork relating to inter-agency referrals;
  - Producing data in relation to behaviour in an accessible format and timely manner;
  - Scheduling meetings for relevant members of the team;
  - Photocopying and filing appropriate documents as needed.
- Dealing with enquiries from staff, parents and carers and the general public and signposting them to the relevant member of staff;
- To be trained in First Aid and to administer First Aid when required;
- To undertake any other duties as deemed appropriate by the Principal.



## PERSON SPECIFICATION: Administrative Assistant: Student Support Team

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
High level of Literacy and Numeracy skills, equivalent to at least level 2	X		Application form / verified at interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference / Application form / interview
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form / interview
Knowledge and Experience	Essential	Desirable	Method of Assessment
Proven experience in administration	X		Application form / reference
Prior relevant experience of working in a school		X	Application form / reference
Experience of using SIMS (School's Information Management System)		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 / reference / interview
Personal Qualities	Essential	Desirable	Method of Assessment
Ability to work as part of a team	X		Application form / interview
Accurate, consistent and having attention to detail	X		Application form / interview
Efficient and organised: independent and effective in time management	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview
Additional Requirements	Essential	Desirable	Method of Assessment
Willing to contribute to the wider aspects of college life		X	Interview