



Job Description Level 2/3 Business & Administration Intermediate/Advanced Apprenticeship

5 days (37 hours) per week, term time only, including 1 day at Shipley College

Salary: National Minimum Wage Under 18 £4.35 per hour, 18-20 £6.15 per hour, 21 and over £7.70 per hour

The following information is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- As an Equal Opportunities Employer we require our employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
- The school is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Prime Objectives of the Post

- To provide routine general, clerical and administrative support to the Learning Resources Centre, supporting all areas of the school curriculum.

Supervisory/Managerial Responsibilities

- No direct supervision over other members of staff.

Supervision and Guidance

- Ultimately responsible to the Headteacher but managed by the Learning Resource Centre Manager or person with delegated responsibility.
- Working under the direction of the Learning Resource Centre Manager on a day-to-day basis.
- Use initiative in the pursuance of school policies, procedures and programmes.

Range of Decision Making

To make decisions using initiative where appropriate within established working practices. The postholder will be expected to use good common sense and initiative in all matters relating to:

- The conduct and behaviour of individuals, groups of pupils and whole classes.
- The correct use and care of materials by individual and small groups of pupils.
- The safety, mobility (if required) and hygiene and well being of the pupils.



Job Description Level 2/3 Business & Administration Intermediate/Advanced Apprenticeship

Responsibility for Assets, Materials etc

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
- The care and storage of equipment and materials used by pupils with whom the post-holder is working.

Contacts

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Contractors, External Agencies.

Range of Duties

Organisation

- Provide administrative support where necessary.
- Maintain resources and help to maintain and create displays.
- Work face to face with staff and pupils to locate resources and use the IT systems and equipment.
- Support special Learning Resource Centre projects and events.

Administration

- Provide routine administrative support, eg photocopying, filing, emailing, completing routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake word-processing and other IT based tasks.
- Input and extract data, eg from the specialised library management system.
- Produce lists/information/data as required.
- Deal with telephone calls as required.
- Take notes at meetings.

Resources

- Operate office equipment/IT packages, eg photocopier, laminator.
- Arrange orderly and secure storage of supplies.
- Provide advice and guidance to staff and pupils.
- Ensure familiarity with the IT Network.

Supporting the School

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.



Job Description Level 2/3 Business & Administration Intermediate/Advanced Apprenticeship

- Establish constructive relationships and communicate with other agencies / professionals, in liaison with teachers, to support achievement and progress of pupils.
- Attend and participate in regular team meetings.
- Participate in training and other learning activities as required.
- Supervise pupils on visits, trips and out of school activities as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Fluency Duty

In line with the immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard – for this role the post holder is required to meet the Intermediate Threshold Level - The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.