

### Job Description

<b>Job Title:</b>	<b>Administrative Assistant</b>	<b>School Name:</b>	<b>Pilgrims' Way Primary School Bermondsey &amp; Rotherhithe Children and Family Centre</b>
<b>Grade and Range:</b>	<b>Grade 4 – scp 4 – 9 £28,128 - £30,309 (2023-2024 Salary Scales)</b>	<b>Hours:</b>	<b>16 - 20 hours per week</b>
<b>Reports to:</b>	Strategic Hub Lead and Senior Early Years Lead	<b>Working Pattern:</b>	Term Time Only
		<b>Supervises:</b>	

<b>Purpose:</b>	<p>To assist in the provision of an efficient administrative and clerical support function for the Children and Family Centre and to provide support to the Senior Early Years Lead and service needs.</p> <ol style="list-style-type: none"> <li>1. To be responsible for assisting in the smooth running of the office.</li> <li>2. To assist in the maintenance of the various Children and Family centres computerised databases of service users and staff information.</li> <li>3. To provide administrative support to the Senior Early Years Lead.</li> </ol>
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### Principle Accountabilities:

#### 1. Responsibility for assisting in the smooth running of the Children and Family Centre's office, including:

- Liaising with the Strategic Hub Lead relating to work to be undertaken by the office
- Assisting with monitoring the induction of any new member of the staff team
- Covering duties of other team members in relation to their admin duties, in her/his absence.
- General word processing.
- Marketing and recording of information that is shared with parents and other stakeholders
- Assist with staff rota and timetabling
- Liaising with parents in relation to accessing services and activities
- Welcoming visitors, contractors and partners to our sites – keeping records and diary management.

#### 2. Assisting in the maintenance of the various Children and Family computerised databases including:

- Maintaining the Children and Family Centres attendance records, liaising with the Early Years team – Synergy inputting.
- Providing assistance with other information databases during the busiest times of the year
- Designing and maintaining leaflets and information for the centre
- Maintain and manage the Children and Family Centres website.

#### 3. To provide administrative support to the Senior Early Years Lead, including:

- Assisting the Senior Early Years Lead in all aspects of her/his role, including contacting parents where necessary.
- Attending meetings as required
- In liaison with the Senior Early Years Lead, maintaining a confidential filing system
- Taking minutes of meetings
- Maintaining information boards for parents

<p><b>General Statements</b></p>	<ul style="list-style-type: none"> <li>▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.</li> <li>▪ Enactment of Health and Safety requirements and initiatives as appropriate</li> <li>▪ All employees are required to declare any conflict of interest that may arise before or during their employment.</li> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the Children &amp; Family Centre conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.</li> <li>▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.</li> <li>▪ Ensuring work is line with the School's Green Commitment Policy goals.</li> <li>▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To demonstrate a commitment to good customer care.</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> </ul>
<p><b>To contribute as an effective and collaborative member of the School Team</b></p>	<ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training as required.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>▪ Contributing in meetings and being a supportive member of the school team.</li> </ul>



**Person Specification**

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		<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b>	<ul style="list-style-type: none"> <li>▪ A sound knowledge of computer databases.</li> <li>▪ Knowledge of co-ordinating and delegating the work of a team.</li> <li>▪ Level 2 or above educational qualifications relating to admin</li> <li>▪ Up to date knowledge of local government computerised databases.</li> <li>▪ Good standard of written English and maths</li> </ul>	E D D D D E	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Experience of administration in a similar public sector environment.</li> <li>▪ Experience of databases.</li> <li>▪ Experience of devising admin procedures and ability to streamline outputs</li> </ul>	E E	
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate with care and discretion with persons at all levels.</li> <li>▪ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff.</li> <li>▪ Ability to organise one's own tasks with minimum supervision.</li> </ul>	E E E	

<p><b>Special conditions:</b></p>	<ul style="list-style-type: none"> <li>▪ Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.</li> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2023 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
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