



Minsthorpe Community College Job & Person Specification

Post Title:	Administration Support
Grade:	G3 – Point 3-4
Hours:	Term-time plus 10 days – 37 hours per week 8.00am-4.00pm Monday to Thursday 8.00am-3.30pm Friday
Reporting to:	Associate Team Leader - Admin

Overall Purpose of Post:

To form part of a multi-disciplined and college-wide support team, providing effective clerical, administrative, and financial support to the college.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn and develop.
- To identify children who may be in need of extra help, who are suffering or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

Employment checks required of this post:

- Proof of eligibility to work in the UK
- Proof of relevant qualifications (original certificates)
- Two satisfactory references
- DBS Enhanced Disclosure check
- A Prohibition Order check
- A medical assessment prior to commencement of employment.

Key accountabilities, duties and responsibilities:

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with student first aid/welfare duties, looking after sick students, liaising with parents/staff etc.
- Assisting with arrangements for college trips, events, and visits by school nurse, photographer etc.



- Provide routine clerical support e.g. photocopying/reprographic services, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Take notes at meetings
- Collate student reports
- Undertake routine administration e.g. registers/college meals
- Operate relevant equipment/ICT packages (e.g. Word, Excel, Outlook, databases, spreadsheets, Internet)
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record monies as required
- 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 equal opportunities for all
- Contribute to the overall ethos/work/aims of the college
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.

Person Specification:

Criteria		Essential/Desirable
Education, Training and Qualifications	A good level of formal education including GCSE English and Maths	E
	Support Work in Schools (SWiS) Level 2	D
	NVQ Level 2 in Administration	D



Skills and Knowledge	Good working knowledge of all Microsoft packages including Word, Excel, PowerPoint, and Outlook.	E
	Knowledge of Sims MIS.	D
	Good Numeracy/ Literacy Skills	E
	Ability to work calmly under pressure	E
	Initiative, flexibility and ability to handle change	E
	Interpersonal skills to build effective working relationships with student and staff across the college	E
	Organisational skills to prioritise own workload and complete tasks to required deadlines	E
	Work constructively as part of a team	E
	Understanding college roles and responsibilities and your own position within these	E
Appropriate knowledge of First Aid	E	
Experience	Experience of working in an administrative/support role.	E
	Experience of working in a school setting.	D
Personal Attributes	Enjoy working alongside young people and adults.	E
	Be supportive of the aims and ethos of Minsthorpe Community College.	E