



IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **Please include evidence of how you meet each of the criteria set out in the Person Specification.** Please do not include a CV as these will be disregarded.
- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.
- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.
- Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.
- If you return your application by post please ensure that you use the correct postage rate.
- All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the Recruiting Manager to ring you.
- We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for Interview. Therefore, if you have not heard from us within two weeks of the Closing Date, you must assume your application has been unsuccessful.
- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.



Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Admin/Organisational Support – Role A

SECTION: Schools

1. PURPOSE OF JOB

Under the direction / instruction of senior staff, provide routine general clerical / administrative / financial support to the school.

2. PRINCIPAL ACCOUNTABILITIES

Organisation

- Undertake reception duties, answer routine telephone calls, redirect calls, pass on messages to others as required and deal with face to face enquiries and sign in visitors
- Arrange hospitality as required
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with arrangements for visits by school nurse, photographer etc.
- Assist in the preparation of school activities, e.g. sports day

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records / management information systems
- Undertake typing, word-processing and other IT based tasks for teaching and other support staff
- Sort incoming and outgoing mail and distribute accordingly
- Undertake routine administration e.g. registers / school meals
- Contribute to the production of material, e.g. lay out of year books / staff handbooks etc.

Resources

- Operate office equipment, e.g. photocopier, computer
- Arrange for reprographic equipment repairs and servicing, following procedures
- Arrange orderly and secure storage of supplies
- Check stock deliveries and refer any queries to suppliers or line manager as required
- Undertake routine financial administration in accordance with procedures, which may include:
 - receiving and processing monies / income, including processing and banking of cash / cheques and issue of receipts, collecting and recording money for school meals, school funds, sale of tickets, supplies etc.
 - account for small amounts of petty cash
 - assisting with the checking and processing of all invoices / accounts
 - recording correct data entry against relevant budgets within procedure

Responsibilities

- Be aware of and comply with related 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 equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- 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

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

PERSON SPECIFICATION

POST TITLE: **Admin/Organisational Support Role A**

CRITERIA

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications and
Knowledge**

- Induction / basic skills
- Good understanding of relevant technology, e.g. photocopier
- Appropriate knowledge of first aid

Experience ☐

- 3 – 6 months experience of general clerical / administrative work ☐

Skills & Abilities

- Good numerical / literacy skills in order to undertake a range of tasks, e.g. counting money, maintaining records, undertaking banking, checking travel / expense claims
- Keyboard / computer skills where this is appropriate for the role, e.g. production of reports, routine and non-routine correspondence
- Able to maintain simple records, e.g. dinner monies, school fund, sale of tickets, supplies etc.
- Able to relate well to children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing straightforward advice on first aid etc
- Able to use judgement to resolve straightforward problems, such as checking deliveries and assessing whether to refer an issue to line manager or another member of staff
- Able to demonstrate sensitivity and tact
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. when counting dinner money, maintaining records and checking deliveries
- Able to undertake short term planning, e.g. when carrying out tasks within the working day or contributing to planning for school activities, e.g. sports day
- Able to address routine issues independently with reference to instructions / guidelines but needing to refer any problems to manager
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Participate in development and training opportunities

Equalities ☐

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources, 3rd Floor, Bartholomew House, Bartholomew Square, Brighton, BN1 1JE.