



## 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.



## JOB DESCRIPTION

**JOB TITLE:** Admin/Organisational Support – Role C  
**SECTION:** Schools

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### 1. PURPOSE OF JOB

Under the guidance of senior staff, **undertake** administrative / financial / organisational processes as required. **Assist with the planning and development of support services.**

### 2. PRINCIPAL ACCOUNTABILITIES

#### Organisation

- Deal with **complex** reception / visitor etc., matters as required
- Act as a first point of contact for Head Teacher / management team, including telephone enquiries, receiving visitors, arranging hospitality and dealing with mail
- **Act as first point of contact in dealing with customer complaints, referring on to more senior staff as appropriate**
- **Support the administration of First Aid to pupils and staff, liaising with senior staff and parents and completing incident report forms**
- Oversee pupils not in class or at the end of the school day as required
- **Organise** school trips, events etc as required.
- **Contribute to the planning, development and organisation of support service systems / procedures / policies**
- **Supervise, train and develop staff as appropriate**

#### Administration

- **Identify, set up and manage** manual and computerised records / management information systems
- **Analyse and evaluate** data / information and **produce reports** / information / data as required
- Undertake typing, word-processing and complex IT based tasks
- **Provide personal, administrative and organisational support to senior staff, making appointments, arranging and preparing for meetings etc. and generating routine correspondence as required**
- Maintain filing systems as required
- Attend and **take minutes** at meetings, as required
- Undertake administration of **complex** procedures
- **Complete and submit complex forms, returns etc., including those to outside agencies, e.g. DfES**
- **Undertake the administration of Payroll systems**
- **Oversee the accurate recording and updating of pupil and staff information using both manual and computerised records**
- Sort incoming and outgoing mail and **maintain necessary records**

## Resources

- **Operate relevant equipment / complex ICT packages (e.g. Word, Excel, graphics, database, Internet)**
- **Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required**
- Provide general advice to staff, pupils and others
- **Undertake research and obtain information to inform decisions**
- **Assist with procurement and sponsorship**
- **Assist with marketing and promotion of the school**
- **Manage administration of facilities including use of school premises**
- Undertake **complex** financial administration procedures, which may include:
  - recording and monitoring income and expenditure against budget headings
  - producing reports for the Head Teacher / senior managers as required

## Responsibilities

- Comply with and **assist in the development of 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
- **Establish constructive relationships and communicate with other agencies / professionals**
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- **Recognise own strengths and areas of expertise and use these to advise and support others**

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 C

## CRITERIA

## ESSENTIAL CRITERIA

### Job Related Education and Qualifications and Knowledge

- NVQ Level 3 or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages, **including the school's specialist software / equipment / resources**
- **Full working knowledge** and understanding of range of relevant policies / codes of practice and awareness of relevant legislation
- Appropriate knowledge of first aid procedures

### Experience

- Demonstrable experience of development, management and operation of administrative systems likely to have been gained **over a period of two years**

### Skills & Abilities

- Good numerical skills to undertake a variety of tasks, e.g. maintaining accounts for schools activities, producing financial reports
- Good literacy skills to undertake a variety of tasks, e.g. minute taking, maintaining diary(ies) producing correspondence on behalf of the Head Teacher
- **Very good** ICT skills, e.g. production of reports, correspondence, inputting / updating information
- Able to relate well to children and adults, often **on behalf of the Head Teacher**, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, **providing advice**
- Some need to use analytical, **judgmental, creative and developmental skills**, e.g. when setting up appropriate systems and producing financial information for line managers / auditors
- Able to demonstrate sensitivity and tact particularly **when dealing with the more sensitive issues**
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. producing financial information, minute taking and drafting correspondence
- Able to undertake short term planning, e.g. managing own workload, **managing the work of others**, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day
- Able to deal with more complex queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to self evaluate learning needs and actively seek**

## learning 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](http://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.