

# Administration Assistant



**We are Humber Education Trust.**



## FREDERICK HOLMES SCHOOL ADMINISTRATION ASSISTANT

<b>Grade:</b>	3, scp 3-5
<b>Salary:</b>	£24,027 - £24,790 FTE, Actual £11,181- £11,536, £12.46 - £12.85/hr
<b>Hours of work:</b>	20hrs/week (possibility of more hours)
<b>Contract:</b>	Permanent, Term time + 5 training days (195 days)
<b>Start date:</b>	ASAP following pre-employment checks

We have an exciting opportunity for an experienced Administration Assistant to join our admin team at Frederick Holmes School. You will be experienced in processing data accurately, including invoices, and be able to undertake a variety of admin tasks including reception duties.

Frederick Holmes School is a community special school catering for pupils with severe physical/ learning disabilities and those with profound and multiple needs aged 2-19.

### **JOB REQUIREMENTS:**

- Provide all aspects of the school's administrative, financial and support services with a focus on processing invoices.
- Deal with reception visitors
- Assist with managing and maintaining manual and computerised records
- Organise school trips/events
- Undertake typing and IT based tasks e.g. ScholarPack input / updating online sites

### **THE SUCCESSFUL CANDIDATE WILL HAVE:**

- GCSE Grade A-C or equivalent in English and Mathematics
- Training in IT based systems e.g. Microsoft Package, Sage
- Experience using ScholarPack or equivalent pupil database
- Experience of communicating with the public and outside agencies
- Experience of producing / maintaining / evaluating data

If you believe in the children in Hull, are passionate about our community and truly want to make a difference then we would love to hear from you.

***Visits to the school are encouraged and can be arranged through the school office.***

## **AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:**

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassador and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration

## **HOW TO APPLY:**

Please visit our [Eteach careers page](#) to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

**Closing date for completed applications:** 8am, Monday 17 March 2025

**Interview date:** Monday 24 March 2025

If you have any queries regarding the role or application process, please contact Claire Turner, HR Administrator, at Frederick Holmes School via Tel: 01482 804766 or email [cturner@frederickholmes.het.academy](mailto:cturner@frederickholmes.het.academy)

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

## **CONDITIONAL OFFER:**

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

## **SAFEGUARDING STATEMENT:**

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

**SCHOOL:** Frederick Holmes School

**GRADE:** 3

**JOB TITLE:** Administration Assistant

**DATE PREPARED:** 15/6/17

**JE NUMBER:** HET09

**EVALUATION DATE:** 20 June 2017

**DIGNITY AT WORK:** To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the academy.

**PURPOSE:** To provide all aspects of administrative duties within the school. Contribute to the planning and monitoring of support services, including assisting the head teacher.

## PRINCIPAL ACCOUNTABILITIES:

1.	To promote and safeguard the welfare of children and young people.
2	To provide all aspects of the administrative role e.g. filing, replying to general correspondence, answering the telephone etc. Updating communication systems e.g. notice board, website.
3	To assist in managing and maintaining manual and computerised records/information systems, inputting data and generating reports. Creation and maintenance of information databases. Analysing and evaluating data/information. To undertake typing, word processing and IT based tasks e.g., Scholar Pack/update online sites with school information linked to personnel and data protection.
4	To assist the head teacher in all aspects of administration duties that they require.
5	To assist all aspects of pupils' welfare including first aid and welfare duties.
6	To assist in organising school trips/events etc and keep the Head teacher and Business Manager updated.
7	To undertake all aspects of general administration.
8	To deal with reception visitors and to keep the head teacher informed of any issues affecting the smooth running of the school.
9	To collate Governors and committee papers for the head teacher.
10	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the academy, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the academy.

## GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the academy.

## DIMENSIONS:

**1. Responsibility for Staff:**

None

**2. Responsibility for Customers/Clients:**

To liaise with parents and outside agencies in regard to child wellbeing and welfare.

**3. Responsibility for Budgets:**

None

**4. Responsibility for Physical Resources:**

None

## WORKING RELATIONSHIPS:

**1. Within Service Area/Section:**

All staff members, Governors, pupils, parents, outside agencies and the community.

**2. With External Bodies to the Academy**

Other Schools/Academies and educational establishments, school suppliers/agencies.

**3. With External Bodies to the Academy**

Governors Team

EFA

DfE

## ORGANISATION CHART:

**Head Teacher**

**Deputy Head Teacher**

**School Business Manager**

**Administration & Attendance Officer**

**Administration Assistant**

	Not applicable	Low	Moderate	High	Very High	Intense
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).	✓					
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).		✓				
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.		✓				

I have read and accept the role of Administration Assistant.

Name:

Signed:

Date:

## PERSON SPECIFICATION

<b>PERSON SPECIFICATION</b>				
<b>The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b>		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation</i>				
<b>1.</b>	<b>Qualifications:</b>			
	GCSE grade A-C or equivalent in English and Mathematics	✓		AF CQ
	Training in IT based systems e.g. Word, Excel etc	✓		AF CQ
	Training in ScholarPack or similar IT systems		✓	AF
	Qualified First Aider		✓	AF
<b>2.</b>	<b>Relevant Experience:</b>			
	Experience of development, management and operational administration systems e.g. Word, Excel	✓		AF I
	Experience of dealing with pupils, parents, staff members and outside agencies	✓		AF
	Experience of producing/maintaining and administration of pupils and staff data within a school e.g. production of reports analysis of data, working closely with external agencies	✓		AF I
	Experience of IT/web-based systems		✓	AF
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people	✓		AF
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		R I
	To work independently and use initiative	✓		R I
	To work as part of a team	✓		R I
	Very good numeracy/literacy skills	✓		AF
	Effective use of ICT and other specialist equipment/resources	✓		R
<b>4.</b>	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF
	A working knowledge of relevant policies/practices and awareness of relevant legalisations		✓	AF
	Knowledge and commitment to ensuring the wellbeing of pupils e.g. medical, physical and emotional	✓		I
	Knowledge of the law and of procedures relating to attendance at the school		✓	I
	Knowledge of financial controls		✓	AF I
<b>5.</b>	<b>Interpersonal/Communication Skills</b>			
	<b>Verbal Skills</b>			

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	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		R I
	Interpersonal skills to deal with demanding pupils parents including sensitive information	✓		AF
	Good verbal skills when dealing with pupils, staff, parents and outside agencies	✓		I
<b>Written Skills</b>				
	Ability to complete reports	✓		AF
	Ability to produce written and statistical information	✓		AF
	Ability to produce high quality, parent friendly materials, e.g. School Prospectus / website information		✓	AF P
<b>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</b>				
<b>6.</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓		DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after shortlisting)



## We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

**This is us. Humber Education Trust.**



## We value our employees



The following **benefits** are available to employees within our academies:

### Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

### Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

### Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure & East Riding Leisure



### Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to make a real difference to the lives of our students*