

Buttsbury Infant School

Billericay, Essex

Part-Time Administration/Clerical Assistant

June 2024 or earlier

Fixed Term until 31st December 2024

Two days per week – including Fridays



Buttsbury Infant School

How to find us

Address:	Perry Street Billericay Essex CM12 0NX
Telephone:	01277 622821
Email:	admin@buttsbury-inf.essex.sch.uk
Website:	https://www.buttsbury-inf.essex.sch.uk/essex/primary/buttsbury-inf



Part-Time Administration/Clerical Assistant

Two days per week – Fridays plus one other day - TBC

7.45am – 4.00pm during term time including non-pupil days

30 minutes lunch break

Scale 2: Point 4: Actual salary: £8338

Dear Applicant,

Thank you for your interest in the above post. I hope that you find our recruitment pack helpful. It includes information about the school and the selection process. Also included are the Person Specification and Job Description on which you should base your application.

Experience working within a school environment would be helpful but is not essential.

If you require any further information then please do not hesitate to contact me via the school office.

Visits to school are warmly encouraged and can be arranged via the School Office.

The school is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced criminal record disclosure checks.

I look forward to receiving your application.

Yours faithfully,

Ann Robinson

Executive Headteacher



Selection Process Guide

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process. We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Applications

Applications must be emailed to the Executive Headteacher, Ann Robinson – head@buttsbury-jun.essex.sch.uk
The closing date is: Friday 3rd May, noon

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. Candidates who best meets the person specification will be invited to an interview. We will notify you by email. If you have not heard from us within 3 working days of the shortlisting date, you will not have been successful at this stage. Interview date: TBC.

References

We request references for all candidates who are invited to interview, in line with safer recruitment. This request will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer. Please note that the school will conduct searches for information on shortlisted candidates which is publicly available on-line.



Buttsbury Infant School



Job Description

Job Title	Admin/Clerical 'C' Primary School
Grade	2020 Scale 4 (Band 2 max)
Reports to	Office Co-ordinator/Headteacher
Liaison with	Headteacher, other staff, pupils, parents
Purpose of the Job	To provide an effective and efficient clerical and welfare support to the school.

Duties

Welfare

- To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary
- To liaise with parents regarding pupils' sickness/injury
- To assist with visits from nurse, dentist etc
- To assist with the general welfare of pupils

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always complied with, including the signing in and out of visitors
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Clerical

- To undertake typing and word processing as required
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- To provide general clerical support as required
- To assist with the monitoring and maintenance of stock and order supplies as necessary
- To assist with the administration of school visits in liaison with the teaching staff

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION

Admin/Clerical 'C' (Primary)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent First Aid Qualification
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of H&S policy and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own

	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Working knowledge and good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role