

JOB SPECIFICATION

Job Title: Faculty Administration Assistant- Science	Grade: 5
Department: Science	Accountable to: Head of Science
Contractual Terms: Permanent	Responsible for: N/A

Overall Purpose of the Job:

To provide an administrative support to the department under the directions of the Head of Science.

Key Duties and Responsibilities:

- Manipulate statistical data as required using appropriate IT packages
- Maintain departmental data related to student progress using information provided by Teachers
- Be responsible for stock taking and ordering of new books/equipment
- Maintain displays and equipment in the faculty
- Organise the administration and security of the department's resources including regular stock takes and equipment checks
- Undertake a range of reprographic duties, including collation and distribution
- Be responsible for the collation and retrieval of resources
- Produce certificates, posters and flyers at key times during the year

Other duties:

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's Supervisor from time to time, in consultation with the post holder.
- Co-operate with the school to enable the responsibilities placed upon the service under the Health and Safety at Work Act to be performed e.g. operate safe working practices

Additional Information

- Undertake any such duties commensurate with the post as directed by the Co-Heads/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note:

E = Essential criteria to be able to undertake the job

D = Not essential to undertake the role but would be beneficial

A = Application Form

I = Interview/Assessment process

Criteria		Essential/ Desirable	How Assessed	
Qualifications:	The role requires a minimum of 5 GCSE's Grade 4 – 9 (A –C) or equivalent including English and Maths.	E	A	
	Willingness to Continue with further training	E	A/I	
Experience:	Relevant experience of working in a Secondary School.	E	A/I	
	Success in supporting young people.	D	A/I	
	Experience of dealing with confidential information.	E	A/I	
	Relevant experience of using: <ul style="list-style-type: none"> ● Microsoft Office packages ● data analysis/use of spreadsheets 	E	A/I	
	Knowledge of and interest in Secondary Education.	E	A/I	
	Ability to assimilate and present data with accuracy and attention to detail.	E	A/I	
Knowledge and Statutory Requirements:	The post holder requires basic knowledge of Trust policies, procedures and practices, together with some knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people.	E	A/I	
	The post holder requires a reasonably practical level knowledge of the Academy's policies, procedures and practices as well as statutory regulations.	E	A/I	
Planning, Organisation and Mental Challenge:	The post holder requires judgemental skills in order to identify straightforward solutions to simple problems.	E	A/I	
Empathy & Social Intelligence:	The post holder is not required to have empathy and/or social intelligence.			

Interpersonal & Communication:	The post holder requires good communication and interpersonal skills to relate, to people at all levels within the Trust.	E	A/I	
Physical Skills and Demands:	Works in an office environment. The post holder is expected to have a considerable demand for precision and speed to be able to accurately input information to meet strict deadlines.	E E	A/I A/I	
Initiative & Independence:	The post holder will work from instruction, but will be expected to use their initiative and make some minor decisions, as they arise. Problems are referred to their line manager.	E	A/I	
Emotional Challenge and Resilience:	Limited emotional challenge and resilience.	E	A/I	
Philosophy and Commitment:	An interest in educational issues. A belief that everyone can benefit from, and has entitlement to, high quality educational opportunities. A personal commitment to lifelong learning and continuous professional development. Commitment to high standards, best value and continuous improvement. A 'can-do' approach and positive attitude to innovation and change.	E E E E	A/I A/I A/I A/I	
Personal Qualities:	Ability to contribute to effective team working. Effective time management. Ability to work confidentially and with discretion. Excellent organisational skills.	E E E E	A/I A/I A/I A/I	

Responsibilities for Resources:

Line Management Responsibilities: The post holder will have no direct Line Management responsibilities.

Financial Responsibilities: The post holder will have no direct responsibility for financial resources.

Physical Resources: The post holder has some responsibility for the care, accuracy, confidentiality and security of student information.

Responsibility for People:

The post holder has some impact on the well-being of students/learners, or groups of people, though undertaking their everyday duties on behalf of the Trust.

Responsibility for Policy Development:

The post holder will have no direct responsibility for policy development within the Trust.

Responsibility for Student Outcomes:

The post holder will have limited direct impact on the educational outcomes of students/learners.

Working Conditions:

The post holder works in an office environment and can have minimal exposure to people issues throughout the working day.

Main Contacts:

The post holder must always project a professional image when dealing direct with colleagues, governors, parents/carers and external bodies.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: 02 May 2019

Signature of Post holder: **Date:**

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form. The letters A, B and C in the "Rank" column refer to the importance we will give to your answers when we read your application. You must all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during your induction period.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.