

DRINGHOUSES PRIMARY SCHOOL

Applicants' Guide for the post of

**Level 1
Administration Assistant
November 2024**

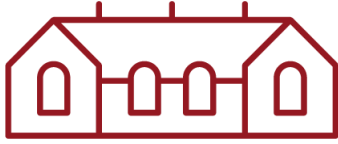


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You will find an application form on our website <http://www.dringhouses.york.sch.uk>, where you will also find a link to our most recent Ofsted Inspection Report.

Please note that we are committed to safeguarding and promoting the welfare of children. We will require the successful applicant to undertake an ENHANCED criminal record check via the DBS.



Dringhouses
Primary School | York

November 2024

Dear Applicant

Level 1 Administration Assistant Vacancy

Thank you for your interest in our school and requesting details of the administration assistant vacancy.

Applications may be submitted by e-mail or by post, which must be received by 12 midnight at the latest on Wednesday 4th December 2024.

If you have not heard from us by Tuesday 10th December 2024, please assume that on this occasion you have not been successful.

We look forward to hearing from you.

Yours sincerely

Miss M K Swiers
Head of School

DRINGHOUSES PRIMARY SCHOOL

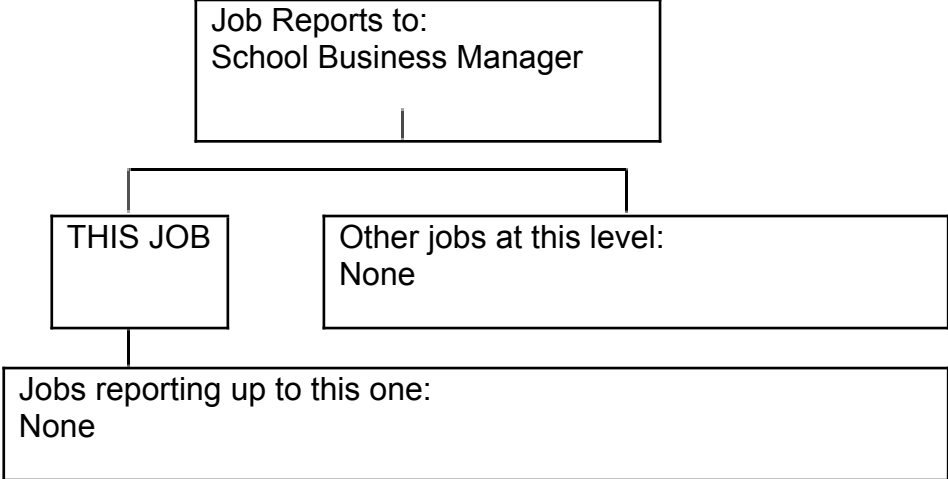
PERSON SPECIFICATION

Post of L1 Administration Assistant

| | Essential Attributes | Desirable Attributes | Method used to gain information (A=Application; I=Interview; R=Reference) |
|---|---|--|--|
| Qualifications | ECDL or equivalent | | A |
| Experience | Minimum of two years' administrative experience | Administrative experience in a school | A/R |
| Job Related Skills and Knowledge | Proficiency in Word, Excel and other Microsoft Office packages | Working knowledge of databases and proficiency in using mail merge tools | A/I/R |
| | Excellent communication skills | | A/I/R |
| | | First Aid Qualification | A/I |
| Personal Skills and Qualities | Organised and efficient | | A/I/R |
| | Ability to work well in a team | | A/R |
| | Ability to use initiative and prioritise workload independently | | A/I/R |
| | Calm under pressure | | A/I/R |
| | Ability to use discretion and respect confidentiality | | A/R |
| | Ability to pay attention to detail | | A/I/R |

| JOB DESCRIPTION | | |
|---|---|---|
| DIRECTORATE: Learning Culture & Children's Services | | DEPARTMENT: Schools |
| JOB TITLE: Admin Assistant / Receptionist | | POST NUMBER: |
| REPORTS TO (Job Title): School Business Manager | | Grade School Admin 1 |
| 1. | MAIN PURPOSE OF JOB To contribute towards the provision of an efficient and effective administration / reception support service within a school under the close supervision of a more senior colleague / Headteacher | |
| 2. | CORE RESPONSIBILITIES, TASKS & DUTIES: | |
| | i. | To produce word-processed documents. |
| | ii. | To input information on a computerised system, maintaining computerised records and producing management information, as requested. |
| | iii. | To process outgoing and incoming mail, sorting, date stamping and distributing as necessary. |
| | iv. | To maintain a manual filing system, including the accurate archiving and appropriate destruction of files. |
| | v. | To answer incoming telephone calls, responding to requests for information, where appropriate, transferring calls to other members of staff and taking accurate messages if staff is unavailable. |
| | vi. | To undertake reception duties and to receive visitors, ensuring they are dealt with promptly and courteously. |
| | vii. | To undertake photocopying, faxing of documents, ordering of office stationery and materials and undertaking other office routines. |
| | viii. | To undertake routine administrative tasks like the processing of invoices, recording petty cash and the maintenance of records, e.g. timesheets, sickness absence logs, etc. |
| | ix. | To provide a diary service for other members of staff, arranging appointments, as necessary. |

| | | |
|-----------|---|--|
| | x. | To take and transcribe accurate minutes of meetings within set timescales. |
| 3. | SUPERVISION / MANAGEMENT OF PEOPLE No responsibility for others other than helping to induct new staff No. Reporting - Direct: None Indirect: None | |
| 4. | CREATIVITY & INNOVATION Subject to close supervision, established procedures, practices and daily routines, the jobholder has the ability to suggest a better working practice and to implement it with the mutual agreement of the supervisor/ manager and the rest of the team. Uses initiative in the checking of letters and documents in relation to layout and content. Ability to give routine advice and seek information from pupils / parents | |
| 5. | CONTACTS & RELATIONSHIPS Under the guidance of a more senior colleague / Headteacher. All staff, pupils, parents, and Governors. Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services. | |
| 6. | DECISIONS – discretion & consequences Working within understood school policies, referring any unusual matters to the supervisor/ team leader, as and when necessary. Makes decisions from an established range of alternatives, e.g. ordering supplies, inputting/ updating information on the system. Judgements involving straightforward, job-related facts or situations. Can suggest modifications/ variations to practices. Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality. The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents. | |
| 7. | RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i> Description (Value) Normal Office Equipment. | |

| | |
|----|---|
| 8. | <p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p><i>Work Demands</i> The job has a constant predictable workload with routine.</p> <p>Physical Demands, This role is largely office bound but sometimes involves moving around the school premises</p> <p><i>Working Conditions</i> No unpleasant working conditions. Normal office environment</p> <p>Work Context There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses</p> |
| 9. | <p>KNOWLEDGE & SKILLS</p> <p>Computer literacy, numerate, typing/secretarial skills. Understanding of a small number of routine administrative work procedures which can be gained through a short induction period or on the job instruction. Ability to communicate effectively at all levels. Understanding of SEN and child protection issues. A pro-active record of CPD.</p> |
| 10 | <p>Position of Job in Organisation Structure</p>  <pre> graph TD A[Job Reports to: School Business Manager] --- B[THIS JOB] A --- C[Other jobs at this level: None] B --- D[Jobs reporting up to this one: None] </pre> <p>The diagram is an organizational chart. At the top is a box labeled "Job Reports to: School Business Manager". A vertical line descends from this box and connects to a horizontal line. From this horizontal line, two vertical lines descend to two separate boxes: "THIS JOB" on the left and "Other jobs at this level: None" on the right. From the bottom of the "THIS JOB" box, a vertical line descends to a larger box at the bottom labeled "Jobs reporting up to this one: None".</p> |

OUR SCHOOL

Dringhouses Primary School is situated on the western side of York, about three miles from the City centre and off the A64. The school serves a mix of private and social housing. York is a beautiful old city, full of historical and cultural interest. There are two universities, an excellent transport system, with provision for cyclists, good schools and sports' facilities, and extremely good shopping centres.

Dringhouses Primary School opened in 1863 on Tadcaster Road, in the building now occupied by the local library. It was originally a small village school for about 50 children. In 1884 the school log book records that the total grant for that year was £21. 15s. 5d. These were the days of 'payment by results' and the scramble for free places that was common to all elementary schools. The log book is available to anyone interested in a more detailed history of the school.

The current school was built in 1904 and is a co-educational school for children aged 4 to 11 years of age. The internal facilities, which are continuously being improved, consist of:

- ❖ Ten classrooms, all with interactive whiteboards
- ❖ A library
- ❖ Learning support rooms, for teaching smaller groups of children
- ❖ A medical room with accessible toilet and shower
- ❖ A large hall/dining room
- ❖ A music room
- ❖ A learning hub
- ❖ Administration offices
- ❖ A meeting room
- ❖ A children's kitchen
- ❖ A central reception area

The main playground includes a separate multi-use games area for ball games and a garden area, which is used as a learning resource. There is a smaller playground at the rear of the school, as well as a separate playground which forms part of the Early Years' Foundation Unit. There is a playing field and wildlife area opposite the school, which the pupils use during the day for sporting and Forest School activities.



WHAT MATTERS TO US AS A SCHOOL

Dringhouses Primary School lays the foundations for children to become life-long learners and builds confidence, independence and enthusiasm. We care for, support and value every single child and encourage each one to achieve the highest possible standards through offering an enjoyable and stimulating curriculum which develops creative, enquiring, understanding citizens.

The aims of the school are to:

Develop citizenship through:

- ❖ Learning life skills including confidence, independence and responsibility
- ❖ Learning to have respect for oneself, others and the environment
- ❖ Learning to appreciate social, religious and cultural differences
- ❖ Recognising and celebrating successes and achievements
- ❖ Encouraging a healthy life style

Develop partnership through:

- ❖ Working together with children, staff, parents, governors and the wider community

Educate children by:

- ❖ Providing challenging, stimulating, worthwhile and enjoyable experiences
- ❖ Developing enquiring and creative minds
- ❖ Encouraging hard work, commitment and self-discipline to maximize potential

Thank you for your interest in our school.

**If you have any questions, or to arrange a visit,
please contact the school office on 01904 553940 or
e-mail admin@dringhouses.co.uk**

We look forward to receiving your application.