

## **Isle of Anglesey County Council**

### **Job Description**

Job Title: School Support Officer Level 2

Post Number:

Directorate: Learning

Service Unit: Ysgol Cemaes

Grade: **2**

### **Overall Job Purpose:**

- ☐ Under the instruction/guidance of senior staff, provide general administrative/ financial support to the school.
- To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

### **Principal Accountabilities / Key Tasks:**

#### **Organisation**

- ☐ Undertake reception duties, answering general telephone and face-to-face enquiries and signing in visitors.
- ☐ Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, etc.
- ☐ Assist in arrangements for school trips, events, etc.

#### **Administration**

- ☐ Provide general clerical/administrative support, e.g. Photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- ☐ Maintain manual and computerised records/management information systems, e.g. SIMS.
- ☐ Produce lists/information/data as required, e.g. Pupil data (STAR).
- ☐ Undertake typing and word processing and other IT-based tasks.
- ☐ Take notes at meetings.

- ☐ Sort and distribute mail.
- ☐ Undertake administration procedures.
- ☐ Maintain and collate pupil records.
- ☐ Undertake routine administration of school lettings and other uses of school premises.

### **Resources**

- ☐ Operate relevant equipment/ICT packages (e.g. Word, Excel, databases, spreadsheets, internet).
- ☐ Maintain stock and supplies, cataloguing and distributing as required.
- ☐ Operate uniform and other sales within the school.
- ☐ Provide general advice and guidance to staff, pupils and others.
- ☐ Undertake general financial administration, e.g. Processing orders of supplies, compile and maintain school inventory.

### **Responsibilities**

- ☐ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- ☐ Be aware of and support difference and ensure equal opportunities for all.
- ☐ Contribute to the overall ethos/work/aims of the school.
- ☐ Appreciate and support the role of other professionals.
- ☐ Attend and participate in relevant meetings as required.
- ☐ Participate in training and other learning activities and performance development as required.

### **Position in the Organisation:**

Reports to: Headteacher

Responsible for N/A

Staff supervised: N/A

## Financial Resources

Level: A,B or C?                      N/A      Indicative Value £ N/A

## Physical Resources

Land and buildings - No./area	Value £ N/A
Plant / Vehicles / Equipment – No	Value £ N/A
Information Systems – No./volume:	Value £ N/A

## Delegation

None

## **Demands within the job:**

Physical demands

Mental demands

Emotional demands

## Language Requirements:

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
English Language Skills (Please see the skills framework attached)						
Listening (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick one)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick one)	Level 0 <input checked="" type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

**Working Arrangements and Conditions:**

Working week: Monday – Friday (during the school term – 39.0 weeks)

Contracted hours: 15 hours per week

The salary is based on a pro rata contract to 37 hours per week and adjusted for working term time only

Spread:

Identified work base: Ysgol Cemaes

Normal work location

- ☒ Normally office based
- ☐ Office based but with some site / home / meeting visits
- Role involves substantial travelling with occasional visits to identified work base

Business Travel

- No business travel
- ☒ Some business travel. Postholder may be called upon to provide own vehicle
- ☐ Some business travel. Council vehicle may be provided to postholder
- ☐ Postholder employed as driver / required to operate specialist machinery

Exposure to disagreeable working conditions

Environmental

- ☒ Minimal / normal office environment
- ☐ Some
- ☐ Significant

Aggressive / difficult clients

- ☒ Minimal
- ☐ Some
- ☐ Significant

Other Conditions:

DBS Check Required:

- ☒ Enhanced  
☐ Standard  
☐ Not Applicable

Education Workforce Council Registration:

- ☒ Required  
☐ Not Applicable

Work Flexibilities / Restrictions

Politically Restricted Post:

- ☐ Yes  
☒ No

:

Home / Mobile Phone provided

- ☐ Yes  
☐ No

Protective Clothing provided:

- ☐ Yes  
☐ No

### **Flexibility**

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.

**Date of preparation of this job description document: 2006**

Name of postholder: \_\_\_\_\_

Signature of postholder: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Line Manager: \_\_\_\_\_

Signature of Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## **Isle of Anglesey County Council - Person Specification**

### **1. Education and Training**

The minimum educational requirements/professional or vocational qualifications for the post

#### 1.1 Essential

1.1.1 NVQ2 or equivalent qualification or experience in relevant discipline.

1.1.2 Good numeracy/literacy skills

#### 1.2 Desirable

##### 1.2.1

Any specific training required for the post Incl. Certification

#### 1.3 Essential

1.3.1 Experience of general clerical/administrative/financial work.

#### 1.4 Desirable

##### 1.4.1

### **2. Key Competence Requirements**

Job related knowledge Critical for effective performance

#### 2.1 Essential

2.1.1 Appropriate knowledge of first aid

2.1.2 Knowledge of relevant policies/codes of practice and awareness of legislation.

#### 2.2 Desirable

##### 2.2.1

Specific skills critical for effective performance

#### 2.3 Essential

2.3.1 The ability to communicate orally and in writing in both Welsh and English is essential

2.3.2 Effective use of ICT packages

2.3.3 Excellent keyboard skills

2.3.4 Use of relevant equipment/resources

#### 2.4 Desirable

##### 2.4.1

Managerial skills critical for effective performance



2.5 Essential

2.5.1 N/A

2.6 Desirable

2.6.1 N/A

### **3. Personal Attributes**

Personal values and characteristics which should be demonstrated in performing the duties of the post

3.1 Essential

3.1.1 Ability to relate well to children and adults

3.1.2 Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these.

3.2 Desirable

3.2.1

### **4. Personal Circumstances**

Job demands which, if not met, could constrain effective performance in post

4.1 Essential

4.1.1 Ability to identify own training and development needs and co-operate with means to address these.

4.2 Desirable

4.2.1

# ISLE OF ANGLESEY COUNTY COUNCIL

## Welsh Language Skills – workplace assessment

NAME : .....

SERVICE : .....

LOCATION : .....

GRADE OF POST : .....

DATE : .....

### POST IS WELSH ESSENTIAL/DESIRABLE (as noted on the job description)

Tick the relevant box (at least one from each section, ie. (i), (ii), (iii), (iv))

#### (i) Listening

✓

0	No skills	
1	Able to understand basic enquiries in Welsh ["Ble mae...?", "Ga i siarad â...?"]	
2	Able to understand a basic social conversation in Welsh	
3	Able to follow routine conversations involving work between fluent Welsh speakers	
4	Able to follow the majority of conversations involving work including group discussions	
5	Able to understand all conversations involving work	

#### (ii) Reading

✓

0	No skills	
1	Able to read basic words and phrases, e.g. signs or short and simple notes	
2	Able to read basic material involving work (slowly)	
3	Able to read routine material with a dictionary	
4	Able to read the majority of material in own area	
5	Able to understand all material involving work	

#### (iii) Speaking

✓

0	No skills	
1	Able to conduct a general conversation [greetings, names, saying, placenames]	
2	Able to answer simple enquiries involving work	
3	Able to converse with someone else, with some hesitancy, regarding routine work issues	
4	Able to speak the language in the majority of situations using some English words	
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary	

#### (iv) Writing

✓

0	No skills	
1	Able to write basic messages – "Diolch am y llythyr. Dyma gopi o'r map"	
2	Able to answer simple correspondence with assistance	
3	Able to draft routine text, with editing assistance	
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision	
5	Skilled – able to complete written work without the need for revision	

While undertaking the skills assessment for the post it is necessary to look at the language skills of the team and the nature of the service and then justify if a post is not 'Welsh essential'.