

Isle of Anglesey County Council Job Description

Job Title: School Support Officer Level 1 (Administration and Organisation)

Department: Education

Section: Ysgol Rhyd y Llan

Salary Scale: Level 1

Position in the Establishment

Accountable to: Report to the Senior Support Officer on a day to day basis and to the headteacher.

Responsible for:

Staff: No

Finance: No

Other: No

Purpose of the Post:

Under the instruction/guidance of senior staff, provide routine general clerical, 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.

Key Tasks/Main Responsibilities:

Organisation

- Undertake reception duties, answering routine 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.
- Assisting with arrangements for visits by school nurse, photographer, etc.

Administration

- Provide routine clerical support, e.g. photocopying, filing, faxing, e-mailing, complete routine forms.
- Maintain manual and computerised record/management information systems, including input of Star Data.
- Undertake typing, word processing and other IT-based tasks.
- Sort and distribute mail.
- Undertake routine administration, e.g. registers/school meals.

Resources

- Operate office equipment, e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies, compile and maintain school inventory.
- Undertake routine financial administration, e.g. collect and record dinner money.

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 an appropriate person.
- 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.

Work arrangements

Working week:

20 hours per week (Monday – Friday).

Location:

Ysgol Rhyd y Llan - You may, however, be required or permitted to work anywhere with the Council's area on a permanent or temporary bases without additional time or payment for doing so.

Bilingual Requirement (Welsh & English):

ESSENTIAL

Other Conditions:

DBS Check Required:

- Enhanced
- Standard
- Not Applicable

Education Workforce Council Registration:

- Required
- Not Applicable

Flexibility:

Your attention is drawn to the fact that in some cases, particular duties and responsibilities are difficult to define in detail 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 levels 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.

Review:

The job description is issued in September 2008 and will be reviewed regularly as part of individual and organisational development and performance review and may be subject to variation.

Person Specification

Job title: School Support Officer Level 1 (Administration and Organisation)

Date: September 2008

Section 1: Education & Training

The minimum education, qualifications and/or training required for effective performance.

Essential:

3 GCSE's grade C or above or equivalent.
Good numeracy/literacy skills.

Desirable:

Qualifications in administration and/or Information Technology.

Section 2: Experience

The range and level of experience of the duties, tasks and responsibilities within the job description and relevant related activities.

Essential:

Up to date knowledge of a wide range of computer systems.

Desirable:

Experience of working successfully in an office.

Section 3: Key Qualities

Job specific knowledge and skills critical for effective performance in post.

Essential:

Effective use of ICT.

Use of other equipment and basic technology, e.g. video, photocopier.

Ability to reach targets within time limits.

Desirable:**Section 4: Personal Attributes**

Personal values and characteristics which should be demonstrated.

Essential:

Ability to relate well to children and adults.

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Willingness to participate in development and training opportunities.

Effective communication skills, orally and in writing in Welsh and English.

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 ✓	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 ✓	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 ✓	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 ✓	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 ✓	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 ✓	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 ✓	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 ✓	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

Section 5: Personal Circumstances

Requirements which, if not met, could place constraints on effective performance.

Language Skills – Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English 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 Welsh / 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
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