

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

Post Number:

Service / Section: Ysgol Llandegfan

Grade: 1

Overall Job Purpose:

Under the instruction/guidance of senior staff, provide routine general clerical, administrative, financial support to the school.

General: *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.*

Main Duties / Responsibilities:

1. Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors;
2. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, etc.;
3. Assisting with arrangements for visits by school nurse, photographer, etc.;
4. Provide routine clerical support; e.g. photocopying; filing; faxing; e-mailing; routine forms;
5. Maintain manual and computerised record/management information systems, including input of Star Data;
6. Undertake typing, word processing and other IT-based tasks;
7. Sort and distribute mail;
8. Undertake routine administration; e.g. registers/school meals;
9. Operate general office equipment; e.g. photocopier; computer;
10. Arrange orderly and secure storage of supplies, compile and maintain school inventory;
11. Undertake routine financial administration; e.g. collect and record dinner money;
12. Be aware of and comply with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection, and reporting all concerns to an appropriate person;
13. Be aware of and support difference, and ensure equal opportunities for all;
14. Contribute to the overall ethos/work/aims of the school;
15. Appreciate and support the role of other professionals;
16. Attend and participate in relevant meetings, as required;
17. Participate in Training and other learning activities and performance development, as required.

<u>Person Specification:</u>		Essential (E) Desirable (D)
<u>Education and Training</u>		
<p>The minimum educational requirements / professional or vocational qualifications for the post:</p> <ol style="list-style-type: none"> 1. 3 GCSEs at Grade C or above, or equivalent; 2. Qualifications in Administration and/or Information Technology. 		<p>E D</p>
<p>Any specific training required for the post Including Certification:</p>		
<u>Key Competency Requirements</u>		
<p>Job-related knowledge</p> <ol style="list-style-type: none"> 1. Up-to-date knowledge of a wide range of computer systems; 2. Experience of working successfully in an Office environment. 		<p>E D</p>
<p>Specific skills:</p> <ol style="list-style-type: none"> 1. Effective use of ICT; 2. Use of other equipment and basic technology; e.g. video; photocopier; 3. Ability to reach targets within time limits. 		<p>E E E</p>
<u>Personal Attributes</u>		
<ol style="list-style-type: none"> 1. Ability to relate well to Children and Adults; 2. Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these; 3. Willingness to participate in development and Training opportunities. 4. Effective communication skills, orally and in writing, in Welsh and English 		<p>E E E E</p>
<u>Position in the Organisation:</u>		
Reports to:	Senior Support Officer on a day-to-day basis, and to the Head Teacher.	
Staff Supervised:	None	
<u>Working Arrangements and Conditions:</u>		
Working Week:	Monday – Friday (<i>Term time</i>)	
Identified Work Base:	Ysgol Llandegfan	
Contracted Hours:	16 hours per week - flexible	

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		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 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 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"/>

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 School. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document:

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, place names]
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