



Beamont Collegiate
Academy

28th July 2023

STEM & SLP Support and Admin Assistant

Job Description and
Person Specification



'I can, I do & I will be!'

POST OVERVIEW

STEM & SLP Support and Admin Assistant

We are looking to appoint a dedicated and enthusiastic STEM & SLP Support and Admin Assistant to providing administrative work for NCCE Computing Hubs and Science Learning Partnership within the school as well as TCAT and Priestley.

The successful candidate will have previous experience working in a busy office environment and have excellent interpersonal skills and must be proficient in MS Office applications and other online platforms. Previous experience of working in an educational setting or within STEM Learning would be an advantage. This role is fixed term for two years, office based - candidates must have the ability to travel to support offsite CPD when required.

The successful candidate will be required to apply for an enhanced DBS Certificate from the Disclosure & Barring Service. Details can be found on <https://www.gov.uk/disclosure-barring-service-check>.

Terms and Benefits

- 1) Salary: TCAT Support Staff Scale – Grade 5 SCP 8-14 (Pro-rata: £19,593 - £21,857)
- 2) Full time (37 hours per week) Term time Only plus 5 Days (39 weeks) / FTC until Aug 2025
- 3) Eligible for Local Government Pension Scheme (Cheshire Pension Fund Scheme)
- 4) Occupational Sick Pay Scheme (entitlements based on service)
- 5) Access to TCAT+ our Reward, Recognition and Wellbeing offer including access to retailer discounts and benefits, cycle to work scheme and online resources to support physical, emotional, professional, financial and social wellbeing.
- 6) Training and development opportunities / CPD
- 7) Any other benefits.

Applications should be returned, only using the application form provided, to heesomc@bca.warrington.ac.uk by the closing date of Monday, 11th August, 9am.

Interviews commencing 21st August 2023.

Start Date: September 2023

POST DETAILS

Location:	Beamont Collegiate Academy
Job title:	STEM & SLP Support and Admin Assistant
Salary:	TCAT Support Staff Scale – Grade 5 SCP 8-14 (Pro-rata: £19,593 - £21,857)
Hours of Work:	37 hours per week (Term Time plus 5 days) The role will be split between 22 hours in STEM Centre and 15 hours in the Main Admin Office
Reporting to:	Computing Hub Project Manager / Office Manager
Responsible for:	Providing Admin Support to the NCCE Computing Hubs and Science Learning Partnership contracts for TCAT/Priestley College/BCA and school's main administration team.
Job purpose:	<ul style="list-style-type: none"> • The postholder will ensure that general administrative support is provided across any/all of the contracts held for NCCE and SLP across the region(s). • Providing efficient and effective administration and all aspects of customer service support for both face to face and remote CPD activities where required. • Maintain effective relationships across the internal BCA/Priestley College/TCAT stakeholders, STEM Learning national network and any relevant employer and industry links. • Support the marketing of the NCCE & SLP CPD programmes, including web based, hardcopy and social media platforms. • Providing efficient and effective administration & reception support to the Academy and wider community. • To ensure that visitors, staff and students receive an excellent level of administrative support and reception services at all times.

<p>Professional Conduct</p>	<ul style="list-style-type: none"> • To ensure that visitors, staff and students receive an excellent level of administrative support and reception services at all times. • Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position. • Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions. • Show tolerance of and respect for the rights of others. • Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. • Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
<p>General Responsibilities</p>	<ul style="list-style-type: none"> • To support Academy activities, attending appropriate Academy events. • General housekeeping • Any other duties deemed reasonable, as directed by the Principal. • To work consistently to uphold Academy's aims. • To work in a co-operative and polite manner with all stakeholders. • To work with students and parents in a courteous, positive, caring and responsible manner at all times. • To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures. • To work with visitors to the Academy in such a way that it enhances the reputation of the Academy. • To seek to improve the quality of the Academy's service. • To present oneself in a professional way that is consistent with the values and expectations of the Academy.

JOB DESCRIPTION

STEM & SLP Support Assistant

- To provide administrative office support across the NCCE and SLP programmes.
- To support the delivery of high quality CPD as part of the NCCE and SLP programmes.
- Maintenance of internal course planning documentation in line with current procedures.
- Accurate entry of course information into the STEM Learning booking platform (Dynamics), monitoring of bookings and production of reports as required.
- Creation and dissemination of appropriate course information to support the participants CPD journey, adhering with STEM Learning requirements.
- Proficient use of all STEM Learning platforms i.e., Confluence, Adestra, Dynamics, Web2Print etc.
- Administer the physical computing loan scheme with the Hub Lead
- Attendance and participation in regular STEM Learning webinars or training, providing updates and feedback where required.

Admin Assistant

- Efficient administrative support for Teaching and Support staff.
- Effective co-ordination and maintenance of records for various Academy procedures. Including: Duty teacher, site work, first aid rota, radio system, CCTV, educational visits, absence information, FSM. Arbor-related information (this list is not exhaustive).
- Maintenance of electronic and paper filing systems in line with Academy disposal schedule.
- To deal effectively with visitors, staff and student enquires maintaining a helpful and efficient level of customer service at all times.

- Ensure that visitors, staff and students adhere to the correct signing in/out procedures and are issued with appropriate identity badges
- Efficient telephony skills and effective transfer of all incoming telephone calls and messages.
- Faxing, scanning, e-mailing relevant to outside agencies when necessary.
- Ordering/checking in & distribution of goods.
- The storing and distribution of post. Preparation and franking of Academy mail.
- The collection and delivery of all internal mail.
- Effective management of electronic mail systems.
- Specific responsibilities regarding Fire Evacuation procedures.
- To be willing to undertake First Aid training and carry out workplace first aid for staff.

PERSON SPECIFICATION

Criteria		Essential	Desirable	Assessment Method
Relevant experience				
1	Working as an administrator with good ICT skills including a knowledge of Microsoft Word and Excel and Arbor system (or similar platform).	x		A
2	Experience of working within education setting.		x	A/I
3	Knowledge and experience of using remote online platforms i.e. Google Meet, MS Teams, Adobe Connect etc.		x	A/I
4	Knowledge and awareness of GDPR requirements and regulations.	x		A/I
5	Previous experience of working with STEM Learning systems.		x	A/I
Qualifications				
6	Numeracy and Literacy to at least Level 2 (GCSE or equivalent)	x		A
7	NVQ Business admin related qualification		x	
8	Willingness to undertake CPD, skills-based training, first aid and other health and safety courses to support the school's commitment to health and safety.	x		
Knowledge and Understanding				

9	Should have the knowledge and understanding of the nature of the routine tasks that need to be completed on a daily basis – both in STEM and Admin.	x		A/I
10	Understanding of the extent and nature of the role, and the commitment and flexibility required to fulfil it.	x		A/I
11	Understanding of what is required in being part of the SENCO and admin team.		x	A/I
12	Understanding of what is required to support effective delivery of CPD.	x		
13	Previous experience/understanding of administrative systems and providing support to a diverse team both face to face and remotely.	x		
Competencies				
14	Strong organisation and prioritisation skills.	x		A/I
15	Communicate clearly, accurately and helpfully with staff, students, parents, visitors and contractors, and handle all enquiries in a professional manner.	x		A/I
16	Work effectively and efficiently under pressure.	x		A/I
17	Take personal initiatives in liaison work within a team of teaching and support staff;	x		A/I
18	Willingness to undergo further administrative training, when appropriate.	x		A/I
19	Good communication skills, orally and written.	x		A/I
20	Ability to work well as part of a team, and to build trust and openness.	x		A/I
21	Discretion, courtesy, honesty and integrity.	x		A/I

22	Reliable, punctual and diligent.	x		A/I
23	Commitment to safeguarding and the welfare of pupils.	x		A/I
24	Willingness to be involved in the wider life of the school		x	A/I
Commitment to Equal Opportunities				
25	Understanding of and commitment to the principles and practice of equality, diversity and inclusion, both in relation to employment issues and to service delivery	x		A/I

Key: A = Application; I = Interview; T = Task

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.