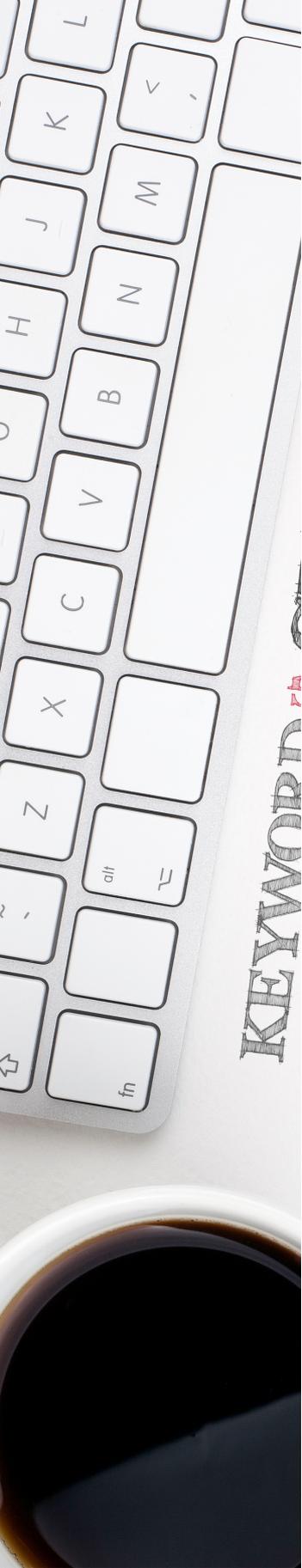


Recruitment Pack

ADMINISTRATIVE ASSISTANT
(LIBRARY & CAREERS)





Dear Candidate

Thank you for your interest in the position of Administrative Assistant. Whilst general administration is the function of any admin team member the person appointed will have responsibility for the library and careers administration.

The Trafalgar School at Downton is a friendly, rural secondary school, set in the historic village of Downton on the edge of the New Forest.

I joined this vibrant, caring and progressive school in September 2020 and our school is continuing its journey towards providing an outstanding education for all our students and becoming the school of choice for Salisbury and the surrounding area.

Our school ethos is built firmly on our values and vision for young people, which you can find out more about in the enclosed recruitment information and on our website. Our aim is to develop open-minded, flexible, resilient individuals, with the skills and attitudes to be successful in tomorrow's society. Empowering young people to be the source of their own success, is our commitment in enabling our students towards a life fulfilled.

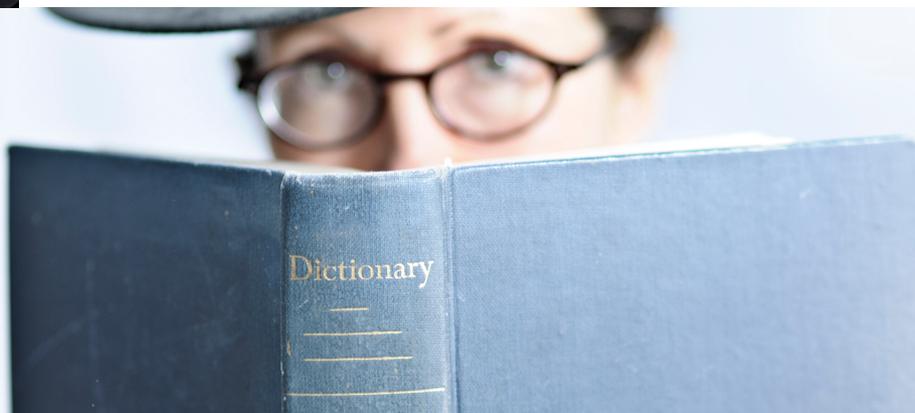
Adaptable, versatile, energetic, and keen to throw yourself into the life of our school and its community, you may already be established and seasoned in school administration, reception duties or you may be just starting out on your career in this field. What really matters is your ability to add value to our work.

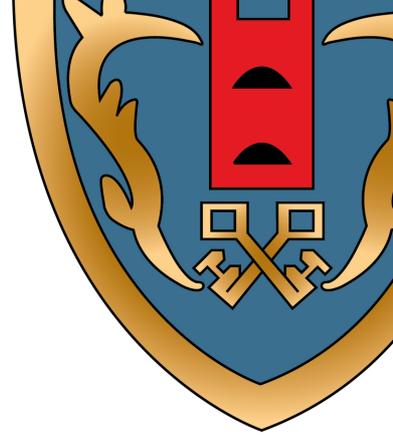
To apply for this position, you should complete the Application Form. Your supporting statement (which should be no more than 1 side of A4) should explain your reasons for applying for this position, your relevant qualifications and experience to date and what you can bring to the role. The deadline for applications is 30th September 2022.

I hope you gain a sense of our ethos and values from the information contained in this Recruitment Pack. If you would like any further information please contact Rachel Reeves - r.reeves@trafalgar.wilts.sch.uk or Tel: 01725 550300

I very much look forward to receiving your application.

Jonathan Curtis
Headteacher





Our Purpose

OUR VISION FOR YOUNG PEOPLE

By the time they leave our school our young people will be able to communicate effectively. They will be able to solve mathematical and scientific problems. They will be able to express themselves creatively and imaginatively. They will have a strong sense of self, a sense of others and a sense of place. They will make informed choices that effect positively on their own wellbeing. They will ask questions, be reflective and adaptive; capable of thinking and acting for themselves and ready to join forces with others to achieve a goal. They will be positive in their mind-set and willing to face up to a challenge. Our young people will understand what is right and what is wrong, and stand up for equality and human rights. They will appreciate other cultures and traditions. Our young people will be thoughtful, caring and active citizens making a difference to their community and to society.



TOWARDS A LIFE FULFILLED

Empowering young people to be the source of their own success





Our Values

Our values define us and underpin our ambition of a life fulfilled through empowerment. These values apply to our staff, as well as to our student community, so we seek a colleague who is:

STRONG AND SPIRITED

They believe that as an individual and within a community, they are in charge of their own destiny and they have the power to change the world both for others and for their selves. They are self-motivated.

GIVING

They look for opportunities every day to serve other people and to make the world just that little bit better in whatever way they can. By doing this they improve their own sense of self-worth. They understand the importance of civic responsibility, of being a positively contributing member of society.

DETERMINED

They do not give up even if the road gets tough. They are resilient, persevere and achieve their goals. They understand that commitment to a long term goal is the key to a successful and fulfilled life and gives them roots.

COMPASSIONATE

They care about others and themselves and understand that sometimes people need our support.

ENTHUSIASTIC

They enjoy life and appreciate everything they see and do. They find joy in the smallest things. They always give of their best and expect the same from others.

TRUSTWORTHY

They strive to do what is right and value honesty and trust.

RESPECTFUL

They realise that everyone has talents and gifts and should be respected. They expect that both for and from themselves. They listen to others and are courteous. They are socially confident and understand the importance of self-regulation.

OPEN-MINDED

They understand that difference is a positive thing and that no one way is always the right one. They are tolerant of others and expect the same towards themselves.

WHAT
ARE YOUR
VALUES



Salary

Grade E (FTE: £20,194 - £20,801) Actual Salary £11,668

25 hours per week (0915 and 1415, Monday to Friday)

39 weeks per year of term-time

Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes (TPS and LGPS)
- EV scheme
- Cycle to work scheme
- Wiltshire rewards (last year, our staff saved £1,800 on purchasing through this scheme)
- Benenden healthcare scheme
- Discounted gym membership
- Employee assistance phone line (support with health, financial and legal issues)



Job Description

CORE PURPOSE:

To provide effective and efficient clerical support to the school with direct responsibility for managing the library and for careers administration.

KEY TASKS:

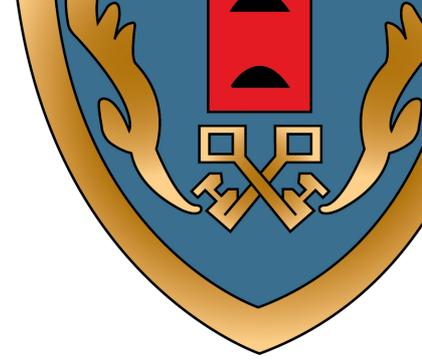
- Ensuring adequate book selection and purchase
- Ensuring books are displayed in an accessible way
- Maintaining library records including an inventory of books
- Promoting reading for pleasure
- Promoting the library as a resource for students
- Overseeing the check-out process for books
- Follow up on late return of books
- Maintaining a careers library
- Coordinating careers appointments for students
- Coordinating student career surveys at key points
- Liaising with local Post 16 providers
- Maintaining the schools Careers website

GENERAL RESPONSIBILITIES:

- General administrative support within the Admin office inc. reprographics, reception duties as and when required, updating student records.
- To ensure all duties are carried out in accordance with Health & Safety regulations and with due regard to Child Protection and Safeguarding
- To undertake any training and development for the better fulfilment of the post
- Act at all times as an ambassador for the school and model behaviour which upholds our Trafalgar values and ethos
- Foster good relationships with colleagues, students and the wider community
- Demonstrate a commitment to personal professional development
- Carry out other duties as may reasonably be assigned by the line manager and Headteacher.



Person Specification



EXPERIENCE:

- Good basic education to GCSE standard or equivalent
- In administration/logistics (Desirable but not essential)
- As a communicator working within a service environment

KNOWLEDGE AND UNDERSTANDING:

The Administrative Assistant should have knowledge and understanding of:

- The nature of the routine tasks that need to be completed on a daily basis;
- The extent of the role, and the versatility required to fulfil it
- Working knowledge of basic Microsoft packages - namely word and excel
- Of SIMs (Desirable but not essential)
- Working with confidential information
- Of the needs of young people

SKILLS AND ATTRIBUTES:

- 'Sunny' disposition
- The ability to multi task and manage interruption
- The ability to make accurate judgements of situations, and refer these to other staff, if necessary
- Helpful and positive attitude in a busy environment
- The ability to build and maintain positive and productive relationships with colleagues and students
- Ability to work calmly and under pressure
- Resilient
- Good communication and interpersonal skills
- Good organisational skills
- Attention to detail and meticulous
- Ability to work on own initiative
- Ability to prioritise own workload

