

Heathlands School, St Albans

Required September 2021

Admin Assistant to the BSL Centre

An exciting opportunity has arisen to join the staff of this vibrant, high achieving local authority special school for deaf children aged 3-16. We are looking for an efficient admin assistant to support the work of Heathlands' BSL training Centre.

Pay Scale: H3 - Hourly rate is £10

Hours: Part time 20 hours per week, term time only. To be worked Monday to Friday, 9.30am – 1.30pm.

Occasionally the post holder may be required to work outside these times to support with administration of exams for which time off in lieu is given.

The successful candidate will have:

- Good communication skills and excellent written English. The ability to use British Sign Language would be an advantage but is not essential.
- Good organisational and time management skills
- The ability to work with accuracy under pressure and to deadlines
- Strong ICT skills
- Flexibility, initiative and common sense

Heathlands is committed to safeguarding pupils and this post will require an enhanced DBS check. Safer recruiting practices will be followed.

To apply for this position please return your application form and person specification form to:

The Co-Headteachers, Heathlands School, Heathlands Drive, St Albans AL3 5AY.

Email: head@heathlands.herts.sch.uk

For an informal discussion please email head@heathlands.herts.sch.uk to arrange a telephone or facetime discussion.

Closing Date: Friday 10 September 2021 @ 12:00 noon

HEATHLANDS SCHOOL

Job Title : Admin Assistant and Exams Officer for BSL Centre

Grade : H3

Hours: 20 hours a week, term time only

1. Main areas of responsibility:

To provide general administrative support to the BSL Centre and BSL Tutors to include tasks such as:

- Answer any BSL Centre enquiries by phone, letter or email.
- Drafting letters.
- Collating information.
- Completing forms
- Inputting of data into computerised databases and other packages, including SIMS, and producing summary tables and charts.
- Printing and circulating information
- Co-ordinating the collection of information for the website and uploading updates.
- Co-ordinating the collection of information for termly newsletters, drafting newsletter pages and entering photographs.
- Maintaining spreadsheet of invoices and budget balance under supervision of budge holder.
- Maintain records of students enrolling for courses and keep files up-to-date.
- Dealing with all payments into the Centre, including drawing up of contracts for students paying by instalments and keeping up-to-date with these records.
- BSL Centre exams officer – book and coordinate exams (including maintaining the paperwork for each exam and submitting the information to Signature).
- BSL Centre exams officer - invigilate for exams.
- Liaise with Signature regarding candidates and exams.
- Responsible for ordering of stock or equipment and for drinks machine (including cashing up on a weekly basis and restocking, maintaining a record of money in and spent on stock).
- Deal with any machine repairs – book engineer and oversee the work done.
- Promote courses and workshops.
- Other administrative tasks as directed.

2. Organisational Chart:



3. Supervision:

The post holder will be line managed by the BSL Centre Manager.

4. Job Context:

The post holder will work within the BSL Centre, but may have to travel to exams if they are off site.

5. Contacts

Frequent Contacts	Other Contacts
BSL Centre Manager BSL Tutors Deputy and Assistant Head Teachers Administrative Staff Education and Inclusion Officers Residential Staff Teaching Staff Classroom Support Staff Children/Young People Head Teacher	Parents Visitors Volunteer Staff Outside organisations/companies

6. Knowledge, Experience and Training (person specification):

- Excellent communication skills and high level of written English
- Strong ICT skills; effective use of word, excel, databases, publisher and power point essential.
- Experience of working in a school setting.
- Ability to use SIMS would be an advantage and the willingness to learn essential
- Methodical and accurate approach to work
- The ability to work flexibly and to manage a demanding and potentially changeable workload.
- Good organisational skills and the ability to liaise effectively with other staff members, parents and local community groups
- Knowledge of sign language would be an advantage and the willingness to learn essential
- The ability to solve problems using own initiative and working as part of a team

- Confidentiality, discretion and professional integrity.
- To be available for occasional evening exams.

7. Problems and Decisions

- Use of common sense and discretion in overcoming any problems
- Alertness to Health and Safety issues and issues affecting learner welfare
- Assessment of work and effective management of time
- Operating in line with whole school and BSL Centre policies and procedures
- Pro-activity in overcoming difficulties.