Isle of Anglesey County Council

Job Description / Person Specification

PART A

CYNGOR SIR YNYS MÔN ISLE OF ANGLESEY COUNTY COUNCIL

Job Title: School Support Officer Level 2

Post Number:

Service / Section: Ysgol Llanfechell

Grade: 2

Overall Job Purpose:

Under the instruction/guidance of senior staff, provide general 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 general 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 in arrangements for School trips, events, etc.;
4. Provide general clerical/administrative support; e.g. photocopying; filing; faxing; completion of standard forms; respond to routine correspondence;
5. Maintain manual and computerised record/management information systems; e.g. SIMS;
6. Produce lists/information/date as required; e.g. Pupil Data (STAR);
7. Undertake typing and word-processing, and other IT-based tasks;
8. Take notes at meetings;
9. Sort and distribute mail;
10. Undertake administration procedures;
11. Maintain and collate pupil records;
12. Undertake routine administration of school lettings, and other uses of school premises;
13. Operate relevant equipment/ICT packages; e.g. Microsoft Word; Excel; databases; spreadsheets; Internet;
14. Maintain stock and supplies, cataloguing and distributing as required;
15. Operate uniform and other sales within the School;
16. Provide general advice and guidance to Staff, Pupils and others;
17. Undertake general financial administration; e.g. processing orders of supplies; compile and maintain school inventory;
18. 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 the Head Teacher;
19. Be aware of and support difference, and ensure equal opportunities for all;
20. Contribute to the overall ethos/work/aims of the school;
21. Appreciate and support the role of other professionals;
22. Attend and participate in relevant meetings, as required;
23. Participate in training and other learning activities and performance development, as required.

Person Specification:	**Essential (E) Desirable (D)**
Education and Training **The minimum educational requirements / professional or vocational qualifications for the post:** 1. NVQ2, or equivalent, qualification, or experience in a relevant discipline; 2. Good numeracy/literacy skills. **Any specific training required for the post, Incl. Certification:** 1. Experience of general clerical/administrative/financial work.	 **E** **E** **E**
Key Competency Requirements **Job-related knowledge critical for effective performance in post:** 1. Appropriate knowledge of First Aid; 2. Knowledge of relevant policies/codes of practice, and awareness of legislation **Specific skills for effective performance in post:** 1. The ability to communicate orally and in writing, in both Welsh and English; 2. Effective use of ICT packages; 3. Excellent keyboard skills; 4. Use of relevant equipment/resources.	 **E** **E** **E** **E** **E** **E**
Personal Attributes **Personal values and characteristics which should be demonstrated in performing the duties of the Post:** 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 within these.	 **E** **E**
Personal Circumstances **Job Demands which, if not met, could constrain effective performance in post:** 1. Ability to identify own training and development needs, and co-operate with means to address these.	 **E**

Position in the Organisation:	
Reports to:	The Head Teacher
Staff Supervised:	None

Working Arrangements and Conditions:	
Working Week:	Monday – Friday (*Term time*)
Identified Work Base:	Ysgol Llanfechell
Contracted Hours:	10 hours per week (39 weeks per year)

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Speaking (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐

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:

PART B

Further Knowledge, Skills and Competencies required for job evaluation assessment (can also be assessed during Interview):

Financial Resources	
Level:	N/A
Indicative Value:	N/A

Physical Resources	
Land and buildings - No./area	Value: £ N/A
Plant / Vehicles / Equipment	Value: £ N/A
Information Systems - No./volume	Value: £ N/A

Delegation:
None

Demands within the job:	
Physical Demands:	Minimal
Mental Demands:	Minimal
Emotional Demands:	Minimal

Normal Work Location:

- ☒ Normally office based
- ☐ Office based but with some site / home / meeting visits
- ☐ Role involves substantial travelling with occasional visits to identified work base

Business Travel:

- ☒ No business travel
- ☐ Some business travel. Postholder may be called upon to provide own vehicle
- ☐ Some business travel. Council vehicle may be provided to postholder
- ☐ Postholder employed as driver / required to operate specialist machinery

Exposure to disagreeable working conditions

Environmental:

- ☒ Minimal / normal office environment
- ☐ Some
- ☐ Significant

Aggressive / Difficult Clients:

- ☒ Minimal
- ☐ Some
- ☐ Significant

Other Conditions

DBS Check Required:

- ☒ Enhanced
- ☐ Standard
- ☐ Not Applicable

Education Workforce Council Registration (EWC):

- ☒ Required
- ☐ Not Applicable

Work Flexibilities / Restrictions

Politically Restricted Post:

- ☐ Yes
- ☒ No

Home / Mobile Phone Provided:

- ☐ Yes
- ☒ No

Protective Clothing Provided:

- ☐ Yes
- ☒ No

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 compete written work without the need for revision