



PONTARDDULAIS COMPREHENSIVE SCHOOL

Administrative Assistant

Date Published: June 2022



Contents

Headteacher's Welcome.....	2
School Context.....	3
Vacancy and method of application.....	4
Job Description.....	5
Person Specification.....	7
Our vision, mission statement and motto.....	10

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Headteacher's Welcome

Dear Candidate,

It is my privilege to welcome you to Pontarddulais Comprehensive School. I hope you find this pack a useful guide to giving you a thorough understanding of our close-knit school community.

Pontarddulais is focused on maximising our pupils' potential. We believe that striving towards excellence can only be achieved when pupils, parents and staff work in harmony. I am convinced that we all share the same aspirations for our young people – to be happy, safe and successful. The exceptional pupil results illustrate the school's determination to constantly improve standards of attainment for every child.

Outstanding pupil performance is achieved through providing a high-quality range of teaching and learning opportunities. Those learning opportunities also impact directly on pupils' achievements, which are celebrated through charity work, school productions, sport, drama and musical events.

The school is justifiably proud of its reputation for the care we provide, both in terms of welfare and educational provision. We work on the premise that each pupil is entitled to the highest quality educational experience that we can provide.

Please do not hesitate to contact us should you require further information or wish to visit the school.

Yours faithfully,



Headteacher – Mr. G. Rees

School Context

Pontarddulais Comprehensive School is an English medium 11-16 mixed school in the City and County of Swansea. There are currently 845 pupils on roll. The School was opened in 1982, with a Specialist Teaching Facility added in 2007 for up to 10 pupils with profound and multiple learning disabilities. It serves a large catchment area that includes Llangyfelach, Pengelli, Pontarddulais, Pontlliw and Penllergaer primary schools. Our pupils are drawn from a widely dispersed catchment area including urban areas, small villages and hill farms. A significant demand for places outside the designated catchment confirms the popularity of the school.

Our School has sustained a record of excellent performance in pupil outcomes. The School was last inspected by Estyn, in March 2016. The inspection team stated that the performance of pupils is outstanding. It was noted that pupils demonstrate exceptionally high levels of engagement and motivation in their learning.

To ensure the absolute best provision we carefully plan high-level professional learning for all staff. This continues to allow staff to progress successfully in their careers, as well as contribute to outstanding pupil outcomes.

We place great value on our partnerships with parents and carers. We believe that pupils' success is founded on forging positive relationships through mutual respect, and excellent teaching and learning experiences.

Vacancy and method of application

Role:	Administrative Assistant
Required:	September 2022
Grade:	3, Scale Point 4
Salary:	£19,264 (pro rata) Pay Award Pending (Actual salary £8,936)
Hours:	20 (Mon - Thurs 9.00 am – 2.00 pm) Days worked could be subject to change based on the needs of the School

We have an opportunity to appoint an Administrative Assistant within a busy School Office. The appointment will initially be temporary with a possibility of permanency.

We are seeking an enthusiastic and well qualified colleague with the ability to work well with members of staff in the School Office to provide routine general administrative and financial support.

A detailed job description and person specification is available with the application pack.

Further particulars and application forms are available from the School or directly from the school website: <https://pontcomp.co.uk/vacancies/>

Please email your application form to: evansm701@hwbcymru.net

The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service.

Within Swansea Council there is a "Safeguarding is Everybody's Business" principle, and this applies to all Swansea Council employees, elected members, volunteers and contractors. Further details can be found at <https://www.swansea.gov.uk/corporatesafeguarding>

Closing Date:	8 July 2022 at 1.00 pm
Shortlisting:	11 July 2022
Interviews:	14 July 2022

Job Description

POST TITLE:	Administration & Organisation Assistant Level 2
GRADE:	Grade 3 (Scale Point 4)
Salary:	£19,264 (pro rata) Pay Award Pending (Actual salary £8,936)
Hours:	20 (Mon - Thurs 9.00 am – 2.00 pm) Days worked could be subject to change based on the needs of the School

JOB PURPOSE:

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

Organisation:

- To assist and undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.

Administration:

- To provide routine general clerical/admin support eg. photocopying, filing, scanning.
- To work as part of a team to maintain and update computerised records on SIMS.
- To undertake typing and word-processing and use other electronic systems such as INSIGHT, Squid and InVentry.
- To assist Progress Managers with arranging letters/payments of school trips/visits.
- To assist with letters/payments of pupils' peripatetic music lessons.
- To assist with the school's newsletter and update the school's Twitter account.
- To assist in sorting and distributing mail.
- To undertake routine administrative procedures.

Resources:

- Operate relevant office equipment/ICT packages
- Provide general advice and guidance to staff, pupils and others.

- Provide support to the Office Manager in maintaining office stock and supplies.
- Provide support in respect of the sale and distribution of second-hand school uniform.

Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

General Duties

- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the City and County of Swansea Equal Opportunity Policy.
- To undertake the Personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties as may reasonably be required commensurate with the level of the post.
- The Authority retains the right to implement changes in job descriptions to reflect changes in the demands of the post and this will be done in consultation with you.

Person Specification

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EXPERIENCE:

General clerical/administrative/financial work.

Qualifications:

- NVQ 2 or equivalent qualification or experience in relevant discipline.
- Good numeracy/literacy skills.

Knowledge/Skills:

- Appropriate knowledge of first aid.
- Effective use of ICT packages.
- Use of relevant equipment/resources.
- Good keyboard skills.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to relate well to children and adults.
- Work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to identify own training and development needs and co-operate with means to address these.
- Good communication skills - verbal and writing.

Special Requirement

The School in line with the Local Authority Corporate Safeguarding Policy is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. The Authority expects all staff to undertake and keep up to date with mandatory safeguarding training for the both the protection of children and adults.

This post requires an Enhanced Level of DBS. The successful candidate will need to complete a satisfactory DBS check. Further information about the Disclosure Scheme is available at <https://ccos-powyscountycouncil.employmentcheck.org.uk/> or from the Personnel/HR section from Civic Centre, Swansea.



OUR VISION

Through inclusion, respect and resilience we will become better people and successful lifelong learners.

MISSION STATEMENT

In partnership with our wider community, we strive to provide the environment and opportunities to maximise the progress of all our pupils.

MOTTO

Learn to live... live to learn.