

**BEAL HIGH SCHOOL**  
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**Headteacher: Ms S Snowdon**

**ADMINISTRATIVE ASSISTANT**  
**Communication and Learning Department**

**36 hours per week x 46.4 weeks per year**  
**£17,484 – £18,582 (pro rata)**  
**(pending single status)**

We wish to appoint an Administrative Assistant for our Communication and Learning Department. The department is housed in a purpose built-block and caters for students with autistic spectrum disorders.

The person appointed will need administrative experience and have good keyboarding skills. They should be proficient in the use of Microsoft Word and Excel and will be required to undertake the full range of clerical and secretarial duties. A good knowledge of IT with the ability to problem-solve and make further developments is desirable.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced CRB Disclosure is required for this post.

Application Forms and an Information Pack can be downloaded from our website ([www.bealhighschool.org.uk](http://www.bealhighschool.org.uk)). Please return the completed forms to Beal High School no later than Tuesday 22<sup>nd</sup> June.

## **Outline Job Description**

- Departmental secretary for the Communication and Learning Department
- Administration of educational trips including paperwork and collecting money
- Collection of money that comes in from students' families for trips and activities and the issuing of receipts.
- Responsibility for electronic registration and paper copies
- Reception duties – telephone and personal enquiries
- Assisting with the input of information onto the student database
- Administration for annual reviews
- General clerical tasks for the effective running of the provision
- Use of Microsoft outlook, word, excel and powerpoint
- Maintenance of students' files and general filing
- First aid (training can be undertaken if necessary)
- Photocopying
- Incoming and outgoing mail
- Liaising with Local Authority on issues concerning transport, purchasing and finance etc
- Supporting the Director with monitoring the budget for the provision
- Responsibility for stock and ordering and the inventory
- Arranging meetings
- Taking and producing minutes for meetings
- Organising refreshments for meetings and visitors – tea / coffee biscuits etc
- Managing the departmental diary and room booking system.
- Liaison and collaboration with mainstream administrative / clerical / finance staff as required.
- Ordering and processing invoices through to Finance.

### **The Vacancy**

The Communication and Learning Department is a specialist provision which meets the needs of approximately 35 students who have a range of social communication difficulties including Autism and Asperger Syndrome. Students are based in a purpose built building but have opportunities for inclusion within the wider school community. The provision requires a full time administrative assistant.

The hours to be worked during term time are as follows

Mon, Tues, Thurs, Fri	8.15 – 1.15 then 1.45 – 3.30
Weds	8.15 – 1.15 then 1.45 – 5.45

The later finish on a Wednesday is to allow the administrator to attend the Communication and Learning Department's weekly team meeting.

The Communication and Learning Department is a self contained purpose built block. It comprises a reception area with the Director's office and general office adjoining. The general office houses the administrator and the deputy and has a photocopier, fax machine, laminator and other office equipment and furniture. The building also contains a conference room, multi purpose space, classrooms, a staff room, speech therapy room, relaxation room and toilets and provides a pleasant working environment.

### **The Main School Office**

The person appointed will liaise with the main school office and finance staff. The main office serves a student population of 1,630 students and a teaching staff of 120 and 110 support staff including clerical and technical staff, learning support assistants, caretakers and canteen staff. The school has a development policy which encompasses all support staff, together with an Equal Opportunities Policy. Very good relationships exist between the Teaching and Support staff.

<b>Administrator for the Communication and Learning Department</b>
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**36 hours per week, 46.4 weeks per year  
(Term time + 10 days during school holidays)**

**Person Specification**

**Education and Qualifications**

- Good standard of education
- Qualified in first aid or be willing to undertake a four day training course

**Experience**

- Experience of all aspects of office / administrative work including basic financial procedures is essential.
- Experience of working with students within a school environment is desirable not essential
- Experience of a school office is desirable but not essential
- Experience in dealing with spreadsheets and excel would be an advantage.

**Skills**

- Be well organised
- Be able to work to tight deadlines
- Be able to work both alone and as part of a team
- Have an excellent command of the English language, both oral and written
- Be ICT literate
- Have excellent computer and typing skills (Microsoft word, excel powerpoint)

**Personal Qualities**

- Be able to relate well to staff, pupils, parents and other members of the public
- Have a good telephone manner
- Have a good sense of humour
- Possess sound common sense
- Be flexible and able to work well under pressure, whilst remaining calm
- Be self motivated

## **Asylum and Immigration Act 1996 and Immigration (Restriction on Employment) Order 2004**

Under the Asylum and Immigration Act 1996 employers are required by law to see original evidence of proof of entitlement to work before taking on a new employee.

New regulations came into force on 1 May 2004 regarding what documents are required before employment can begin. The relevant documents are listed in the Immigration (Restriction on Employment) Order 2004.

If you are unable to produce one of the documents listed under Part 1\* of the attached schedule **Descriptions of documents for the purposes of article 4(2)(a)**, then you must produce two documents as stated under Part 2\* of the attached schedule **Descriptions of documents for the purposes of article 4(2)(b)**.

If you provide documents listed under Part 2\* then these must consist of one document from 1(a) and one document from 1(b)(i) to (vii) **or** the document described in 2(a) and one document listed in 2(b)(i) to (ii). If the two documents that you produce show different names then you must also produce a document explaining the difference.

Please note that applicants who produce documents listed under Part 1\* of the Schedule or Part 2\* section 2(a) and (b) will still be required to provide proof of their National Insurance number; this is required by the Council's Payroll function for Benefits Agency and Inland Revenue purposes.

Under the Immigration (Restriction on Employment) Order 2004, it is a requirement that the employer must have satisfied himself that each document produced appears to relate to the employee in question. If you choose to post your documents or arrange for someone else to produce these on your behalf, we will have to make further enquiries to confirm your identity.

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## **SCHEDULE**

### **Part 1**

#### **Descriptions of documents for the purposes of article 4(2)(a)**

##### Article 4(2)(a)

1. A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport containing a certificate of entitlement issued by or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.
3. A passport or national identity card, issued by a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, which describes the holder as a national of a State which is a party to that Agreement.
4. A United Kingdom residence permit issued to a national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confirms that the holder has rights of entry to or residence in the United Kingdom.
5. A passport or other travel document or a residence document issued by the Home Office which is endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, and who is resident in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, has indefinite leave to enter, or remain in, the United Kingdom or has no time limit on his stay.
7. A passport or other travel document endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
8. A registration card which indicates that the holder is entitled to take employment in the United Kingdom.

## Part 2

### Descriptions of documents for the purposes of article 4(2)(b)

#### Article 4(2)(b)

1. (a) A document issued by a previous employer, Inland Revenue, the Department for Work and Pensions' Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number of the person named in the document; and  
  
(b) either:-
  - (i) a birth certificate issued in the United Kingdom, which specifies the names of the holder's parents; or
  - (ii) a birth certificate issued in the Channel Islands, the Isle of Man or Ireland;or
  - (iii) a certificate of registration or naturalisation as a British citizen; or
  - (iv) a letter issued by the Home Office, to the holder, which indicates that the person named in it has been granted indefinite leave to enter or remain in the United Kingdom; or
  - (v) an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted indefinite leave to enter or remain in the United Kingdom; or
  - (vi) a letter issued by the Home Office, to the holder, which indicates that the person named in it has subsisting leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom; or
  - (vii) an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted limited leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom.
2. (a) A work permit or other approval to take employment issued by Work Permits UK;  
and  
  
(b) either:-
  - (i) a passport or other travel document endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the work permit employment in question, or
  - (ii) a letter issued by the Home Office to the holder, confirming the same.