



QUORN HALL
SCHOOL

Administration Assistant

Quorn Hall School is a well established independent therapeutic school for Children and Young People aged 6–17 years with Social, Emotional and Mental Health difficulties (SEMH). Many of the pupils at Quorn Hall School have additional special educational needs and diagnoses such as Autism and Attention Deficit Hyperactivity Disorder. Our culture here at Quorn hall School is based on a trauma informed attachment awareness and a low arousal approach.

We are part of the Cavendish Education Group, a unique schools group who provide expertise and networking opportunities across the 8 schools in the group. We value learning and see it as a lifelong process. We seek to create an open and creative community where everyone is valued, supported and challenged to be the best they can possibly be. Our community is based on honesty, integrity and responsibility borne out of mutual respect.

Our values and positive culture are demonstrated through the creative and flexible way we respond to challenges. Our aim is to create opportunities for pupils to be successful and develop a positive self image.



Quorn Hall School
Meynell Road
Quorn
Leicestershire
LE12 8BQ
quornhall@hays.com



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Administration Assistant

Reporting to: Office Manager

Salary: £20,903 to £23,541

(dependent on experience)

Contract type: Full Time,
Permanent, 52 weeks per year

Hours: 08:00-16:00, Monday to
Friday

Start date: ASAP or January 2023

Overview

We are excited to offer the opportunity to join our wonderful school and help to support our exceptional pupils. We are currently looking to appoint an experienced Administration Assistant to provide effective and efficient administrative support in line with school policies and procedures.

The successful candidate will contribute to the development of administrative systems and procedures and will contribute to the overall ethos, aims and values of the school, promoting a positive image within the school and wider community.

Main function

- To undertake filing and photocopying as required, including the basic maintenance of the photocopier/s and liaison with engineers when required/appropriate.
- Log all phone calls ref students on School Pod.
- Provide support in line with school evacuation procedures.
- Maintain the online school calendar and room booking system. To make sure there are no clashes in the calendar and to have a good overview of what meetings are taking place during each school day.
- Contribute to the development of administrative systems and procedures.
- Take minutes of meetings as requested.
- To coordinate the administration of school trips.
- To coordinate school event invitations and support with the planning of school events.
- To support the upkeep of the school website and social media sites.
- Keep staff and student emergency information up to date.

Other duties

- To ensure the Reception desk is covered as and when required.
- To be a welcoming, friendly and professional point of contact for telephone, face to face and email enquiries and to take messages where appropriate. Ensure messages are logged on Schoolpod and passed on to the relevant staff member.
- To help visitors with the signing in and out process.
- Upload student accident logs as and when required.
- To support operating the electronic security gates.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school/service as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.





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Person Specification

◆ Qualifications

Essential

- GCSE English and Maths (A*-C), Adult Literacy & Numeracy Level 2 equivalent or NVQ Level 2 or equivalent in a relevant knowledge area.

Desirable

- Relevant Qualification in Administration

◆ Skills, knowledge & experience

Essential

- At least 2 years of recent administrative experience
- Excellent literacy and numeracy skills
- Excellent ICT skills (Google and Microsoft).
- Strong organisational skills
- Willingness to work as a member of a team and make a positive contribution to the team's effectiveness
- Strong ability to communicate effectively and appropriately with people on all levels.
- Excellent listening skills
- The ability to follow instructions accurately, but make sound judgements when required.
- An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education
- The ability to form and maintain appropriate professional relationships and personal boundaries with colleagues, children and young people
- The ability to form and maintain appropriate professional relationships and personal boundaries with colleagues, children and young people
- Emotional resilience

Desirable

- Customer service / front of house experience.
- Reception desk experience within a school environment.
- Experience of, and an interest in, working on the school social media platforms
- Knowledge of the Google workspace

Quorn Hall School is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974.

I understand that if I am shortlisted for this role I will be required to obtain an Enhanced Disclosure & Barring Service Check (DBS) and complete a self disclosure for cautions and convictions. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information

