



SPRINGFIELD SCHOOL



## ADMINISTRATION OFFICER WILMSLOW CAMPUS





## SPRINGFIELD SCHOOL

Springfield School is a Cheshire East Maintained School for children and young adults from the ages of 4-18. Springfield is an Outstanding special school catering for a wide range of pupils with varying special educational needs.

We consider ourselves extremely privileged to work with such wonderful pupils. Our aim is to provide Outstanding teaching, learning and care for all in a safe, supportive environment. The milestones our pupils make are significant at all levels however big or small, everything we do is celebrated.

Springfield has grown considerably over the years and currently has over 260 pupils on role, across two sites located in Crewe and Wilmslow. The school is split between Primary, Secondary and Sixth Form departments on each site with a newly established Supported Internship programme supporting young people into employment.

Due to the demand for specialist places within the Local Authority Springfield School continues to grow provision. Each site carries the same principles and ethos and run a parallel curriculum. The two sites work together collaboratively to share policy, procedure, and best practice. The therapy offer on each site does differ as the NHS trusts are different in each location.

Please find enclosed further information about the school and some key information further information can be found on the school website.

After considering this information pack, if you feel Springfield is the place you wish to pursue your career you will need to complete the following.

- Cheshire East Application Form
- A supporting statement no longer than 1 side of A4 font size 11

We hope you enjoy finding more about our wonderful school.

Lisa Hodgkison  
Executive Headteacher Crewe and Wilmslow



# Administration Officer - Wilmslow

## JOB DETAILS

<b>SALARY:</b>	NJC Grade 4, £7515 (which has been prorata'd for 39 weeks/13 hours)
<b>HOURS:</b>	13 hours/week, 39 week per year (termtime), 8.30pm-3.30pm
<b>CONTRACT TYPE:</b>	Permanent
<b>REPORTING TO:</b>	Line Manager

- Interview Date To be confirmed
- Start date: End of February 2025

The safeguarding of our children is of paramount importance, and we are rigorous in our recruitment procedures. This post is subject to a satisfactory DBS check, and references will be pursued.



## CHESHIRE EAST COUNCIL

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Administration/IT Officer (Special School) Wilmslow</b>
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#### **BASIC JOB PURPOSE**

To undertake reception and administrative duties which ensure the efficient operation of the school and the security of the school and visitors.

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	To provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced
<b>2</b>	Acting as initial point of contact for visitors to the school, and dealing with complaints and enquiries from parents and members of the public
<b>3</b>	Liaise with school staff regarding issues such as first aid, pupil issues
<b>4</b>	Contact parents regarding any absent pupils
<b>5</b>	Ensuring welfare of pupils, listening to problems and offering advice
<b>6</b>	Signing pupils in and out of the building, issuing passes and lost property where appropriate.
<b>7</b>	Securing of and issuing prescribed medication to nursing team, maintaining records
<b>8</b>	Updating and accessing SEN records and pupil personal data such as telephone numbers and addresses.
<b>9</b>	Checking and signing for deliveries to the school
<b>10</b>	Issuing and collecting in various school forms and, collecting money from students.
<b>11</b>	Sending out job application packs, letters to parents and maintaining relevant records
<b>12</b>	Taking responsibility for registers and signing in / out books during fire drills
<b>13</b>	Undertake other administrative tasks e.g. sending emails, distributing mail to facilitate the smooth running of the school.
<b>14</b>	Assisting with day to day IT issues and liaising with On247 for IT support where necessary.
	Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

C R I T E R I A	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT	EVIDENCE
Q u a l i f i c a t i o n s	<p>RSA Typing GCSE Maths and English</p>	<p>NVQ Level 3 or equivalent, ECDL, New CLAIT or equivalent</p>	<p>Certificates and / or records of achievement</p>	
E x p e r i e n c e	<p>Work in a school setting</p>	<p>Significant clerical /administrative experience, customer facing role</p>	<p>Application Form Interview References</p>	
J o b R e l a t e d K n o w l e d g e	<p>Awareness of school systems, operations and policies E.G. SIMS,</p>	<p>Proficient user of Microsoft office, excel, SIMS. Ability to deal with public, telephone callers, visitors, pupils and staff in a very busy and demanding environment</p>	<p>Application Form Interview References Practical test</p>	

<b>S k i l l s a n d A p p t i t u d e s</b>	<p>High level proficiency in Microsoft Excel and its applications and SIMS Flexible attitude. Ability to produce reports and provide statistical analysis from the systems</p>	<p>Good standard of literacy and numeracy, good communication and interpersonal skills, PC and keyboard skills. Willingness to adapt to new ways of working. Excellent attention to detail and accuracy of record keeping. Ability to work independently and as part of small team.</p>	<p>Application Form Interview References Practical Test</p>	
<b>O t h e r R e q u i r e m e n t s</b>		<p>Ability to work under pressure in a busy environment.</p>	<p>Application Form Interview References</p>	