



St David's
Primary School Germany

Vacancy Notice for School Administrative Officer at St David's School

St. David's School is looking to recruit a School Administrative Officer (part time).

Candidates should be able to work under pressure and deal sensitively with children and adults. Experience of working in a busy office environment, handling confidential information appropriately and knowledge of computers are desirable requirements. A willingness to undertake training is an essential requirement for this post.

The post is permanent and is for 8 hours per week with the possibility of further hours on an ad hoc basis. The grade is CS5, please follow link for current pay scales. Working from home may be a possibility for part of this role. <https://bfgnet.de/employment/pay-advice/dep-pay/cs-tariff.html>

At St. David's School the support staff team play a key role working alongside pupils (3-11 years) and staff, assisting in promoting the best provision possible for the pupils in our care. A comprehensive training programme is offered to develop your skills and confidence, and promote employability on posting.

Commitment and professionalism are celebrated and acknowledged. Progression through our structured salary scale recognises developing expertise and increased or enhanced responsibilities.

St David's School is committed to safeguarding and to promoting the welfare of children and young people. Due to these posts affording access to children, candidates will be required to undertake pre-employment checks which will include a Disclosure and Barring Service check. Also required is an overseas and / or local Police check, a Health Check and three references in line with our Child Protection and Safeguarding Policies.

For an application form please contact the school office.

The closing date for applications is Friday 15th October 2021 (1700hrs CET).

Email application forms to stdavids.sas@modschoools.org

MoD Schools is an equal opportunities employer. At this stage this post is open to dependants of British personnel attached to Ramstein Airbase.

Post IDs: RHRAPS0043

JOB DESCRIPTION: School Administrative Officer

Budget/Establishment/Unit: MOD Schools

Branch/Department: St David's School

Location: Ramstein

Post Title: Administrative Officer

Grade: CS5

Responsible to: Head Teacher

For regular employment with GLSU.

1. GENERAL

Provides clerical support to the Head Teacher as set out in the job description below.

2. MAIN DUTIES

Personnel

a. Is responsible for general personnel matters and the clearance of new staff, security checks, child protection and other employment matters. Supports the Headteacher on the assessment of salaries, expenses, sickness and maternity procedures to a high standard. Maintains confidential staff records and ensures that staff records held in the school by others are kept confidential.

b. Supports the Headteacher on school development issues directly related to support staff, e.g. workplace reforms.

E-mail stdavids@modschoools.org

Tel: 0049 6371 42717

St David's Primary School

UKNSE Ramstein
BFPO 109

c. Supports the Headteacher/Assistant Headteacher with staff recruitment.

d. Overseas training and movement documentation for teachers for official journeys to the UK or within BFG and prepares the necessary travel documents.

Estate Management/SHEF responsibilities

a. Works with the Headteacher and Health & Safety co-ordinator to formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.

b. Act as H&S Co-ordinator and work alongside the deputy H&S Co-ordinator on all H&S matters.

c. On behalf of the Headteacher, and in conjunction with the Health & Safety co-ordinator, supports the implementation of the school's Health and Safety and Fire procedures ensuring that all Health & Safety checks are regularly carried out and recorded and Health and Safety related issues/faults acted upon appropriately, this includes:

- All fire appliances are correctly maintained
- Fire practices are undertaken at least termly
- The Fire Orders are amended and are up to date
- Follow up action is undertaken following fire inspections
- Regular inspections are carried out of the school buildings and grounds, reporting defects to UKNSE and attempt to ascertain responsibility for any damage found.
- Through the Health & Safety coordinator, the standards of care and cleanliness of the school buildings and grounds are, at least, maintained.
- They act as a reporting point for any defects and damage discovered by the staff.
- Oversees the necessary research for SON paperwork and ensures the correct preparation of the application and any drawings.
- They monitor the completion of maintenance repairs by external agencies.
- Liaises with DIO regarding maintenance, repairs and contractors

d. Is responsible for effective `Risk Management`, for example, in Health and Safety and in the management of any third party service contracts.

e. Knows about risk assessment tools and how to use those to establish hazards within the school and the associated risk involved.

f. Implements risk management and loss prevention strategies in the school. Coordinates risk assessment records

g. Is aware of the importance of a disaster recovery plan and its use within the management procedures of the school.

General administration

- a. Keeps the Central Record up to date, and makes sure all vetting and safeguarding forms are in date.
- b. Oversees DBS and clearance procedures for all staff and liaises with appropriate agencies.
- c. Creates and updates pupil medical plans and accident records; every term completes an accident analysis and reports findings to Headteacher.
- d. Acquires necessary permissions for visits and school outings.
- e. Liaises with local companies/MT regarding the booking of transport.
- f. Completes food orders for school dinners.
- g. Updates Foundation Stage assessment tracker under the guidance of the Early Years' leader.
- h. Undertakes general administrative duties including preparing and circulating newsletters, organising parent consultation timings, oversees school reward system completed records and certificates, preparing texts to parents (under guidance of senior leadership)
- i. Administers first aid as required.
- j. Is required to deputise for other personnel during their absence as directed by the employer.
- k. Undertakes any other reasonable duties as directed by the Head Teacher

3. DRIVING OF DUTY VEHICLES

Must occasionally drive duty vehicles, provided he/she holds the necessary driving licence and FMT 600.

4. OVERTIME/WORK ON SUNDAYS AND/OR PUBLIC HOLIDAYS

- a. Must work overtime on request of the employer.
- b. Must perform work on any day of the week and Public Holidays on request of the employer.

5. SHIFT WORK/ROTATING SHIFT WORK

Regular shift work or rotating shift work is not a feature of the employment.

6. ON-CALL DUTIES

The relevant provisions of the CTA II are applicable.

7. MEDICAL

A medical examination is not a prerequisite for this employment. Subsequent medical examinations are/are not necessary. However, must undergo medical examinations in accordance with Health and Safety at Work provisions or other relevant provisions as necessary.

8. Mandatory Responsibilities

A. HEALTH AND SAFETY AT WORK

Is obliged to take care of his/her own safety and health at his/her place of work within his/her ability and in accordance with the instructions and orders of the employer. Furthermore, he/she is also obliged to take care of the safety and health of persons, who are effected by his/her actions or omissions at work. Within the frame of the aforementioned rules he/she is especially required to use machinery, equipment, tools, working substances, working materials, transport aids and any other working aids as well as protective equipment and the issued personal protective equipment in accordance with the requirements. He/she is to report any direct and considerable danger to health and safety as well as failures of the safety systems to the employer or the relevant supervisor without any undue delay.

Takes steps to ensure that he/she adheres to the School's Safety, Health, Environment and Fire Policy and in so doing has high regard for the Health & Safety of himself/herself and others; particularly children. He/she familiarises himself/herself with the school Safety, Health, Environment and Fire notice board and documents particularly with reference to Risk Assessment.

B. EQUAL OPPORTUNITIES

He/she is personally responsible for equal opportunities awareness and ensuring that he/she is aware of, and carries out, the provisions contained in the MOD Equal Opportunities policy. Is to make himself/herself familiar with all school procedures. Furthermore, he/she will refer to the 'School Handbook', St David's and MOD policies and other items recorded electronically, on an 'as required' basis.

C. SAFEGUARDING CHILDREN

Personally responsible for the safeguarding of the children and/or vulnerable adults in your care and for the promotion of their welfare.

D. CONFIDENTIALITY

Personally responsible for ensuring that information from within school is shared sensitively, appropriately and not outside the school.

E. CODE OF CONDUCT

As a member of the St David's team you are expected to demonstrate consistently high standards of personal and professional conduct both in and outside of school.

This includes:

- Maintaining the highest standards of confidentiality, including only sharing information about pupils with staff who need to know
- treating pupils with dignity
- at all times observing proper boundaries appropriate to an LSA's professional position
- have regard for the need to safeguard pupils' well-being
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability
- maintain high standards in your own attendance and punctuality
- at no time bringing the name or reputation of the school into disrepute

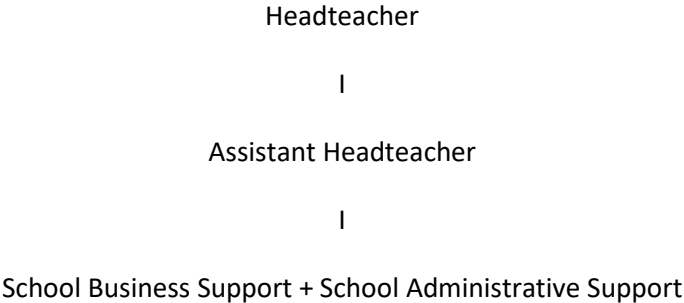
9. REQUIRED PROFESSIONAL QUALIFICATIONS/EXPERIENCE

Essential	Desirable
<p>(1) <u>Professional qualifications/experience:</u></p> <ul style="list-style-type: none">• Sufficient knowledge of the English language (verbal/written).• Sufficient knowledge of IT equipment and the ability to use standard Microsoft based programs (extensive experience of Microsoft Excel)• Familiarity with processing and spreadsheet programs.	<p>Class B driving licence.</p> <ul style="list-style-type: none">• School qualifications, GCSE or equivalent.• Other relevant qualifications to the post applied for, e.g. ECDL, IT courses, secretarial training, etc.• Office Administration and or equivalent experience• Working with children and/or members of the community.• Knowledge and understanding of the role of school administrator.

<p>(2) <u>Other competences:</u></p> <ul style="list-style-type: none"> • Ability to work in a well organised, accurate and reliable manner • Ability to work to tight deadlines and prioritise tasks. • Ability to work independently, but is a team player. • High awareness of safeguarding and health & safety matters. • Energy, determination and a sense of humour. • Attention to detail and the ability to proofread. • Understanding and commitment to the ethos and values of the school • Would enjoy working in a child-friendly environment. • Excellent interpersonal skills. • Use initiative. • Discretion/confidentiality. • A willingness to develop and undertake training. 	
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ORGANISATION CHART

The post holder’s position in the organisation is shown below, but may change due to reorganisation or a redeployment and addition to staff. A change of the organisational chart upon a reorganisation, a redeployment or addition to staff will not require a notice to change of employment contract. The post holder will be given a new organisation chart upon the change.



British Forces Germany is fully committed to providing a working environment that is free from abuse and harm. We actively promote a free and safe culture, promoting the welfare of children and vulnerable persons within all of our work environments by clearly identifying and communicating the roles and responsibilities within the organisation and engaging with children, vulnerable persons and staff, in policy and practice development. Furthermore, we proactively encourage feedback and apply a zero tolerance to any form of abuse and harm.

Date

Signature Employee

Date

Signature Line Manager