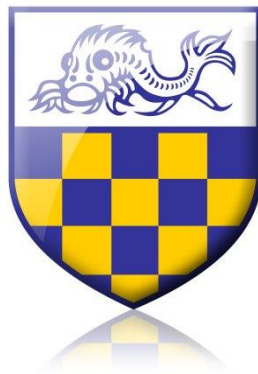


**Longhill High School  
Rottingdean  
Brighton**



# Information Pack 2024

Admin Assistant – Attendance Team  
Full Time Term Time Only  
Term Time Only



# LONGHILL

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HIGH SCHOOL

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
Fax 01273 303547

March 2025

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

In March 2024 Ofsted said that *'Leaders support staff well. They are mindful of their workload. Staff feel motivated and valued. They are grateful for the encouragement that they receive and feel that it is helping them to improve.'*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Mrs R Otulakowski**  
**Headteacher**

Headteacher: Rachele Otulakowski  
Email: [admin@longhill.org.uk](mailto:admin@longhill.org.uk)  
Website: [www.longhill.org.uk](http://www.longhill.org.uk)

## JOB DESCRIPTION

**JOB TITLE:** Admin/Organisational Support – Role B

**SECTION:** Schools

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### 1. PURPOSE OF JOB

Under the instruction / **guidance** of senior staff, provide **general** administrative / financial support to the school as required.

### 2. PRINCIPAL ACCOUNTABILITIES

#### Organisation

- Undertake reception duties, answer **general** telephone calls, redirect calls, pass on messages to others as required and deal with face to face enquiries and sign in visitors
- **Act as first point of contact for Head Teacher / management team, including telephone enquiries, receiving visitors, arranging hospitality and dealing with mail**
- Assist with pupil first aid/welfare duties, look after sick pupils, liaise with parents / staff etc.
- **Oversee pupils not in class or at the end of the school day as required**
- Assist with **arrangements** for school trips, events etc

#### Administration

- Provide general clerical / admin support e.g. photocopying, filing, faxing, emailing, completing standard forms and **responding to routine correspondence**
- Maintain manual and computerised records / management information systems
- **Maintain the Head Teacher's filing system as required**
- **Produce lists / information / data as required, e.g. pupil data**
- **Maintain and collate pupil reports**
- Undertake or **oversee a range** of typing, word-processing and other IT based tasks for the **Head Teacher**, other teaching and support staff, generating routine correspondence as required
- **Take notes at meetings**
- Sort incoming and outgoing mail and distribute accordingly
- Undertake administrative procedures
- **Undertake routine administration of school lettings and other uses of school premises, including liaison with related staff**

#### Resources

- Operate relevant equipment/**ICT packages (e.g. word, excel, databases, spreadsheets, Internet)**
- Maintain stock and supplies, cataloguing and distributing as required
- **Operate uniform / snack / other 'shops' within the school**
- **Provide general advice and guidance go staff, pupils and others**
- Undertake **general** financial administration in accordance with procedures, which may include:
  - **setting up appropriate budget allocations on the school's financial management system from information received**
  - **recording and monitoring income and expenditure** against budget headings
  - **producing reports** for the Head Teacher / senior managers as required
  - receive and process monies / income / orders / invoices, including processing and banking of cash / cheques and issue of receipts
  - **account for petty cash**
  - assisting with the checking and processing of all invoices / accounts
  - **maintain school fund records and prepare annual balance sheets for audit**
  - **ensure that deadlines are met for the completion and return of all finance statements for internal and external requirements**

### **Responsibilities**

- Be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and 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
- Participate in training and other learning activities and performance development as required

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION

**POST TITLE:** Admin/Organisational Support Role B

<b>CRITERIA</b>	<b>ESSENTIAL CRITERIA</b>
<b>Job Related Education and Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• <b>NVQ Level 2 or equivalent qualification or experience in relevant discipline</b></li><li>• <b>Good knowledge and understanding of relevant ICT packages</b></li><li>• <b>Knowledge of relevant policies / codes of practice and awareness of relevant legislation</b></li><li>• Appropriate knowledge of first aid</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Demonstrable experience of clerical / administrative work, likely to have been gained <b>over a period of one year</b></li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Good numerical skills to undertake a variety of tasks, e.g. collecting monies, <b>maintaining accounts</b> for schools activities, undertaking banking, checking travel / expense claims</li><li>• Good literacy skills to undertake a variety of tasks, e.g. maintaining records, <b>minute taking, maintaining diary(ies) producing a range of correspondence</b></li><li>• <b>Good</b> keyboard / computer skills where this is appropriate for the role, e.g. production of reports, correspondence, inputting / updating personnel or financial information</li><li>• Able to relate well to children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing straightforward advice on first aid etc</li><li>• Some <b>analytical skills</b> required, e.g. to resolve discrepancies between financial records</li><li>• Able to demonstrate sensitivity and tact</li><li>• Able to maintain confidentiality</li><li>• Able to work accurately and with attention to detail</li><li>• Alertness and concentration, e.g. when counting dinner money, <b>producing financial information, minute taking and drafting correspondence</b></li><li>• Able to undertake short term planning, e.g. managing own workload, <b>ensuring deadlines are met</b>, planning for school activities, e.g. school trips / sports day</li></ul>

- **Able to deal with more complex** queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to identify own training and development needs and co-operate with means to address them**

#### **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

## **Additional Salary Information**

### **Salary**

Please note that Admin/Organisational Support salaries are calculated as per the following examples.

Those working in Admin/Organisational Support Roles work for 39 weeks per year (term-time only) and are paid for 45.05 weeks per year, which incorporates an element of holiday pay

Annual Full-Time salary ÷ 52 weeks x paid weeks per year (45.05) ÷ full time hours (37) x actual hours worked (37).

**Therefore, the starting salary for a  
Admin staff working  
37 hours per week is:**

**£26,409 ÷ 52 x 45.05 ÷ 37 x 37 = £22,879 rising to £23,247 per annum**

## SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.