



Camphill School Aberdeen

Day Services Administration Support

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

Post:	Day Services Administration Support
Service:	Day Services
Line Manager:	Day Services Manager
Salary Range:	£11.00—£11.50 per hour
Hours:	20—25 hours a week

Job Dimensions – Act as Administration support for CSA's Day Services. Working with a notable level of autonomy, the administration responsibilities will be undertaken with accuracy and attention to detail, ensuring the work produced is of the high standard expected at CSA.

This post requires:

- Be computer literate, familiar with, and competent in, the use of Office 365, SharePoint, Word, Excel, PowerPoint publisher and access
- Good standard of education to National 5 equivalent
- Good organisational skills
- Good communication skills, both oral and written
- Good interpersonal skills
- An ability to work using own initiative within boundaries.

For more information, please visit our website

www.camphillschools.org.uk



Camphill School Aberdeen

Key Responsibilities

- Support with STARS AWARD (CSA's internal qualification system)
- General administration—editing, filing, printing.
- Support with timetabling - editing, communicate changes to relevant people, individual timetables up to date.
- Communication to parents/carer's regarding events, in service days, changes.
- Internal communication regarding changes, special events, memo's.
- Keeping register of day students.
- Support day services manager with other adhoc admin tasks.

Accountability

- Comply with the CSA Health and Safety policies, including Fire Precautions and Prevention
- Ensure all reasonable precautions are taken to provide for the safety of children and young people attending therapeutic/ activity sessions on any of the CSA Estates
- Ensure all relevant and current CSA policies are understood and worked within and that it is known where to access this, and further information, should it be required
- Maintain confidentiality of all information concerning employees, children & young people, and CSA
- Comply with CSA regulations concerning performance of their duties and undertake any such other duties as reasonably required by CSA

For more information, please visit our website
www.camphillschools.org.uk



Camphill School Aberdeen

Personal Qualities and Aptitudes

- Demonstrate a warm and flexible attitude and approach to work
- Work well within a team and independently as needed, building rapport and healthy, professional relationships
- Have a motivated and enthusiastic attitude
- Demonstrate excellent communication skills with people at all levels within the organisation, with visitors and parents/ external professionals
- Be aware of, and manage, risk both to children & young people and themselves
- Be open to change
- Be willing to learn and share
- Accept personal accountability

For more information, please visit our website
www.camphillschools.org.uk



Camphill School Aberdeen

Continuous Professional Development

- Ensure all core and mandatory training requirements are met and certification maintained in date
- Seek out learning opportunities and transfer new skills and knowledge to the job
- Attend and actively participate in regular supervision sessions.
- Attend an individual annual review to reflect on the past year and plan for the next one. This review is also the opportunity to discuss personal aims and aspirations although this should also be part of a continuous process
- Work to their agreed Personal Development Plan

The tasks and remit contained within this job description captures the main responsibilities of the role and is not exhaustive. CSA retains the right to request other tasks, within reason, be undertaken by the post holder as requested.

For more information, please visit our website
www.camphillschools.org.uk