



CLEAPSS
Brunel Science Park
(Relocating to Chesham in April
2022)

Administrative Assistant

CLEAPSS provides support for school science and technology. This post is for five days per week. Hours are negotiable subject to a minimum of 25 hours across the week. The role involves a wide range of general office work including answering the telephone and e-mails. Familiarity with basic computer work is required. The salary will be on the NJC pay spine, in the range 9–14 (full time £20,903 - £22,462). Benefits include membership of the local government pension scheme. For an application form please e-mail science@cleapss.org.uk marking your e-mail "Administrative assistant post". Further details about CLEAPSS can be found on the CLEAPSS websites (www.cleapss.org) or by ringing CLEAPSS on 01895 251496.

Closing date for applications: 5pm Friday 7th January
2022

Applicants must be available for interview on Friday 14th
January.

CLEAPSS

Job Specification

Post	Full time Administrative Assistant at the CLEAPSS School Science Service.
Scale	NJC scale. Pts 9 – 14 (Full time - £20,903 - £22,462) Hours negotiable, subject to minimum of 25 hours per week spread across 5 days Monday - Friday
Location	CLEAPSS, currently based at Brunel University, Uxbridge, West London. Relocating to Chesham from April 2022
Reporting to	The Deputy Officer Manager (or, in their absence, the Office manager and/or the Director)

Main activities and responsibilities

- 1 Working to the deputy office manager – Completion of a wide range of general administrative tasks. This may include
 - Processing new member applications (individual associate schools only)
 - Photocopying and collating printed materials
 - Preparation of attendance lists, certificates, preparing letters of invitation, and other paperwork associated with courses.
 - Assisting with sending out large mailouts eg non-members campaign
 - Answering the telephone. Firstly to ascertain whether the caller is a member and thus eligible for our services. For specialist Helpline advice ascertain details from the caller and then directing the call to the most appropriate member of advisory staff.
 - Responding to e-mail communications, forwarding technical enquiries to the most appropriate member of staff
 - Invoicing (using XERO)
 - Opening and sorting mail
 - Filing in the CLEAPSS library
 - Calling in service engineers for office equipment
 - Noting when stocks of office materials are running low and taking appropriate action
 - May on occasion carry out some simple catering duties not involving food preparation.
 - Other duties as directed by the Office Manager and/or Director.

Person specification – Administrative assistant

Education: Qualifications & Training

Essential

English & Mathematics grade C or above at GCSE level or equivalent

Knowledge

Essential

Basic computer literacy including the ability to **use** the Microsoft Office suite of programs including Word, Excel and Access.

Willingness to learn how to use other specialist applications such as XERO.

Desirable

Confident with the use of spread sheets including the ability to mail merge

Knowledge of science and technology or willingness to learn some key terminology.

Experience

Essential

Previous experience of working in an office environment

Previous experience of dealing with business clients by phone and e-mail

Skills & Abilities

Essential

The ability to work as part of a team.

Good interpersonal skills

Good organisational skills

Good written and oral communication skills

Demonstrates initiative, drive, patience and the ability to cope under pressure.

CLEAPSS

06/08/2019

What is CLEAPSS?

CLEAPSS was founded in 1965 by the, then, Greater London Council in order to promote high quality, effective practical work in science. CLEAPSS has been doing this continuously for nearly 50 years.

Very quickly after being founded, other local educational authorities requested access to CLEAPSS services on behalf of their schools. CLEAPSS became a consortium of these local educational authorities and at present the consortium includes all but 6 of the local authorities in England, Wales and Northern Ireland. Currently 95% of primary and 98% secondary schools are members of CLEAPSS as are the majority of independent schools, a significant number of colleges and many overseas schools.

CLEAPSS is funded by:

- subscription from its members (which generates the bulk of the income),
- income generated by training,
- income generated by small and large project work, including a science or D&T Department H&S reviews, H&S reviews of school texts and equipment as well as advising Awarding Bodies on practical examination questions. In addition CLEAPSS has contributed to many government-funded national initiatives.

Local authorities subscribe on behalf of their schools, and, since the 1990s, independent schools, colleges, and overseas schools have been able to subscribe directly. Academies and Free Schools can also subscribe directly although most choose to do so via a local authority. CLEAPSS is independent of all commercial or non-commercial organisations and, as such, its advice and guidance is completely impartial.

The introduction of the Health and Safety at Work Act in 1974 had a significant impact on the teaching of practical subjects. CLEAPSS quickly engaged with this in order to support schools to maintain their practical work. As well as science, CLEAPSS expanded its remit to include D&T and recently art & design, and now provides model risk assessments (MRAs) for practical activities in these subjects for both primary and secondary schools and colleges. Membership of CLEAPSS enables an employer to discharge its duties under the 1974 H&SW Act and its subsequent Regulations, in respect of these subject areas.

In addition to H&S guidance CLEAPSS provides advice on ways to carry out practical activities so that they work, are safe, and are effective at supporting learning. CLEAPSS has facilities at its offices on the campus of Brunel University in Uxbridge to enable it to test equipment and try out new ideas for practical work. As a result CLEAPSS staff have developed a wealth of experience devising and evaluating practical activities and equipment.

CLEAPSS is a major training provider delivering over 200 one-day CPD courses for science and D&T teachers and technicians each year. In addition we run a 12 day technician training programme which can contribute towards an NVQ qualification or form part of a Technician Apprenticeship.

CLEAPSS advice and guidance, contained in publications such as *Hazcards* and the *Recipe book*, is recognised by Ofsted and the HSE as the definitive basis for safe practice for practical work in schools.

CLEAPSS is regularly consulted by government departments including the HSE, DFE, and DEFRA.

CLEAPSS publications can be obtained by members through the CLEAPSS website www.cleapss.org.uk

Further information about the structure, organisation and operation of CLEAPSS can be found in the CLEAPSS constitution available on the website (www.cleapss.org.uk)



Steve Jones
Director
steve.jones@cleapss.org.uk