



Administration Officer Candidate Pack 2018

CHASING HORIZONS



## Welcome from our Executive Headteachers

Dear Candidate

Thank you for your interest in being a part of the Gipsy Hill Federation. We hope that you enjoy looking through the information provided, and that you decide to apply and join our brilliant team. This is a great place to work and provides real opportunity to progress your career. Our family of six highly inclusive schools are very happy places with genuinely fantastic staff and really lovely children. The success of our Federation is due to unparalleled team work. There are multiple sources of support to draw upon and many outstanding colleagues to support you both early on and later in your career as you develop.

We are a values-driven family of schools sharply focussed on community transformation and providing our children and families with life-changing educational opportunities. Think about your skills, expertise and ambitions carefully and apply for a post with us if you like what you see. We encourage you to familiarise yourself with our website and our school inspection reports for more detailed background information. We are a really ambitious family of schools and are keen to recruit the very best support staff to join our fantastic team.

We're looking for:

- Exceptional support staff role models for our children to join us on our continued journey towards providing a world class quality of education;
- Someone who is committed and works really hard;
- Staff looking for real challenge and seeking to progress their career through hard work and unlimited opportunities – we welcome ambition;
- Staff who want to be professionally respected, well supported and developed;
- Support staff who have personality and a sense of humour;
- Highly professional, positive support staff who will do almost anything to get the job done to a very high standard and secure the very best outcomes for pupils;
- Creative people who can think 'out of the box' and contribute to our vision, and
- Someone with 'fire in their belly' who will fight for our children to succeed and really care about them.

If there is anything that you are unclear about, please don't hesitate to ask. We look forward to receiving your application.

Warm regards,

Susan Holt and Laleh Laverick



## Your CPD Opportunities

We provide regular INSET day training for all our staff which will develop you in your role and provide you with the necessary knowledge, resources and attributes to be successful in your post.

## Your Career Progression

The size and breadth of our workforce means that we regularly have internal opportunities to progress. For both support staff and teaching staff, there are well-defined career pathways.

## The Interview Process

Our interview process consists of the following:

1. A work related task
2. Panel interview (approximately 30 minutes)

Full details of the process will be contained in your interview invite email.

## How to Apply

Please email your completed application form and supporting statement to [recruitment@ghf.london](mailto:recruitment@ghf.london)

Shortlisted candidates will be notified by email. Unfortunately, due to the very high level of response we receive for posts in our Federation, we are unable to inform applicants if they have not been shortlisted and feedback will only be provided if you have had an interview.



## Federation Vision

Our Federation recognises the potential of every individual to achieve excellence. We strive to positively address underachievement and have very high expectations for all members of our school community. We work hard to creatively remove barriers to achievement and raise esteem. We are determined to create a true culture of “learning for all” through meaningful partnerships with the whole Federation community.

Everyone works to provide a welcoming, calm, happy and purposeful atmosphere. Consideration, encouragement of positive role models, respect for others, their property and the environment are our priorities. We aim to deliver a broad, balanced and enriched curriculum in an optimum learning environment that is attractive, stimulating, informative and instils a sense of pride.

From our stated aims, the whole Federation community works to achieve the following objectives:

- A happy, calm and nurturing Federation community;
- A highly stimulating learning environment;
- Mutual respect and understanding;
- An inclusive education free from discrimination;
- Encouragement to make informed and responsible choices about how we behave and the impact of this on others;
- Very high standards and expectations / intolerance of underachievement;
- Access to an exciting, progressive and varied curriculum;
- Development of self-motivation, independence, positive attitudes and confidence, and
- Provide positive and diverse role models. There will be clear evidence of these objectives around the whole school. All adults working here must share, understand and demonstrate the practise of them.





## Job Description including Main Duties and Responsibilities

Start date	As soon as possible
Salary	Scale 5 (actual starting salary £21,517)
Contract	Permanent
Responsible to	Senior Administrative Officer
Working hours	39 weeks per year plus 2 weeks, 35 hours per week
Application deadline	12 noon Friday 16th February 2018
Interview dates	TBC
	Completed application should be sent to: <a href="mailto:recruitment@ghf.london">recruitment@ghf.london</a>

Administration Officer

## Purpose of Job

1. To co-ordinate all administrative functions in order to assist in the smooth running of the school.
2. To deal with enquiries from parents, pupils, staff and members of the public face to face, in writing or over the telephone as required.
3. To assist in the maintenance of the school's computerised databases of pupil & staff information.
4. To provide administrative support to the SAO, Headteacher and Business Support Team, as appropriate.



## Main Responsibilities

1. Responsibility for assisting in managing the school office, including:
  - As delegated by the Senior Administration Officer (SAO) co-ordinate office work with other members of the office staff team to ensure the school office is organised efficiently and effectively.
  - General word processing.
  - Responsible for administration of school dinners.
  - To be responsible for the production of reports, letters, newsletters and other publication materials as and when required using appropriate software..
  - To maintain office systems and procedures and to recommend, develop and implement new procedures and office systems to meet the rapidly changing needs of the school.
  - To make full and appropriate use of available ICT at the school and develop computer-aided administration which supports the work of the school.
  - To arrange for the ordering of the administrative supplies and equipment and where appropriate other general supplies, ensuring that delivery notes and invoices are checked and passed on to the Finance Officer.
  - To carry out any other relevant administrative duties to meet the needs of the school as and when required
2. Dealing with visitors or enquiries to the school office:
  - To assist with general office duties including the handling of incoming and outgoing posts / emails, telephone enquiries,
  - Presenting yourself in a professional manner and dealing with visitors in a helpful and courteous way which reflects the ethos of the organisation.
  - Ensuring that accurate responses are given or referring enquiries on to other members of staff as appropriate.
3. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:
  - Maintaining the school's database of pupil attendance records, liaising with teachers and the LA Support Services as appropriate.
  - To ensure that both manual and computerised pupils records are properly maintained and regularly updated. This will include the transfer of pupils' records to other schools.
  - Maintaining electronic staff records.
4. To provide administrative support to the school teachers as appropriate, including:
  - Assisting staff in contacting parents and pupils where necessary, liaising with the teacher on outcomes.
  - Maintaining a confidential filing system.
5. Other duties and responsibilities consistent with the grade of the post.

## Functional Links

- Contact with the Federation's Business Team and members of the Leadership and Business Support Teams to ensure and contribute to the efficiency of the Federation.
- To liaise with all officers of Lambeth Council and the LA.
- This post holder will have regular contact with providers of goods and services, members of the public, governors, and Senior Leadership Team members within the Federation.

## Other Relevant Matters

1. The post holder may be required to attend meetings of the Federation Governors or similar meetings on an occasional basis.
2. Note taking at Governor or similar meetings on an occasional basis.



## Equal Opportunities

You are required to

- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- Take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

## Safeguarding

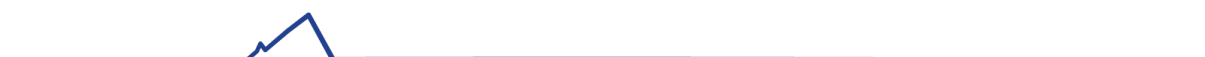
You are required to remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect

## Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

## Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.



## Person Specification

### Essential Requirements

#### Relevant Experience

- Experience of engaging effectively with the public verbally and in writing.
- Experience of using information systems including computerised systems and databases.
- Experience of providing administrative and secretarial support within a busy school environment.
- Proven commitment to equal opportunity policies.

#### Knowledge, Skills and Abilities

- An understanding of the functions and duties of a locally managed school in the context of a local authority.
- Ability to engage with a range of stakeholders in a clear, professional and pleasant manner. This will include the ability to communicate effectively with a range of people face to face, in writing and over the telephone.
- Ability to undertake administrative, secretarial tasks and the development of effective office systems and procedures.
- Ability to use information technology for attendance monitoring, word processing, spreadsheets and databases and excellent typing skills.
- Ability to work successfully as part of a team, establishing effective working relationships and flexible working practices.
- Ability to supervise, motivate and develop staff to achieve a flexible, responsive workforce to support the work of the school admin office.
- Ability to work under pressure in a constantly changing and demanding environment.
- To demonstrate good skill levels in literacy, numeracy, communication and time management.
- A good understanding of equal opportunities issues as they affect pupils and their families.
- Displays a commitment and an ability to contribute to the protection and safeguarding of children and young people; or has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.



## Qualifications

- GCSE English and Maths (A to C) or equivalent.
- Certificate School Administration (CSA), or at present studying, or willingness to study for this qualification.
- Accountancy or book keeping qualification is desirable.

## Equal Opportunities

Gipsy Hill Federation is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

## Safeguarding

Gipsy Hill Federation, Lambeth and Southwark council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure for this authority

