



Senior Administration Officer Vacancy  
Candidate Pack 2016

CHASING HORIZONS



## Welcome from our Executive Headteacher

Dear Candidate

Thank you for your interest in being a part of the Gipsy Hill and Mayflower Federations. 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 highly inclusive schools is a very happy place with genuinely fantastic staff and really lovely children. We comprise of eight primary schools (six at Gipsy Hill Federation and two at Mayflower Federation). Our brand new eight form entry secondary school, Gipsy Hill School is due to open its doors to Y7 in September 2017.

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. Weekly training is provided for support staff and you are given the opportunity to shadow your peers.

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.

Standards are incredibly high for every pupil and all staff members. You will be heavily invested in, protected from peripheral meetings, distractions and competing demands to be able to focus on teaching and learning. The only things that really matter are:

- Creative, high quality, high impact planning;
- Sustained excellent marking and response to pupils' recorded learning;
- Classrooms that are incredibly well-organised and highly stimulating, and last but not least,
- Inspiring delivery and teaching that empowers our children, unlocks their full potential and ensures maximum progress possible

We will nurture your creativity and welcome new ideas. All our systems and procedures are fully aligned to standards and supporting staff and pupils to achieve their very best.





Although we are a really successful Federation it doesn't mean that our work is ever finished. We're looking for talented staff to further enrich our organisation and develop our practice. If you are keen to continue developing your learning and skills, we can offer outstanding opportunities both within our schools and beyond.

We are sensitive to considerations such as where you may already live, preference of area and your existing childcare arrangements. If the role advertised is not site specific and you have any preference of Federation school or locality, please do indicate this on your application form and we will do our best to accommodate you where possible.

If there is anything that you are unclear about, please don't hesitate to ask. There are opportunities to visit us please contact our HR Team on 020 8761 4827 if you would like to arrange a visit. We look forward to receiving your application.



Sir Craig Tunstall

Executive Headteacher

National Leader of Education



## Your CPD Opportunities

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

For interested colleagues, there are potential future CPD opportunities pending the opening of our secondary school in September 2017. Part of our vision for Gipsy Hill School is to provide guaranteed seamless transition for pupils and a continuation of outstanding provision.

## 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 with an annual promotions exercise to reward those who can demonstrate achievement at the required level.

## The Interview Process

Our interview process consists of the following:

1. A lesson observation for teaching roles
2. A work related task/test
3. 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 (we only accept CVs to our Talent Pool) 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

Salary	SO2 spine points 32 – 34 (£31, 635 - £33, 294 pro rata) (Actual salary £28, 204.76 - £29, 683.87 per annum)
Contract	Permanent
Responsible for	Supervision of the Schools Administration Team: Administration Officer – Scale 5
Working hours	39 weeks per year plus 2 additional weeks, 35 hours per week
Application deadline	<b>Thursday 1 December 2016</b>
Interview date	W/c 5 December 2016
	Completed application should be sent to: <a href="mailto:recruitment@ghf.london">recruitment@ghf.london</a>

## Senior Administration Officer

### Purpose of Job

- To secure the long-term functioning of the school office to the highest standards of efficiency, effectiveness and professionalism.
- To co-ordinate and manage all administrative functions in order to ensure the smooth running of the school.
- To manage the school's computerised databases of pupil & staff information.
- Responsible for ensuring effective administration of Human Resources policies, procedures and systems.
- To support the Business Director in the delivery of the school's finance procedures ensuring that they are carried out in line with current regulation and that effective monitoring systems of income and expenditure are operated.
- To provide administrative support to the Head of School and Business Support Team as appropriate.

### Main Responsibilities

1. To manage the work of administrative and clerical staff and to liaise with premises officer, contractors, technicians and other peripatetic staff.
2. To manage the front of house effectively at all times and ensure a positive, professional first point of contact to visitors and stakeholders including:
  - The handling of telephone and face-to-face enquiries, dealing with and resolving queries, referring them to other staff as necessary.
  - The reception of visitors.
  - To manage children who arrive late.
  - Collection of dinner money and other fees from parents & carers.
  - To keep the school office tidy and in good order and to present a professional front for the school.
3. To lead on the development and maintenance of office systems and procedures:
  - To keep these under constant review, implementing new procedures to meet the changing needs of the school.



4. To manage the appropriate use of available information technology and systems to input, process and to:
  - Assist in the production of key documents using the Federation format e.g. Federation development plans, SEF, policies etc.
  - Process and maintain daily pupil registers.
  - Promptly update pupil records and ensure timely and safe electronic data transfer to destination schools.
  - Produce class lists and class register returns.
  - Process applications for free school meals.
  - Prepare pupil assessment and other data, including the Census returns for pupils.
  - Prepare, validate and submit staff Census data.
  - Prepare other statistical reports as required by SLT, LA and DfE.
5. To maintain accurate records of financial transactions, particularly with regard to:
  - Management and reconciliation of the ParentPay system for the school.
  - Ensuring all income for pupil meals and other sources are verified, correct and balanced.
  - Initiate and undertake prompt and effective action for late payment.
  - Maintain and present individual and summary accounts on a regular basis.
  - Preparing cash receipts for banking.
  - Receive, check and promptly distribute delivered goods.
  - Manage orders for all administration supplies and equipment.
  - Prompt reconciliation of delivery notes with orders and informing budget holders when their order is ready for collection.
6. To ensure the incoming and outgoing post are dealt with effectively, including:
  - Managing incoming and outgoing mail systems e.g. internal, external and pupil post.
  - Collating and distributing recruitment packs, mail merges, etc.
  - Opening, logging and distributing mail.
7. To ensure timely and effective communications with all stakeholders including:
  - Producing and maintain a power point presentation for the reception area.
  - Sending out to parent letters, newsletters, text messages and other types of communication mediums.
  - Regular maintenance of the school website.
  - Reports and reminders to school governors.
  - Effective use of a wide ranging communication mediums SMS's, email's etc.
8. To carry out other administrative duties as may be required to meet the needs of the service, including:
  - Produce and quality assure the effective administration of a whole-school admission and enrolment service.
  - Producing and distributing agreed school policies, staff handbook, etc.
  - Prepare and handle confidential information appropriately and to distribute such information to governors and other stakeholders as required.
  - Taking minutes and producing action points from meetings.
  - Production of exclusion letters as guided by the SMT.
  - Organise transport for school visits and residential trips.
  - Administration of music tuition in liaison with the Business Support Team.
  - Administration of school visits e.g. arranging transport.
  - Maintain an electronic office diary
  - Responsible for school safe





## 9. Other duties and responsibilities consistent with the grade of the post.

### Functional Links

- Contact with the Federation's School Business Director, School Business Manager 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

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

## Person Specification

### Relevant Experience

- A minimum of three years successful experience as an Administration Officer in an effective inner-city primary school or similar.
- Experience of staff management.
- Up to date experience of using and applying effectively the full range of Schools IT systems for pupil and financial activity and Microsoft Office.
- Very successful experience of designing, implementing and maintaining improvements in office systems and procedures.
- Knowledge and experience financial management including cash handling.
- 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 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.
- The ability to manage own and team workload, prioritising effectively and consistently meeting deadlines.
- Proven advanced skill levels in literacy, numeracy, communication and time management. This will include the ability to communicate effectively with a range of people in writing and over the telephone.
- A good understanding equal opportunity issues as they affect staff, pupils and their families.
- Displays a commitment and an ability to contribute to the protection and safeguarding of children and young people; or an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people.
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- The ability to embrace responsibility to identify sound and effective solutions to a variety of different problems.
- A capacity to work in a creative and flexible way, making the most of change opportunities.
- Enthusiasm, energy and reliability.

#### Qualifications

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

#### Special Requirements

- Ability to respond effectively to staff, pupils and public at all levels, both face to face and over the telephone. To be available with other team members from 08:00am till 04:30pm.



## Equal Opportunities

Gipsy Hill Federation and Mayflower 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, Mayflower 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.

## 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.



Click or scan to watch our recruitment video!



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[www.gipsyhillfederation.org.uk](http://www.gipsyhillfederation.org.uk)

