



St Joseph's Catholic Primary School



Administration officer

St Joseph's Catholic Primary School

STJO/638

Closing date: Midnight, Sunday 18th February 2018





Advert	3
Job description	4
Person specification	7
How to apply	8
Guidance and Policies	9





St Joseph's Catholic Primary School

Highgate Hill, London N19 5NE
www.st-josephs.islington.sch.uk
Telephone: 020 7272 1270
office@st-josephs.islington.sch.uk



Administration Officer

Salary Grade: Scale 3 or 4 depending on experience
Salary Range: Spine Point 14 £17,527.83 – Spine point 21 £20,375.78
Hours: 35 hours per week, term time only 8-4
Permanent

Required ASAP

The Governors are seeking to appoint an experienced, positive, professional Administration Officer to provide effective and confidential support to the Executive Headteacher and Senior Leadership Team. The postholder will be required to work on their own initiative and be responsible for Reception and Attendance.

We are looking for someone who:

- Is a practising Catholic or willing to support the strong Catholic ethos of our school.
- Has excellent administration, ICT, organisation and communication skills.
- Is a team player who has a good sense of humour and is flexible.
- Has a desire to work in an outstanding school supporting the long term vision of the Executive Headteacher, Head of School and Senior Leadership Team.
- Is a good communicator, with ability to work with all stakeholders, parents, children, senior management, staff members and governors
- Is an organised professional with attention to detail and ability to take responsibility for outcomes

We offer:

- A recently refurbished school building.
- Excellent training and CPD to develop your skills and career
- A great staff team to work with
- Governors who are passionate and committed to everyone in our school
- Incredibly enthusiastic, well behaved and motivated children

Visits to the school are welcomed. Please contact Louise Palmer to arrange an appointment or to request an application pack on 020 7272 1270 or email office@st-josephs.islington.sch.uk.

If you need assistance please email the HR Team at schoolsrecruitment@islington.gov.uk quoting reference number **STJO/638**.

Closing Date: Midnight, Sunday 18th February 2018

Interviews: Week commencing Monday 12th March 2018

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.



JOB DESCRIPTION

School Administrative Assistant & Receptionist

Grade: SC3 or 4 depending on experience

Hours: 35 hours per week TTO 8-4

Responsible to School Business Manager

Main Purpose of the job:

The post holder will be the first point of contact for all visitors and callers, implementing signing in and security procedures and welcoming visitors.

To provide reception, clerical and administrative support in the School Office,

Contribute to the overall ethos/work/aims of the school and meeting the needs of the children

Duties and responsibilities will include, but are not limited to, the following and may be altered at the request of the Business Manager or Head Teacher.

Main Areas of Responsibility

Perform Receptionist duties throughout the school day: acting as first point of reference for children, parents, visitors and telephone enquiries. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff.

Contribute to safeguarding the welfare of children in the school by maintaining the visitors system and ensuring all visitors and contractors are checked as per procedures and can be identified by wearing clearly visible badges.

Keep office organised, tidy and clear of paperwork with data and confidential information filed appropriately.

Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately. As requested update notice boards, parent calendar, term dates sort, distribute and post mail, returning unwanted items as required.

Assist with both paper & paperless methods of communication by sending out letters, emails and texts. File paper copies as required.

Compile and distribute marketing documents and leaflets (including the school newsletter) using publisher and maintain the website including updates on all sections.

Provide general admin support to the school office and Senior Leadership Team, following up all actions with a progress update verbally or by email.

Maintain general and confidential pupil filing systems, paper files, SIMs database and other systems such as Raise Online. Amend/update records on the system as required, including in year changes, leavers and new starters. Extract information and reports as instructed, which may require some manipulation.

Enter daily attendance on the SIMS database and maintain to ensure accurate recording of codes. Call families where children are absent and send absence/lateness letters to parents with support from the school SAO as appropriate.

Raise purchase orders where required ensuring that they are input on to the school's financial system FSM and other such financial requests made by the Senior Leadership Team.

Personal responsibilities

To adhere to all school policies including safeguarding, health & safety including risk assessments and safety systems and to assist with student first aid and welfare which includes liaising with families and staff.

To attend and participate in meetings, training, Performance Management processes and Continuing Professional Development as required.

To monitor and manage your own workload and keep records in an agreed format and achieve agreed targets and personal appraisal targets as agreed by the line manager

Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Confidentiality

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential

Performance Standards

To ensure that the school's customer care standards are met and adhered to.

To ensure that all duties are performed in accordance with the Council's financial regulations

At all times to carry out the responsibilities of the post with due regard to the Equalities Act.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.

JOB SPECIFICATION

School Administrative Assistant & Receptionist

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications and Training	Good understanding of maths and English Good standard of written English	RSA (or equivalent) typing skills GCSE C or above (or equivalent) maths and English First Aid Training
ICT skills	Competent in the use of Microsoft Word and Excel	Familiar with SIMS, Powerpoint and other packages
Personal qualities	A sense of humour and patience Pleasant and welcoming manner. Excellent time keeping and pattern of attendance. Personal integrity and loyalty, remaining confidential at all times Ability to use initiative Effective and clear communication skills A team member	
Office and reception skills	Good administration skills. Accuracy and attention to detail. A professional and welcoming manner. Able to work to deadlines, use own initiative and keep line manager appraised.	Experience of reception duties. Experience of working in an educational environment



How to apply

RE: Administration officer

Application Deadline

Completed application forms must be received by **Midnight, Sunday 18th February 2018**. Please note that late applications will not be accepted.

- Apply online at www.islington.gov.uk following the jobs link.

Please note that we only accept online application forms. CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 272 3989.

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to complete the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the application form and personal statement online. Alternatively, you can complete the hard copy application form in black ink.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

Previous employment for all support staff (non-teaching) posts

Ensure that you put in full dates, names addresses and your job title. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family. Details of part time and relevant voluntary work should also be entered.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Relatives and other interests

If this applies to you, please give the name of the employee, the department that they work in and the relationship (e.g. husband, daughter).

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

Additional information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Disclosure & Barring Service

Islington Schools operates a disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an enhanced disclosure with barred list information will be activated before your first day of work.

Posts that involve such access include: all school based posts, youth workers, early years service posts, education psychologists, education welfare officers as well as all office based posts where the post holder, on occasion will be required to visit any establishment where there are children.

Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record either to the school or to a member of the Islington Schools Human Resources team. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred. If applicable, you will be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Before you send your completed application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria in the person specification.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.homeoffice.gov.uk or www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.