

# EVERY CHILD FLOURISHING



OFFICE ASSISTANT RECRUITMENT PACK

# ‘OUR SCHOOL IS FULL OF HAPPY HIGH ACHIEVERS!’



Dear Applicant,

Thank you for your interest in becoming a member of staff at Floreat Montague Park Primary School.

Our mission is to enable all children to flourish by immersing them in a knowledge-rich academic education and developing their character strengths and virtues. Floreat pupils will learn how to work hard and study well, to be good and do well for others.

We are looking for an impressive individual to join us on this unique journey. The role requires someone who has the ability to multi-task in a fast paced environment and has strong administration skills. Duties will be varied, including looking after the children's needs, supporting colleagues and parents, and being the first point of contact for all visitors.

A friendly disposition and a willingness to participate in school life are considered important qualities for this position.

By role-modelling Floreat's core values of curiosity, honesty, perseverance and service to others, together we will create one of the best primary schools in Wokingham.

If this advert speaks to your own aspirations, and you are excited by the chance to play a pivotal role in creating an outstanding school for the children and families of Wokingham, then we would love to hear from you.

With warmest wishes,

**Kate Harper-Cole**  
**Headteacher**

# WE OFFER YOU....



- A unique opportunity to help build an outstanding new school.
- The most wonderful children and parents who appreciate everything we do.
- A new purpose-built school with modern facilities.
- Support from a highly-skilled trust team.
- The opportunity to grow and excel and enjoy a brilliant career in the Floreat trust of schools.



## JOB DESCRIPTION – APPOINTMENT DETAILS

Role: Office Assistant

Salary: £8.19-£9.02 per hour (depending on experience)

plus Local Government Pension Scheme

Hours: 37.5 hours per week, term time only plus  
training days

Reports to: The Headteacher and the School Business  
Manager

Location: Floreat Montague Park Primary School,  
Wokingham

Contract: Permanent

Apply by: 2<sup>nd</sup> March 2018





# JOB DESCRIPTION

The Office Assistant role is responsible for supporting the school in delivering high standards of pupil attainment through the provision of efficient and effective administrative support.



# MAIN RESPONSIBILITIES

- Contribute to the overall ethos, work and aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other school-ethos development opportunities.
- Be aware of and comply with Floreat policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the Headteacher and School Business Manager.
- Support a culture and ethos that is utterly committed to high academic achievement and the development of good character.

The postholder may be expected to undertake other tasks commensurate with the post and level of responsibility, as directed by the Headteacher and School Business Manager. The postholder may be required to travel to other Floreat schools where necessary.

This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time.

# JOB DESCRIPTION – MAIN ACCOUNTABILITIES

## ORGANISATION

- Alongside other office staff, be the face of the school, welcoming guests and role-modelling Floreat's core virtues.
- Undertake reception duties - answering the telephone, face to face and email/postal enquiries, receiving deliveries and signing-in visitors.
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with arrangements for visits (both visitors to the school and by staff and pupils for visits off site).

## ADMINISTRATION

- Provide clerical support e.g. photocopying, filing, archiving, emailing, completing routine forms (both on paper and electronically).
- Undertake typing, word processing and other IT tasks.
- Monitor and maintain manual and computerised records, including the school's Management Information System (ScholarPack) and Finance System (Xero).
- Help maintain effective communication with parents.
- Undertake routine administration tasks.

- Assist with the administration of after school clubs, including groupings, scheduling, communication with club providers and reconciling club payments received.

## RESOURCES

- Operate office equipment e.g. photocopier, computer etc.
- Ensure orderly and secure storage of supplies, and monitor stocks.
- Assist with ordering supplies and resources from existing and new suppliers.

## HUMAN RESOURCES

- Assist with HR and personnel tasks to ensure that the school adheres to HR policies.
- Support the Headteacher and School Business Manager in completing HR-related tasks.

# PERSON SPECIFICATION

## QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Previous demonstrable experience in a school administrative role.
- GCSE A\*-C in English and Mathematics or equivalent.
- A good understanding of the school environment and its associated challenges, including the safeguarding of children.
- Demonstrable understanding and knowledge of financial and accounting procedures is desirable.
- An understanding of HR processes, systems and structures needed to support an outstanding school is desirable.

## PERSONAL QUALITIES

- A strong commitment to providing high standards of customer care and customer service.
- Values and embraces diversity.
- Ability to work as part of a team and form good relationships with colleagues.
- A clear understanding of, and commitment to, Floreat's vision and values.
- Maintains strict confidentiality in all matters.
- A willingness to learn and develop new skills.

## SKILLS

- Ability to organise own workload, including dealing with a broad range of competing demands, prioritising tasks and keeping to deadlines.
- Excellent communication skills, orally and in writing, with the ability to produce a range of written material and to interact with a broad range of internal and external stakeholders.
- Strong numerical skills.
- Ability to manage the information and data requirements of the school and a variety of outside agencies.
- Strong ICT skills with the ability to manage ICT systems.
- Ability to use initiative, be innovative in resolving issues and use good judgement when making decisions.



# SAFEGUARDING & SAFER RECRUITMENT – PART ONE

## EQUALITY & DIVERSITY

Floreat Education is committed to eliminating discrimination and encouraging diversity amongst our employees. We are proud of our diverse workforce and ensure that every employee feels respected and able to give their best. We oppose all forms of unlawful and unfair discrimination. We are committed to providing equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

## SAFER RECRUITMENT

Floreat is committed to safeguarding and promoting the welfare of children and young people in our schools. In order to meet this responsibility, our schools follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail on request.



## DISCLOSURE

Floreat requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

## RECRUITMENT TIMELINE

Dates available on request	School Tour with the Business Manager
Friday 2 <sup>nd</sup> March	Deadline for submission of application form and covering letter.
Monday 5 <sup>th</sup> March	Shortlisted applicants will be notified by email.
Week beginning Monday 12 <sup>th</sup> March	Interview day at Floreat Montague Park Primary School.



# SAFEGUARDING & SAFER RECRUITMENT – PART TWO

## APPLICATION

Please complete the application form and email it, together with a covering letter of no more than 2 pages outlining why you are applying for this position, to:

[office@montaguepark.floreat.org.uk](mailto:office@montaguepark.floreat.org.uk)

Or post your application to:

Elaine Dean  
Floreat Montague Park Primary School  
William Heelas Way  
Wokingham  
RG40 1BG

Come and meet the team and see what we do here at Floreat!

Please email [office@montaguepark.floreat.org.uk](mailto:office@montaguepark.floreat.org.uk) to arrange a school tour.

## SHORTLISTING

Shortlisting will take place upon receipt of application.

## INTERVIEW

Interviews will be held at Floreat Montague Park Primary School.

## REFERENCE CHECKING

References will be taken up prior to interview unless you request otherwise.

