

HAMMERSMITH



**ADMINISTRATIVE ASSISTANT
(FINANCE & DATA)**

**INFORMATION PACK
JULY 2019**



Administrative Assistant (Finance & Data)

Job Description

Grade: Support Staff Scale 3

Reporting to: Office Manager

Hours: 37.5 hours per week (8am to 4:30pm), term-time plus 1 week (40 weeks, including insets)

Salary: £18,332 - £19,183 pro rata (£20,716 - £21,677 full-time equivalent)

The Headteacher and the Governors of the Hammersmith Academy Trust invite applications for an Administrative Assistant (Finance & Data) at this state-of-the-art, non-denominational, all-ability, co-educational secondary school for 11-18 year olds. Sponsored by City of London Livery Companies; the Mercers' Company and the Information Technologists' Company, the Academy opened in September 2011 to Year 7 and Year 12 students and has grown to 861 on roll.

Applications are welcomed from suitably qualified candidates with the appropriate skills, vision and desire to work at the Academy, where expectations are high and there is a strong focus on student achievement.

BACKGROUND TO THE ACADEMY

The Academy (www.hammersmithacademy.org) combines excellence in achievement across the curriculum with opportunity and innovation in learning approaches developed through the Academy's specialisms in ICT and Creative and Digital Media.

The Academy is oversubscribed and continues to be highly successful, with over 800 applications for 130 spaces in Year 7 for 2019.

A Vision and Ethos statement is provided within the application pack. The sponsors are committed to excellence in secondary education and have a track record of working with successful Academies and in areas of significant Academy improvement. The educational vision, building design, curriculum model and Academy organisation plan are based on the template developed successfully at Thomas Telford Academy and the Mercers' other Academies in the West Midlands combined with the Information Technologists' experience of Academy improvement at Lilian Baylis Academy in Lambeth and their expertise and industry contacts in IT and Digital and Creative Media.

The Hammersmith Academy has the support of, and access to, the expertise and educational networks of the Mercers' group of 15 schools and colleges, which includes the nearby, highly acclaimed St. Paul's schools' (Independent), two 6th Form Colleges in the South-east, as well as the Thomas Telford family of Academies. Further details of the sponsors' educational activities can be found on their websites www.wcit.org.uk and www.mercers.co.uk. The sponsors also have strong links with international IT industries and with the City of London.

Administrative Assistant (Finance & Data)

Purpose:

To provide administrative support to assist in the smooth running of the school, with particular responsibility for processing financial and school management data.

Main activities:

Finance

- Posting invoices onto the accounting system
- Obtaining approval for payment of invoices
- Liaising with suppliers regarding deliveries and payment dates
- Dealing with parent queries relating to online payments
- Supporting organisers of school trips by monitoring costs and parental receipts
- Running budget reports for budget holders

Data

- Gathering and entering staff and student data onto the school's information management system, SIMS
- Running reports to assist in the analysis of management information
- Contributing to the smooth running of the Academy's internal and external examinations
- Entering and extracting data from the Academy's assessment and reporting systems

General

- Typing, reprographics, filing, preparing mailings etc.
- Answering telephone enquiries from parents and other parties and directing them appropriately
- Monitoring and responding to email enquiries from parents and other parties or forwarding them to the appropriate person
- Dealing with student issues throughout the school day
- Liaising with the rest of the admin team to ensure that student and staff issues/ needs are dealt with effectively and on a timely basis
- Acting as a first aider to both pupils and staff (full training will be given)
- Undertaking school duties during breaks and lunchtimes to help monitor pupil behaviour
- Assisting with school events and parent evenings (this may involve overtime)
- Providing support to other Admin team members as required, including occasional cover for the Academy's Receptionist
- Carry out any other reasonable task, as directed by the Office Manager, or other member of the Academy's management

Person Specification

Experience and qualifications:

- Undertaken qualifications relevant to the post (where appropriate) D
- Undertaken appropriate First Aid training (or willingness to do so) E
- Commitment to updating professional skills E
- Evidence of expertise and success in the areas described in the job description E
- Good ICT skills E
- Experience using SIMs D

Professional 'know how':

- Demonstrates a sound understanding of the duties in the job description E

Personal qualities:

- Hardworking E
- Good self-management skills, including the ability to plan one's own time effectively E
- Able to work as part of a team E
- Enjoys working in new and challenging situations E
- A high level of personal integrity and probity E
- Good interpersonal and communication skills E

E - Essential

D - Desirable

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and
- attitudes to use of authority and maintaining discipline

If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

The Selection Panel will be looking for evidence in your application form of your strengths and abilities in relation to the criteria set out in this person specification.

Note: The duties listed within this Job Description are indicative only. The Academy retains the right, at its own discretion and without consultation, to review and amend individual job descriptions, which may result in duties being changed or specific duties being switched between members of the Admin team.

HOW TO APPLY

Please complete the **application form**, which includes a supporting statement, and a monitoring form. CVs alone will not be accepted.

Please send your completed application form by email to: hr@hammersmithacademy.org

The closing date for receipt of applications is: **Thursday, 25th July 2019 at 9am**

Interviews will take place: **Friday, 26th July 2019 although candidates may be invited for interview upon receipt of a completed Application Form prior to the closing date.**

If you have not heard within two weeks of the closing date you may assume you have not been successful on this occasion.

Additional information about Hammersmith Academy can be found by going to our website: www.hammersmithacademy.org

Hammersmith Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These posts are subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.

Hammersmith Academy is an Equal Opportunities employer and does not discriminate on grounds of gender, race, age, disability or marital status.

Please note that, as part of Hammersmith Academy's Green approach and our commitment to reducing the impact of vehicular access to the Academy on the local and global environment, there is very limited parking and all staff are therefore encouraged to travel to work by public transport.

HAMMERSMITH ACADEMY

INSPIRE CREATE SUCCEED

Vision

To develop highly qualified, aspirational young adults who make outstanding progress and as active citizens take a lead within the community and are committed to giving 100% in everything they do.

Values

We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.

We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.

We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

The HA WAY - HA learners demonstrate:

- Pride and Commitment
- Professionalism and Leadership
- Active citizenship
- Honesty and Reliability
- Respect and Integrity

Hammersmith Academy ensures that students are happy, safe and secure in their learning and develop through a culture of success, into self-confident independent learners who become highly valued members of their community. Strong leadership at all levels challenges underachievement and ensures students make outstanding progress and achieve high standards of attainment.

It is an inspiring and creative place to learn, which is rich in digital and creative media technology that stimulates and develops students' academic and vocational skills through the promotion of excellence.

Students leaving the academy will have the following profile:

- A strong portfolio of accredited achievement;
 - A highly developed sense of responsibility and pride in their own performance;
 - Outstanding communication skills, including digital literacy
 - Well-developed literacy and numeracy skills
 - Strong leadership skills coupled with a professional attitude to enhance employability;
 - An ability to work collaboratively and develop team cohesion;
 - An aptitude for research, enquiry, problem solving and creativity
- Are actively kind, caring and socially responsible.

Developing character and a growth mind-set - Be better than you thought you could be

Good character development coupled with academic success is essential to a high quality education. We succeed by developing a growth mind-set through the skills of resilience in the face of challenge, resourceful when solving problems, reflective when evaluating progress and reciprocal when working in teams. To be fearless when striving for excellence and contributing positively to life in a global society.

We want each individual to be better than they thought they could be. We believe everyone is powerful beyond measure and capable of extraordinary achievements. We expect more from ourselves and each other in our drive to be the best and are 100% committed in everything we do. We constantly challenge students to push their limits, to work hard, to be resilient and inspire each other to *outstanding* success.

We expect the same from all adults. That they are determined and committed to be the best they can be, demonstrate a 'can do' attitude and transmit these expectations to the students.

Knowledge is power

Knowledge creates power. First, Intellectual power- -primarily through the core disciplines of literacy and mathematics which are the building blocks in accessing a successful life. Second, Economic power – a deep understanding of the links between self-management and problem solving skills in becoming rounded and grounded in preparation for the world of work and thirdly, Social power - developing our social and moral responsibility as active citizens.

We prepare students for successful lives through a stimulating and engaging curriculum where our practices mirror those found in the wider world of work. Using a broad experiential approach, students are given the opportunity to make choices, take responsibility for their learning and accelerate their interests in greater depth.

Developing a thirst for knowledge through inspirational teaching is powerful. Its value is limitless. It enables students to absorb challenging concepts and develop the skills of critique, analysis and evaluation.

Leading is achieving

Leadership is central to our ethos of success as an individual, a team and a learning organisation. We work closely together to improve. We consistently look to enhance the quality of what we are doing and seek inspiration from inside and outside the Academy.

Our students are future leaders who develop a clear sense of ownership and pride in their own performance which empowers them to support others. We expect students to value and celebrate success and champion their community.

All adults are expected to lead and to build a performance culture. In every action, attitude and expression, they set direction and expectation. Every adult is trusted to act with integrity and take personal responsibility to do the right thing for the students.