



HUJJAT PRIMARY SCHOOL

Administrative Officer

Recruitment Pack

Permanent, Term Time only (39 weeks)

Start Date ASAP

£24,984-£26,667 FTE

Pro rata £22,356-£23,862

(Depending on experience)



In His Name, the Most High



Welcome

Thank you for your interest in this unique and exciting opportunity to play an important role in the development of a free school in Harrow.

The Hujjat School Trust's vision is to develop a school infused with positivity, creativity and passion for learning, which raises all children's aspirations regardless of their backgrounds.

School years are amongst the most influential period in our lives. Using Hujjat Primary's values-based approach to education, teachers will model values of the school to help create a happy and inclusive environment inspired by Islamic values where children can indulge their curiosity, develop a lifelong love for learning and build the foundation from which they can grow to become ethical, responsible and inspirational members of society.

Hujjat Primary School opened in September 2020 as Harrow's first Muslim faith designated Free School and will have capacity for 420 children across 7 year groups by 2026. The school is over subscribed for our Reception intake for September 2023.

Samirah Saad
Acting Headteacher

*“pursuit of knowledge
kindness & honesty
peace & equality
freedom of speech & thought”*



What we are looking for

We are seeking an experienced school office administrator for a busy school office. The ideal candidate will have previous experience working within a school in a similar role.

You need to be keen to learn and have a genuinely positive attitude, coupled with excellent attention to detail. You will be trained on all policies, systems and processes, but will come to the role already possessing enthusiasm, drive with a thorough and attentive nature to learning and enjoying working in a team.

If you are professional, with strong IT skills, are a quick learner and have a confident telephone manner and good communication skills, this is an excellent opportunity for you to really utilise your skills and build a rewarding career.

The postholder is required to be flexible in their approach to work and will be expected to cover for colleagues when necessary. They will act as an integral part of the administration team and as such make a contribution to the overall ethos and values of the school, working within agreed policies and procedures.

Faith is not necessary yet would be an advantage and we always welcome children and staff of all faiths.

Why join us?

You will work with the Senior Leadership Team and SENDCo to shape the school's future direction and transform the lives of children in our care.

The Trust is committed to offering the successful candidates a variety of comprehensive learning and developmental opportunities with partner Trusts and local schools as the school grows.



Ethos

Our faith character will be reflected in the values of the school, fostering cohesion and placing the school at the heart of the community.

The universally accepted human values and principles that are also cornerstones of the Islamic faith, will be promoted and embedded into the fabric of the school through the curriculum and the behaviour policy, ensuring that everyone, adults and children, of all faiths and none, can identify with and benefit from them.



Curriculum

The Islamic philosophy of education emphasises that education must be for the holistic development of the individual and of society. At Hujjat Primary School, our commitment to outstanding academic achievement will therefore go hand-in-hand with the nurture of values, which underpin the development of good character.

The curriculum will grow mind, body and character through:

- A broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;

*Successful learners,
able to think,
question and reflect
independently*

*Confident, respectful
and effective
communicators who
can express themselves,
make informed choices
and build positive
relationships*

- Experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene, nutrition, personal and social skills;

*Well-rounded and responsible
citizens with a respect and
appreciation for the rights,
views, values and property of
others, and who make a positive
contribution to the school and
the community beyond*

- A values curriculum through which we will develop the virtues of good character, enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

Hujjat Primary School will embody high expectations, high standards, and enable children to extend their learning to engage with local, national and international initiatives that will reflect the diversity in our community both within and outside the school.



How to Apply

Please refer to the job description and person specification below for further details.

If you wish to arrange an informal discussion, please contact Julie Day, School Business Manager on sbm@hujjatprimary.org or 02081899730.

To apply, please complete the online form on our website <https://hujjatprimary.org/vacancies>

Closing date for applications: 17 April 2023
Interview date: w/c 24 April 2023
Start Date: ASAP

Safer Recruitment

Hujjat School Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks including:

- Right to work in the UK
- Health
- Identity
- Relevant work qualification
- Disclosure and Barring Service Check
- References
- Childcare disqualification declaration

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 bar you from employment.



Administrative Officer Job Description

Reports to: School Business Manager

Purpose of the role:

- The post holder will contribute to all aspects of the team's functions providing the highest levels of support and challenge and the highest level of customer service to the wider school and community.
- To be an ambassador for the school as a welcoming professional and first point of contact for pupils, staff and visitors.
- To provide administrative support under the instruction of the Senior Leadership team. Support the Headteacher and Business Manager with administrative tasks and to work within the school team to provide efficient and high-quality administration.
- To undertake the maintenance of the school student database and collection of pupil data. Provide statistical reports of pupil information as requested.
- IT systems management including updating website etc.
- Manage the administration of school events (e.g. parents evening), external school trips, afterschool clubs other curriculum related activities.
- To contribute to the overall vision and ethos of the school ensuring the best standards possible for pupils and staff.
- To be aware of and support differences and to ensure equal opportunities for all.
- Duties required will be directed by the School Business Manager, according to the school's needs.

Reception

- Act as one of the first points of reference, receive callers, children, parents, visitors and telephone enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges.
- Providing information and support to other staff members as required.
- Providing hospitality for visitors.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.

Administrative

- General administrative duties such as photocopying, filing, emailing and completion of routine forms. This could be directly supporting the Headteacher or School Business Manager.
- Updating manual and computerised records/management information systems.
- To be responsible for the collection of data from pupils or parents necessary for the accurate maintenance of database and for the provision of student data reports for school purposes. Liaise and follow-up with senior leaders and other members of staff any discrepancies in pupil data.
- To produce reports from the Management Information System under the direction of the School Business Manager
- Maintaining the school diary.
- To operate computerised systems using standard software applications including those used in the school office including Microsoft Word, Excel, Access and Outlook.



- To attend, participate and take notes at meetings and briefings as required.
- Coordination of the fruit and vegetable and under 5's milk scheme.
- Ensure the office is set up for the new academic year including setting up new registers, preparing noticeboards, contact lists, etc.
- Maintain stationary stock levels for the office and associated areas.
- Undertake fire warden duties by checking registers and accounting for staff and visitors.
- Placing orders, checking goods and monitoring paperwork.
- To lead the office team in providing administrative support for school events including parents' evenings, open evenings and presentation evenings.
- To support the School Business Manager with the school admissions and to be responsible for administration of annual EYFS intake procedures, maintaining an accurate and on-going list of students to be admitted in September. Preparation and distribution of information packs to parents. Ensuring new EYFS data entered on Arbor ready for new academic year.
- To coordinate, collate and issue letters to parents in relation to enrichment and school events (including educational visits, music tuition, workshops and clubs)
- To maintain enrichment club and wraparound registers daily and ensure they are entered accurately onto the school MIS.
- To support the Business Manager in debt recovery for payment of wraparound care.
- Monitor and regularly review take-up of enrichment activities. Produce relevant reports which can then be interpreted by the leadership team, which will result in an annual improvement plan.
- To provide as required and as appropriate, cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.
- Maintain confidentiality at all times, ensuring compliance with GDPR with regards to handling and storage of data.

Welfare

- Lead on first aid and medical care and support for all pupils and staff whilst adhering to the values and ethos of our school.
- Qualified first aider, dealing with pupil injuries / illnesses, and giving medicines to pupils in line with the school policy.
- Keeping up-to-date and accurate medical records for all pupils (written and electronic), keeping key adults informed about children's needs and conditions.
- Making and maintaining contact with families and children who have suffered illness and injury which lead to time away from school and following up any referrals to hospital during the school day later that same day.
- Liaise with professionals and outside agencies as required e.g. school nurse
- Support with care plans and risk assessments for children with medical conditions and injuries, liaising with parents, teachers, other staff and professionals as required.
- Keeping a basic stock of first aid items and re-ordering as necessary.
- Supervising pupils who have not been collected on time at the end of school or after clubs and liaising with families.
- Ensure first aid and medical supplies are prepared and ready for school trips and visits.

Marketing

- Ensuring the School's social-media platforms (primarily Twitter, Facebook and Instagram) are kept up-to-date with fresh and engaging information whilst adhering to the School's Social Media strategy.
- Producing the school weekly newsletter and student of the week / attendance certificates.
- Updating the website - generating content (written and visual) and liaising with staff and other agencies, to ensure the website is current and accurate and all links are functional.



- Organisation and preparation of school events such as trips, sports day, parent's evenings, productions etc, and to organise associated administration, marketing communication material.
- Assist with the preparation for all key marketing and admissions events to include open days.
- Taking photographs and/or videos of school events and activities.
- Updating and distributing communications which includes but is not limited to the school's website, social media, school noticeboards, newsletters and other communication with parents, colleagues and the community.
- To assist the School Office and Business Manager in marketing the school.

ICT Support

- Ensure the efficient maintenance and administration of ICT systems and facilities (such as reprographics, telephones, computer networks, MIS and accounting system software).
- To provide ICT support for staff including setting up new staff email and login accounts.
- Through liaising with the ICT Specialist, be responsible for the organisation and co-ordination of effective and accurate IT for school users.
- Liaise with the school external ICT support services to resolve ICT problems.
- Ensure the school's InVentry (Visitor management system) is updated and ensure entries are pre-populated as required.
- Liaise with the system provider in the event of faults that may occur to the telephone system.
- Through liaising with the ICT Specialist, be responsible for the organisation and co-ordination of effective and accurate IT for administrative purposes.
- Be responsible for management of Administration IT Network - advise staff of database and reporting facilities.
- Be responsible for managing shared mailbox(es)

General:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
- Participate in training and other learning activities as required.
- Set high expectations of conduct whilst acting as a good role model for others.
- To undertake as required additional duties and tasks commensurate with role and responsibilities as required.



PERSON SPECIFICATION		
Qualifications	Essential	Desirable
Good standard of education evidenced by GCSEs or equivalent	✓	
Level 3 in Customer Service/Business Administration		✓
Knowledge and Experience		
Experience of working in a busy office with a strong customer service ethos	✓	
Previous experience of working in a education environment, dealing with face to face interactions		✓
Ability to work effectively within and between teams to achieve common objectives	✓	
Experience of using school systems for data entry and reporting		✓
Experience of Social Media and websites	✓	
Understanding of Safeguarding and keeping children safe		
Understanding of Health and Safety		✓
Understanding of Data Protection and confidentiality		✓
Understanding of Schools Ethos and Value and ability to support the school's Islamic Ethos		✓
First Aid Trained (or a willingness to be trained)	✓	
Skills		
High standards of accuracy and attention to detail	✓	
Excellent written and verbal communication skills	✓	
Extensive IT skills. Competent in Microsoft Office (Outlook, Word and Excel)	✓	
Strong organisational skills with a systematic approach to problem solving	✓	
Excellent time management skills with the ability to prioritise, plan and organise day to day activities ensuring that deadlines and objectives are achieved	✓	
Organisational and time management skills with the ability to multi task within a demanding office environment	✓	
Good interpersonal skills, confident and professional telephone manner	✓	
Effective problem solving techniques	✓	
Excellent customer service skills	✓	
Personal Attributes		
A team player with a positive outlook and strong work ethic	✓	
The ability to use own initiative and know when to seek advice	✓	
Acts with professional integrity at all times	✓	
Committed to high standards of quality and seeks to improve systems and processes	✓	
Ability to work under pressure to tight deadlines	✓	
Ability to develop and maintain strong, effective, and professional working relationships	✓	
Willingness to travel where necessary	✓	
Flexibility in working hours when necessary	✓	
Flexible and receptive to change		✓
Treat people fairly and respectfully	✓	

