

ADMINISTRATIVE ASSISTANT

Information Pack

Salary:

- £24,705 – £26,064 (FTE)
- £22,980 – £24,245 (Actual)

Application Closing: 9th October 2023



- What we can offer - Page 1
- Who we are looking for - Page 2
- Additional Information - Page 3
- How to apply - Page 4
- Job Description - Pages 5-6
- Person Specification - Page 7
- Contact Details - Page 8



What we can offer:

- Training, development and support in this role.
- An ambitious, exciting place to work.
- A genuine opportunity to make a difference.
- A great team of staff and a three school community who deserve the very best.

Who we are looking for:

In particular we are looking for someone who:

- Is flexible and has a desire to work under the direction of the School Manager and alongside the school's office team in ensuring a cohesive and skilled administration and finance service.
- Can demonstrate skills and abilities in leading a team.
- Can deliver efficient administration and possess excellent communication skills.
- Is flexible, well organised, good with time management and a team player.
- Is willing to learn and develop through work related training.
- Is enthusiastic and motivated candidates with excellent interpersonal skills.
- Has previous school experience.



Additional Information

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful candidates will be required to complete an enhanced DBS check.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Should you have any queries or would like to arrange to visit our schools please contact our Communications Manager via email on communications@vs.hackney.sch.uk

We look forward to receiving your application!



Deadline: 9th October 2023





Job description & person specification

Read the job description and person specification carefully

01



Application Form

Complete the application form either electronically or print it off and hand write it

02



Supporting Statement

Ensure your supporting statement relates to the competencies outlined in the person specification

03



Education and Employment History

Please make sure that your application form outlines your education and employment history

04



Send Application Form

Send your completed application via email or post to:

- Email

communications@vs.hackney.sch.uk

- Post
Communications Manager
Southwold Primary School
Detmold Road
London
E5 9NL

05

Job Description

Job title:

Administrative Assistant

Reporting to:

Senior Administrative Officer / School Manager / Headteacher

Salary:

£24,705 - £26,064 (FTE)

£22,980 - £24,245 (Actual)

Hours of work:

36 Hours per Week, 42 weeks per annum

Purpose of the Post:

- To be the first point of contact for the school regarding a range of administrative and communication activities and to ensure delivery of a first-class office.
- To provide administrative support for the Strategic Leadership Team.

Main Duties & Responsibilities:

- Deal with front line enquiries from staff, pupils, parents and other agencies.
- Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.
- Provide refreshments for visitors as appropriate.
- Operate the telephone system, direct calls to the Strategic Leadership Team and other staff as appropriate, take and pass on accurate messages.
- Be the nominated officer responsible for the day to day operation of the registration system in terms of ensuring data is correctly inputted; the efficient retrieval of information and for the timely production of reports from the system; liaise with the Office Manager, Strategic Leadership Team and School Attendance Officer.
- Assist with the preparation, distribution and collation of checklists for school meals numbers and liaise with school catering staff on a daily basis.
- Liaise with parents regarding outstanding lunch money.
- Maintain the school databases and recording systems relating to administration, admissions medical and personnel, ensure records are up to date, accurate, secure and they comply with the requirements of the data protection act; this will include the filing and updating of manually held systems and the input of data into the computer system.
- Process Year 6 applications and assist with pupil admissions. This will include managing the transfer of records and additional information about pupils, such as attendance and medical history, to and from other establishments as appropriate.
- Collection and data input of weekly records, processing of data and reporting of key findings to the Strategic Leadership Team.
- Assist with the organisation of school enrichment activities, including financial duties, logs, letters and record keeping.
- Processing of the staff diary and community newsletters.
- Undertake photocopying, filing and general office duties.
- Distribute post, frank mail and take to the Post Office or Post Box along with any recorded deliveries.
- Carry out word-processing, photocopying, filing, and maintenance of records for the Strategic Leadership Team.

Job Description continued

- Assist in extra curricular activities where needed e.g. school events.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Carry out other duties as required by the Office Manager.
- Attend and keep records of meetings as required.
- This is a description of the main duties and responsibilities of the post at the date of production.

The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General Requirements:

- Take part in the school's performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practise.
- You must promote and safeguard the welfare of children, and young and vulnerable people that you are responsible for or come into contact with.

Other Responsibilities:

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Qualifications	Essential	Desirable
NVQ level 2 or equivalent qualification or experience.	✓	
Experience	Essential	Desirable
Experience of administration work.	✓	
Experience of using information technology in terms of using a computer, basic admin software (MS Word and Excel) and a willingness to learn the office systems and IT packages.	✓	
Experience of school based systems.	✓	
Knowledge	Essential	Desirable
Basic knowledge of the work of a school.	✓	
To have an understanding of and a commitment to Equal Opportunities issues within the workplace.	✓	
To have an understanding and commitment to the school's vision and policies.	✓	
Knowledge of Data Protection Legislation.	✓	
Skills	Essential	Desirable
Good ICT skills; working knowledge of MS Windows applications including Word and Excel, ability to access web based information.	✓	
Excellent word processing and keyboard skills.	✓	
Excellent organisational skills.	✓	
Good interpersonal, organisational and communication skills.	✓	
Ability to communicate effectively both orally and in writing with staff at all levels and outside agencies.	✓	
Ability to share work and to work as part of a team.	✓	
Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality.	✓	
Willingness to participate in development and training opportunities.	✓	
Ability and willingness to work in a flexible manner.	✓	



Email:

communications@vs.hackney.sch.uk



Post

Communications Manager
Southwold Primary School
Detmold Road
London
E5 9NL



Southwold
Primary School

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Orchard Primary School
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E9 7BB



Hoxton Garden
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Hoxton Garden Primary School
Ivy Street
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N1 5JD



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