



Appointment to Office Administrator

February 2025

INFORMATION FOR POTENTIAL APPLICANTS



## **Letter from Chair of Governors**

Dear potential applicant

Thank you for your interest in the position of Office Administrator that is available within the office staff team at Kingsmeadow Community School. I hope that you will find the information pack interesting and inspiring.

The governors are extremely proud of the school. It is a very exciting place to learn, for students and staff. New developments are becoming well established, taking the school forward to achieve its ambition of becoming an outstanding school and provide a 'World Class' education for its students. An innovative curriculum, effective teaching strategies and strong pastoral care continue to raise standards and ensure students become confident, lifelong learners.

Governors and senior leaders are united in their aim that each individual student achieves his or her maximum potential regardless of prior achievement. Behaviour and pastoral care are exemplary. The school has an inclusive ethos and the gap between the achievement of Pupil Premium students (who make up about half of the school population) and others is narrowing year on year.

A very clear vision and school improvement plan all help staff to have clear aims and targets. Teamwork is well developed, with staff learning from and supporting each other, and there are opportunities to develop leadership skills. Staff are very well supported through performance management and a focused, relevant CPD programme which meets individual as well as whole school needs.

This is an exciting opportunity to join the school team and help shape the future of our school. I urge you to visit us to learn more and to see our excellent modern facilities at first hand.

Yours sincerely,

Sarah Diggle  
Chair of Governors



Dear Candidate

### **Office Administrator Vacancy**

At the heart of Kingsmeadow lies a highly aspirational academic curriculum of which we are fiercely proud. This academic curriculum is supported by a generous and well-planned Character Curriculum which runs through years 7 to 13. Our status as the last maintained secondary school in Gateshead means that we are not bound by the rules of a larger trust or academy chain. Every decision we make is closely tailored to the needs of our students, their families and the local community.

Staff at Kingsmeadow Community School have unerringly high expectations for all. Through developing their understanding of learning, and working in partnership with home, we seek to instil these high expectations into our students. Using our core values of Integrity, Resilience and Respect, we equip our students with the skills they need to be successful citizens who contribute positively to society, whilst giving them the academic profile they need to be able to open up doors of opportunity in their future.

The successful candidate will:

- Enjoy being a collegiate and positive member of a professional team
- Understand the need to relentlessly improve academic standards for all students in order to open up doors of opportunity for their future
- Firmly believe in developing the character of students
- Contribute to the community ethos of Kingsmeadow Community School, building positive and respectful relationships with students, parents, staff and all stakeholders
- Have high expectations of students, and of self as a positive role model

If you require any further information prior to making an application, please contact the Office Manager; Michelle Lane at [mlane@kingsmeadow.org.uk](mailto:mlane@kingsmeadow.org.uk) or on 0191 4606004 ext 222. School visits are welcomed.

I look forward to receiving your application. Further information about our school can be found on our website.

Yours faithfully

Mark Barrett  
Head Teacher



*THE POST: Office Administrator*

## **PROCEDURE FOR APPLICATION**

If you wish to be considered for this vacancy, you should complete an application form on TES, giving the names and addresses of two referees (references will be taken-up prior to interview).

The link to the application form and relevant documents can be found on the school's website under Staff Vacancies. We will only accept applications via TES, and CV's or other application formats will not be accepted.

Applications should be completed and submitted by noon on Friday 28 February 2025.

Interviews will take place on Tuesday 11 March 2025. If you have not heard from us by this time you must assume that your application has been unsuccessful on this occasion, in which case the Governors and I would like to thank you for your time and your interest in the school.



## **ABOUT KINGSMEADOW SCHOOL**

*'Kingsmeadow is a Good school..... Teachers teach about the importance of respect, integrity, compassion, courage, pride and quality. They set a good example and pupils conduct themselves maturely.'*

OFSTED Sept 2021

There is a proud sense of community in Dunston and the surrounding areas. As our community grows, thanks to the development of new housing and industry in Gateshead, we are equally proud to welcome new and existing families to our school. We understand and appreciate the importance of working in partnership with parents and carers so that Kingsmeadow Community School offers a safe, caring and inclusive environment centred on the pursuit of academic excellence for all. It is for this reason that we maintain the word 'community' in our school name, and will continue to do so for the foreseeable future.

At Kingsmeadow Community School, we take pride in offering a highly ambitious academic curriculum. All students enter the school expecting to follow the English Baccalaureate (EBacc), which the government describes as, "a set of subjects at GCSE that keeps young people's options open for further study and future careers." The opportunity for the study of a modern foreign language is afforded to every child as is the separate study of all three science disciplines, alongside a rich creative arts curriculum. Our students thrive on the high aspirations set for them by a team of committed and dedicated staff.

This high level of expectation continues into our sixth form, where we offer a wide range of level 3 qualifications for further study. We are delighted that the increasing numbers of pupils who choose Kingsmeadow Community School as their provider for key stage five education will soon have access to a brand new sixth form centre, which is scheduled for completion in the Autumn Term. In the classroom, students benefit from small group sizes which allow them to gain the qualifications and rounded education they need to take their next steps. All of our sixth form students have moved on to the university course or career of their choice when they leave us.

Our Character Curriculums is delivered through our daily Thrive sessions, which account for two hours of curriculum time per week. These sessions incorporate much of the PSHE, RSE, SMSC and British Values education, as well as our own Character Curriculum. This was all highly commended in our September 2021 Ofsted visit and has moved from strength to strength since then.

As a Google Reference school we use the Google suite across the school. Teachers and students are well versed in using Google Classroom for classwork and homework. Students have good access to technology, with over 400 Chromebooks plus desktops available in school.

I am excited to be leading Kingsmeadow School from September 2024. I will be building on the work that has already been done in improving the school. Moving forward, we have a number of areas for development which we will be addressing, including: working more closely with home and the community; tackling inherently low-levels of literacy; further building resilience through aspiration. I am looking to appoint the right person who can work with me and the senior leadership team in making the improvements that the students and community of Kingsmeadow Community School deserves.

**Mark Barrett**  
**Head Teacher**



### **DEPARTMENT INFORMATION**

Thank you for your interest in the Office Administrator vacancy at Kingsmeadow.

This is a very exciting opportunity for the right candidate to join a newly established team. You will be instrumental in shaping the vision for our administrative support service, significantly impact our service offering going forward and enhance a sound team working culture to be the very best we can be and provide a first-class service to all stakeholders.

No day is the same in a busy school office! It is essential that you have a positive, can-do attitude, high standards, excellent time management and organisational skills, and that you provide outstanding customer service at all times with confidentiality and professionalism of the utmost importance.

Prospective candidates are warmly welcomed to visit school prior to applications being submitted and have an informal chat to answer any questions that you may have about the role. To arrange an appointment, please contact Michelle Lane; Office Manager via email [mlane@kingsmeadow.org.uk](mailto:mlane@kingsmeadow.org.uk) or by telephone on 0191 4606004 ext. 222.

**CATHERINE BULMAN**  
**SCHOOL BUSINESS MANAGER**



## **LEADERSHIP STRUCTURE**

### **Headteacher**

Mr M. Barrett

### **Deputy Headteachers**

Mrs A Douglas

Mr S Ferguson

### **Business Manager**

Miss C. Bulman

### **Assistant Headteachers**

Mr G. Dunlop

Mrs M. Langley

Mr A. Milton

Mrs C. Richardson

## Job Profile – OFFICE ADMINISTRATOR GRADE D

<b>Job Title</b>	<b>Reports to</b>	<b>Department</b>
Office Administrator	Office Manager Business Manager	School Office
<b>Salary Grade</b>	<b>Hours</b>	<b>Line Management Responsibilities</b>
Grade D Pro Rata Term Time Only	37 hours Permanent Post	No

### Summary of Role

#### 1. Key Responsibility

Under the instruction/guidance of your line manager provide general administrative and financial support to the school.

#### 2. Organisation

- Answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents, dealing with visitors etc. Undertake reception duties when required.
- Provide general clerical/admin. support e.g. photocopying, filing, organising, responding to routine correspondence
- Maintain manual and computerised records/management information systems, input new data as necessary.
- Proactively perform housekeeping of Bromcom
- Produce lists/information/data as required e.g. pupils data
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Maintain and collate pupil reports
- Data input ensuring accuracy and up to date records.
- Undertake general financial administration under the guidance of the Office Manager.
- Undertake First Aid and administer medication.

#### 3. Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others

#### **4. Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Where appropriate provide supervision for other staff carrying out routine administrative tasks
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other activities and performance development as required
- Undertake any other duties commensurate with the post



## OFFICE ADMINISTRATOR – GRADE D

AF – Application Form

SP – Selection Process

Ref – Reference

Specification	Essential/Desirable	Method of Assessment
<b>QUALIFICATIONS &amp; TRAINING</b>		
<ul style="list-style-type: none"> <li>• be numerate and accurate</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>• excellent communication skills, both verbal and written</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>• English and Maths to GCSE/ Standard Grade or beyond               <ul style="list-style-type: none"> <li>• Level 3 Administrative qualification</li> </ul> </li> </ul>	Desirable  Desirable	AF
<b>PROFESSIONAL EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>• worked in an office environment/school environment</li> </ul>	Desirable	AF, SP & Ref
<ul style="list-style-type: none"> <li>• experience of working successfully and co-operating as a member of a team</li> </ul>	Essential	AF, SP & Ref
<ul style="list-style-type: none"> <li>• Work on own initiative</li> </ul>	Essential	AF, SP & Ref
<ul style="list-style-type: none"> <li>• Experience of school finances</li> </ul>	Desirable	AF, SP and Ref
<b>SKILLS, KNOWLEDGE &amp; ATTRIBUTES</b>		
<ul style="list-style-type: none"> <li>• promote the school's aims positively</li> </ul>	Essential	AF, SP & Ref
<ul style="list-style-type: none"> <li>• establish and develop appropriate relationships with parents, governors and local community</li> </ul>	Essential	AF, SP & Ref
<ul style="list-style-type: none"> <li>• communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors;</li> </ul>	Essential	AF, SP & Ref



<ul style="list-style-type: none"> <li>• promote a positive working environment;</li> <li>• be able to prioritise workloads; have excellent time management and organisational skills;</li> <li>• be able to work under pressure and meet deadlines</li> <li>• produce accurate work</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF, SP &amp; Ref</p> <p>AF, SP &amp; Ref</p> <p>AF, SP &amp; Ref</p>
<p><b>PERSONAL QUALITIES</b></p>		
<ul style="list-style-type: none"> <li>• knowledgeable and highly competent</li> <li>• punctual</li> <li>• approachable and empathetic</li> <li>• creative and enthusiastic</li> <li>• organised and resourceful</li> <li>• committed</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>SP &amp; Ref</p>
<ul style="list-style-type: none"> <li>• <b>SPECIAL REQUIREMENTS</b></li> </ul>		
<ul style="list-style-type: none"> <li>• Safeguarding - have or be willing to undergo an Enhanced Disclosure check</li> <li>• be willing to train as a first aider and in administering medication.</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>SP &amp; Ref</p> <p>SP &amp; Ref</p>