



Recruitment Pack 2023-24

Administrative Assistant to Torriano School and the North London Alliance Research School



Brecknock Primary School, Cliff Villas, London, NW1 9AL  
Ph. 020 7485 6334 Email. [admin@brecknock.camden.sch.uk](mailto:admin@brecknock.camden.sch.uk)

Torriano Primary School, Torriano Avenue, London, NW5 2SJ  
Ph. 020 7424 0202 Email. [admin@torriano.camden.sch.uk](mailto:admin@torriano.camden.sch.uk)

Required from January / February 2024

## Administrative Assistant to Torriano School and the North London Alliance Research School

Both Brecknock and Torriano Primary Schools are happy, ambitious and inclusive schools, who serve a vibrant and diverse community. As Rights Respecting schools, children's rights and active citizenship are placed at the core of our ethos and values. We are committed to being an anti-racist organisation, promoting racial and gender equality. We believe in a diverse staff body to truly reflect our community and enrich our children's educational experiences. Since September 2022, Brecknock and Torriano have been in a hard federation, both schools share a vision to ensure that children achieve the highest standards academically and socially. They are taught in a way which challenges their thinking, simulates their interests and promotes active citizenship. We are excited to be newly appointed as the EEF North London Alliance Research School, providing local and regional support to use evidence to improve teaching practice and educational outcomes for children.

We are seeking to appoint a dedicated individual who will assist in the management of an effective and efficient administrative service and be the first point of contact for all visitors to the school site. The individual will also be required to provide administrative support to the North London Alliance Research School. The post holder will be required to be flexible in their approach to work, with a positive attitude. This is an exciting opportunity to join a strong and dynamic administrative team. As part of the Brecknock and Torriano Schools Federation, the individual may be required to support in the admin team at Brecknock Primary School also.



We offer:

- Enthusiastic, hardworking and responsive children
- Passionate, caring and dedicated staff
- The opportunity to work in a Gold Rights Respecting school, with a commitment to global education
- Outstanding OFSTED inspection September 2018
- Opportunity to work in partnership with Brecknock Primary School, as part of a dynamic professional learning community
- The opportunity to work within the Research School Alliance with both secondary and primary school partners
- A commitment to staff development and research-based learning with excellent curriculum CPD opportunities within the Torriano partnership, Camden Learning, and other national networks, e.g. Teaching for Mastery in Mathematics with NCETM, Voice 21 for Oracy, STEAM and Crick Institute partnerships
- A caring school with a commitment to the DfE Education Staff Wellbeing Charter
- A member of the Camden Anti-Racist Hub, focusing on decolonising the curriculum
- A strong commitment to the arts working with Artists in Residents and performing arts experts across the partnership
- A supportive and ambitious leadership team and Federation Governing Board



In return we ask for someone who is /has:

- administrative experience and wants to work in a dynamic admin team
- a positive individual who is flexible in their approach to work
- committed to maintaining the high standards of the admin team and the school
- energy and enthusiasm for learning and developing their role
- proven experience of working in a busy office environment

Visits to the school are encouraged and welcome by appointment. Please contact the School Office to arrange a time on 0207 424 0202 [admin@torriano.camden.sch.uk](mailto:admin@torriano.camden.sch.uk)

To apply for the post please complete the online application via the TES website <https://www.tes.com/jobs/>

- Closing date for applications: 9.00am 11<sup>th</sup> January 2024
- Shortlisting: (only shortlisted candidates will be notified): 12<sup>th</sup> January 2024
- Interviews: Week beginning 15<sup>th</sup> January 2024

The Brecknock and Torriano Schools Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check, satisfactory references and proof of legal working in accordance with the Asylum and Immigration Act 1996. The school is committed to the principles of equal opportunities for all in terms of service provision and employment. In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children.

Further Information:

- Torriano Primary School:  
<https://torriano.camden.sch.uk/>
- Torriano Language Resource Base:  
<https://torriano.camden.sch.uk/2022/08/30/language-resource-base/>
- Brecknock Primary School:  
<https://www.brecknock.camden.sch.uk/>
- Education Endowment Fund – Research School:  
<https://educationendowmentfoundation.org.uk/news/six-schools-secure-funding-to-boost-the-quality-of-teaching-in-their-regions>



## JOB DESCRIPTION

Post Title: Administrative Assistant to Torriano School and the North London Alliance Research School

Salary: NJC Scale 5 (Pro- rata, term time only)

Contract: Permanent

Responsible to: All staff are responsible to the Executive Headteacher  
Your immediate responsibility is to the Director of Business Operations

### Purpose:

The Administrative Assistant is responsible for supporting with the administrative and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions. They will also provide administrative support for the North London Alliance Research School.

### Main Responsibilities:

- To provide administrative duties for the whole school, responding to enquiries in an efficient and timely manner, or referring to the appropriate member of staff as required.
- To monitor access to the school site, ensuring visitors sign in and out and are given badges as appropriate, ensuring that safeguarding procedures are rigorously pursued and adhered to.
- To ensure all visitors and new staff are aware of safeguarding procedures, security and safety issues, including evacuation procedures.
- To be the main contact for managing the admin mailing box, responding to messages as appropriate.
- Acting as the first point of call for telephone queries, dealing with recorded messages, ensuring messages are forwarded to the relevant staff in a timely manner.
- Receiving, sorting and distributing school post.
- To update and maintain organisational systems in the office.
- Under the direction of the Director of Business Operations (Line Manager), provide general financial administration, including but not limited to: authorising parent payments, recording incoming money on the schools MIS and income management system, supporting the Finance Officer with orders and debt collection, monitoring stock levels etc.
- To maintain the school website; updating the calendar, adding policies and letters as and when required.
- To provide personal assistance to the Core Senior Leadership Team (Executive Head, Head of School, Director of Inclusion and Director of Business Operations) including, but not limited to: organising and scheduling meetings, setting up refreshments for meetings or events, photocopying documents and distributing where necessary.
- To ensure the foyer and admin office present a professional working environment at all times.
- To escort visitors around the school and ensure new staff are familiar with the premises.
- To carry out general office tasks including dealing with out-going post, date stamping invoices and other correspondence.
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Under the direction of the Director of Business Operations, support with the administrative induction process for new staff.

### Communication Responsibilities:

- Ensure the Leadership team are kept informed of issues within the school.
- Under the guidance of the leadership team, coordinate school events, including managing resources/facilities, organising catering/refreshment and marketing of events via social media, school correspondence and other promotional materials.

- To organise appointments as necessary.
- To maintain main school notice boards, working with parent support workers, and ensure public areas present a professional working environment at all times.
- Assisting the Director of Business Operations to ensure the school website adheres to statutory school website requirements.

#### Welfare Duties:

- To administer first aid as required, following appropriate training.
- To log all first aid incidents in a timely and appropriate manner using the school's CPOMS system.
- To manage the incoming medicine for children from parents/carers, ensuring the appropriate paperwork is complete.
- Administering prescription medicine to children in accordance with the school's policy and procedures.

#### Pupil Management:

- To assist in the provision of admissions information to parents and carers.
- To input and extract pupil data on the school's MIS as required.
- To oversee the submission of pupil data for the school milk service and other LA requirements.

#### Other Duties:

- To work as an integral part of the admin team, supporting and covering other members of staff as and when required.
- To use ICT systems as required in order to carry out the duties of the post in the most efficient and effective manner.
- To assist in the organisation of special events across the school, including open days, community events and training sessions. Providing hospitality support where required.
- To ensure that all duties are performed in accordance with the school's policies, the relevant Health & Safety guidance and Camden's Financial Regulations.
- To participate in staff meetings and briefings and any other events designed to improve communication and assist in the effective development of the post and the post holder.
- Undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may be reasonably required and requested by the Director of Business Operations or Executive Headteacher.

#### Safeguarding and Data Protection:

- To always promote the safeguarding of children and staff.
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
- To deal in all matters with confidentiality and discretion, adhering to the school's data protection guidelines.

#### Personal Responsibilities:

- To monitor and manage workload and keep records in agreed format under the direction of the Director of Business Operations.
- To achieve agreed targets and personal appraisal targets, as agreed by the Director of Business Operations.
- To be professional in dress and manner at all times.
- To ensure the school's expected customer care standard are met and maintained at all times.
- Support school and local authority initiatives.
- To carry out the responsibilities of the post with due regard to the Equalities Act.

All staff will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher and/or line manager. This job description may be amended at any time following discussion between the Executive Headteacher / Heads of School and the member of staff.

## PERSON SPECIFICATION

The candidates are required to address the selection criteria in their letter of application. Candidates must show evidence of the following criteria which will be used as part of the selection procedure:

Category	Essential	Desirable
Qualification/Experience	<ul style="list-style-type: none"> <li>- Experience of reception, administrative and organisational work.</li> <li>- Efficient and accurate use of IT packages such as Word and Excel.</li> <li>- Worked effectively as part of a team; significant contribution to team working.</li> <li>- Worked in a busy environment with interruption to work.</li> <li>- Communicated with a wide range of people in a professional/formal capacity including children.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- First aid training, or willingness to complete it.</li> <li>- Working within education.</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>- Knowledge of relevant policies/codes of practice/procedures and an awareness of relevant legislation.</li> <li>- Knowledge of MIS systems.</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of Arbor MIS</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>- Excellent numeracy skills.</li> <li>- Excellent literacy skills: to be able to write appropriate and accurate correspondence; and to proofread school communications.</li> <li>- Excellent verbal and written communication skills: including the ability to relate well to children and adults; to build and maintain positive relationships and project a positive image of the school at all times.</li> <li>- Strong IT skills ensuring effective use of technology; e.g. Google Docs, spread sheets, email, text and the school website.</li> <li>- Fast and effective keyboard skills.</li> <li>- Ability to use general office equipment &amp; resources effectively and efficiently.</li> <li>- Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>- Commitment to the school's CPD opportunities, and own personal development.</li> </ul>	



	<ul style="list-style-type: none"> <li>- Ability to work effectively as a team member and contribute to the overall development of the school.</li> <li>- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>- Commitment to maintaining confidentiality at all times.</li> <li>- Commitment to safeguarding.</li> </ul>	
Equality Policy	<ul style="list-style-type: none"> <li>- Commitment to implementing the school's equality policy.</li> </ul>	-

## SELECTION PROCESS

### Application Deadline

Completed application forms must be received by 9.00am 11<sup>th</sup> January 2024.

To do this:

Apply online at TES <https://www.tes.com/jobs/>

### Completing Your Application

Candidates are asked to complete all the standard information required on the application form addressing all of the essential criteria on the person specification in turn. Reference should also be made to any of the desirable criteria.

### Visits

Visits to the school are encouraged and welcome by appointment. Please contact the School Office to arrange a time on:

Torriano: 0207 424 0202 [admin@torriano.camden.sch.uk](mailto:admin@torriano.camden.sch.uk)

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are notified of the need to respond within the timescale set.

### Safeguarding

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The post will be offered subject to satisfactory completion of pre-employment checks.

### Interview Process

In order to make our recruitment process as effective as possible, we will follow the procedure outlined below:

#### Interview Process

In order to make our recruitment process as effective as possible, we will follow the procedure outlined below:

- All candidates will take part in an administrative task prior to your panel interview. The focus of this task will be on candidates' skills when working in a busy office environment.
- Following this, there will be a panel interview (lasting approximately 20 minutes), including a discussion about the task.