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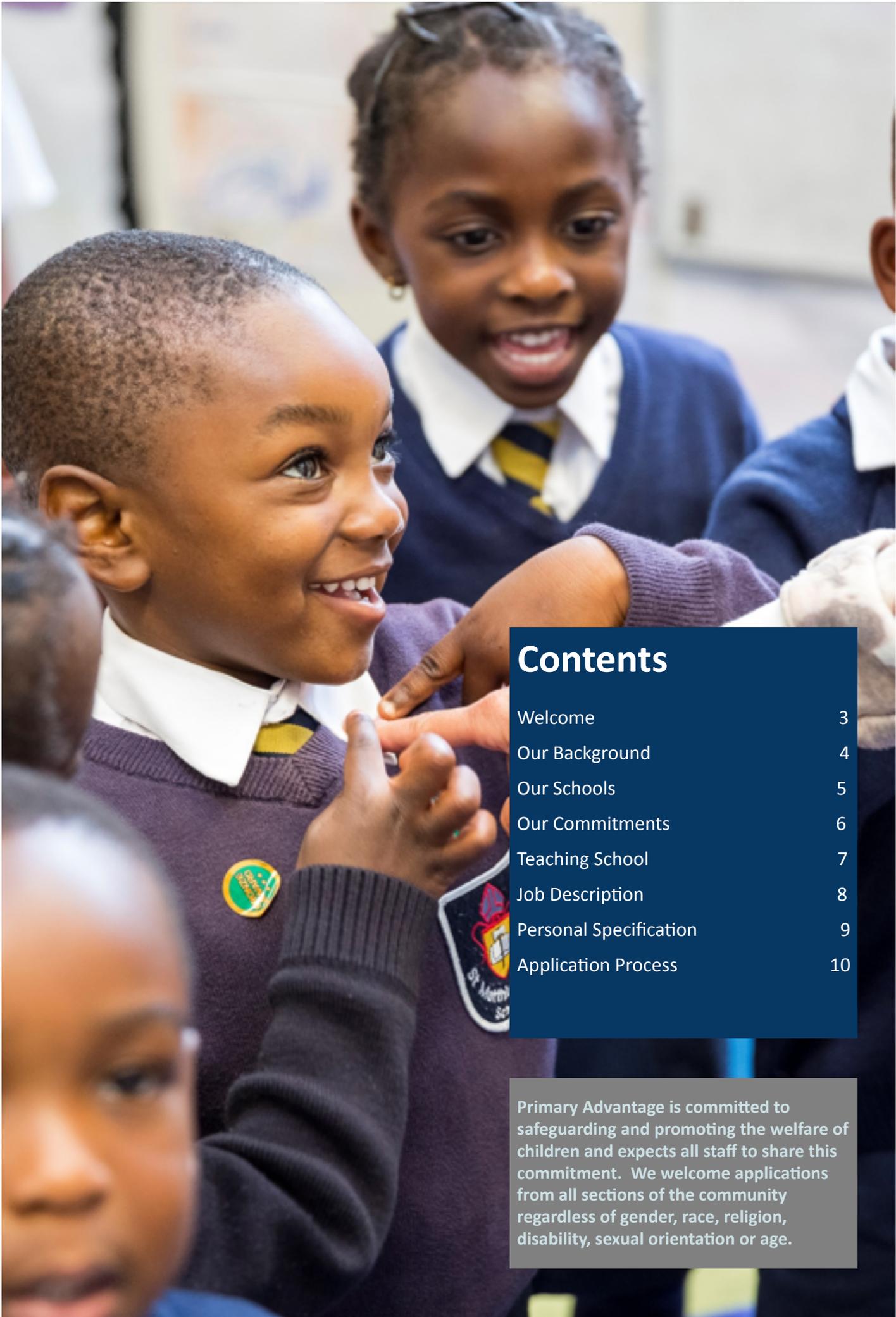


Primary Advantage National Teaching Schools

Application Pack

Teaching Schools Admin Assistant





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Primary Advantage is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation or age.



Welcome

Dear Applicant,

Thank you for your interest in applying for the position of Teaching Schools Admin Assistant at Primary Advantage National Teaching Schools. I hope this pack supports you in finding out more about our Teaching Schools and the Primary Advantage Federation. The pack includes some background information about the federation, information about the application process and the job description.

Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced school staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system. Primary Advantage is a federation of schools working together because we believe our schools can gain many benefits from working collaboratively.

The role demands excellent people skills and customer focused attention to detail together with excellent logistical competence, energy, enthusiasm and the willingness to go the extra mile to ensure the effective delivery of Teaching School priorities.

You will be responsible for managing the day to day operations of the Teaching School's work comprising ITT and co-ordinating training/school improvement activities for all other Teaching School's partnership schools. You will advise and support the Head of Teaching School on a range of Teaching School matters

The closing date for this application is: Sunday 18th February 2018 at 9:30am

The interviews for shortlisted candidates will take place on: Thursday 22nd February 2018

More information about each school can be found on the schools' websites. Please contact Venessa Williams on 0207 254 1010. Please send completed application forms to recruitment@primaryadvantage.hackney.sch.uk

Kind regards,

Lucy Blewett

Head of Teaching Schools



Primary Advantage National Teaching Schools

Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system.

St John and St James, Holy Trinity and Springfield are designated teaching schools, working in collaboration with the other five schools in the federation. The schools work in partnership with primary schools across the borough and beyond and play a key role within the Primary Advantage National Teaching Schools Alliance.

Our work on improving provision for children will continue to see us working in partnership with schools in Hackney, across London and beyond. We will be working closely with our strategic partners; The Institute of Education and Hackney Learning Trust, to effectively deliver Initial Teacher Training (School direct and PGCE), Continuous Professional Development, talent management, school to school support, the brokering of Specialist Leaders of Education and research and development. Primary Advantage Teaching School Alliance will see all schools within the alliance achieving more together.

Teaching Schools provide opportunities for teachers across the federation to grow through:

- excellent opportunities for professional development in a unique and dynamic context;
- opportunities for collaboration and shared experiences through our teacher learning networks and learning festivals;
- career progression opportunities through a range of leadership programmes and opportunities to be recognised as Specialist Leaders of Education and Lead Practitioners.

Our Schools



St John and St James is a one-form entry Church of England Primary School based in Hackney Central. The school is overseen by the Executive Headteacher Jenna Clark and Jo Smith the Head of School. Our school's motto is to "**Learn together, journey together, pray together.**" For more information about our school, please visit our website: [St John & St James CE Primary School](#)

Holy Trinity is a building two-form entry Church of England Primary School located in Dalston. The Headteacher is Yvonne Barnett. Our school motto is **Every child: Empowered. Inspired. Prepared.** For more information about our school, please visit our website: [Holy Trinity CE Primary School](#)



Springfield Community is a one-form entry Primary School located close to the borders of Hackney and Haringey. The Headteacher is Fiona Judge. **Learn together, grow together** is our school motto and is expressed in every aspect of our work. For more information about our school, please visit our website: [Springfield Community School](#)

St Matthias is a one-and-a-half-form entry Church of England Primary School located in Stoke Newington. The Headteacher is Orlene Badu. Our school motto is "**Dream-Believe-Achieve**". For more information about our school, please visit our website: [St Matthias CE Primary School](#)



St John the Baptist is a two-form entry Church of England Primary School located in Hoxton. The Executive Headteacher is Fiona Judge and our Headteacher is Lucy Blewett. Our school motto is "**We Achieve We Believe**". For more information about our school, please visit our website: [St John Baptist CE Primary School](#)

Morningside is two-form entry Community Primary School located in Hackney Central. The Headteacher is Janet Taylor. Our School motto is "**Achieving and Aspiring Together**". For more information about our school, please visit our website: [Morningside Primary School](#)



Gainsborough is a three-form entry Community Primary School located in Hackney Wick. The Executive Headteacher is Jenna Clark. Our school motto is . For more information about our school, please visit our website: [Gainsborough Primary School](#)

De Beauvoir is a two-form entry Community Primary School located in Dalston. The Headteacher is Rebecca Mackenzie. **We have an unwavering belief that every child has the ability to succeed.** For more information about our school, please visit our website. [De Beauvoir Primary School](#)



Our Commitments

Every teacher is a great teacher; every school is a great school.
We aim to move incrementally towards excellence in all aspects of our work.

All pupils will make good or better progress and will be properly equipped for the next stage of their schooling.

Learning environments are of high quality where pupils feel safe and secure, known and valued and motivated to learn.

Curriculum provision is bespoke, broadens horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.

Our learning community provides opportunities for growth for pupils, staff and families.



We believe passionately in improving the life chances for all our pupils. We have the highest possible standards and will use our resources and expertise to unlock learning in all its facets for all our children. No barrier is too great; no learning is left behind. Skilled teachers use the most effective teaching methods to motivate learners and raise aspirations. Our schools are special places to work. We want to attract and retain staff at all levels that are willing to think flexibly, work with rigour and precision, and go the extra mile.



We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually. We promote a collaborative approach whilst developing the capacity of each school to serve its own community and retain its distinct identity. We have developed approaches which we know make the most significant impact on pupil outcomes. These are well considered systems, approaches or policies which can be implemented in a range of settings with the appropriate levels of support.



Our leadership structure aims to make the most of our shared resources, maintain high expectations and secure high standards. We build leadership sustainability by spotting talent and creating opportunities for staff at all levels to receive high quality training and leadership experiences. We recognise the importance of individuality, spontaneity and creativity in developing innovation. We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems and procedures.



Through the work of our Teaching School we are able to offer excellent professional development for current practitioners, leaders and future recruits to the profession. Teachers have many opportunities for professional growth through our development and masters programmes. Staff, pupils and families have opportunities for growth through links with our partners, schools and a wide range of enrichment activities.

Job Description - Teaching Schools Admin Assistant

Job Title: Administrative Assistant

Responsible to: Teaching Schools Manager, Head of Teaching Schools, Federation Business Manager and the Executive Principal

Based: Primary Advantage

Key Contacts: School staff, teachers, student teachers, external contractors, Executive Principal, other members of staff.

Salary: Scale 4

This is a term time only post and the post holder will be expected to work a core 36 hour week. The core hours are 9.00am to 5.00pm. The post holder will be expected to take their leave entitlement during the school holidays.

Job Summary

- a) To be the first point of contact for the Teaching School regarding a range of administrative and communication activities and to ensure delivery of a first class office.
- b) To provide administrative support for the Teaching Schools

Main duties and responsibilities:

- Deal with front line enquiries from staff, students, other agencies.
- Ensure that visitors to the Teaching School are welcomed in a polite, friendly and professional manner.
- Sign course attendees in and out of the building as required, this may require you to start earlier or finish later according to course times.
- Provide refreshments for visitors as appropriate and maintain a tidy training room.
- Take phone calls, direct calls to the Head of Teaching Schools and other staff as appropriate and the taking and passing on of accurate messages.
- Be the nominated officer responsible for the day to day operation of the booking system in terms of ensuring data is correctly inputted; the efficient retrieval of information and for the timely production of reports from the system.
- Assist with timetables and organise cover as required.
- Process tasks and CPD correspondence such as booking training.
- Maintain the Teaching School databases and recording systems relating to administration and course bookings, ensuring that 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 manually held systems and the input of data into the computer system.
- Collect Teaching School registers, monitor course attendance, reporting key findings to the Teaching Schools Manager.
- Assist with student teacher applications, interviews and admissions. This will include managing the transfer of records and additional information about students, to and from other establishments as appropriate.
- Order resources for staff, and be responsible for stock control.
- Deal with financial duties that are commensurate with the grading of this post, e.g. filing invoices, chasing debtors, preparing petty cash records.
- Assisting at events such as teacher Inset days or recruitment days, this may require some flexibility on working hours which would be agreed in advance.
- Keep the staff and student information up to date.
- Distribute post, frank mail and take to the Post Office along with any recorded deliveries.
- Maintain the room bookings system.
- Carry out word-processing, photocopying, filing, and other office tasks.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in 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 Teaching School's performance management system.
- Attend team meetings as required.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Person Specification

Qualifications, Experience and Knowledge

- NVQ level 2 or equivalent qualification or experience in relevant discipline.
- Experience of clerical/administrative work.
- Experience of handling cash.
- Experience of using information technology in terms of using a computer, basic admin software (Word and Excel) and a willingness to learn the office systems and IT packages.
- Experience of planning and managing tasks in a timely and effective Manner and to work to specified deadlines.
- Knowledge of operating a variety of office equipment such as photocopier.
- To have an understanding of and a commitment to Equal Opportunities issues within the workplace.
- To have an understanding and commitment of the school's vision and policies

Skills and Abilities

- Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web based information.
- Good word processing and keyboard skills.
- Good interpersonal, organisational and communication skills.
- Ability to relate well to children and adults.
- Ability to communicate effectively both orally and in writing.
- Ability to share work and to work as part of a team.
- Ability to deal with people at a variety of levels with politeness, sensitivity, tact and understand the need to respect confidentiality.
- Willingness to participate in development and training opportunities.
- Ability and willingness to work in a flexible manner.

Accountability and Freedom to Act

- Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.
- Leads by example in standards of behaviour in the work environment.

Others

- Understands the nature of a Church of England Primary School.



Application Process



Please note that CVs will not be accepted without the application form .

Applicants are asked to complete all the standard information required on the Primary Advantage application form.

Applicants are required to complete a supporting statement. Without these documents we may be unable to process your application.

Please specify the role you are applying for i.e Teaching Schools Manager. The reference number for this application is: **PANTS/TSM17.**

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee must be your current, or most recent, employer
- You provide a referee who can confirm your suitability for the role

Shortlisting

Once we have received your application you will be notified via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

Shortlisted candidates will be asked to do tasks prior to interview.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Following the interview, Primary Advantage will contact candidates by **Friday 2nd March 2018** to confirm as to whether they have been successful or not.

Successful candidates

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.



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