

# Roxbourne Primary School



## Administrator

*Together we will provide a **transformational education** and **rich opportunities** which will enable our pupils to seize their potential as lifelong learners.*

Recruitment Pack - July 2023

Roxbourne Primary School - Torbay Road - London HA2 9QF

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## **Administrator Vacancy**

Dear Prospective Candidate,

Thank you for showing an interest in joining Roxbourne Primary School.

As an administration officer you will join our Operations team at the heart of the school delivering a warm welcome and efficient service to pupils, parents, staff and visitors. You will be the operational lead on parts of the following responsibilities:

- Front of house
- Attendance and Punctuality
- Welfare
- Marketing
- Admissions and pupil data
- Enrichment
- General Administration

This will involve working closely with the senior leadership team as well as stakeholders.

You will join a successful and innovative primary school which is on a transformational journey. As a Google School, we have recently automated a number of administrative processes to make a real difference to our community. We are committed to developing this aspect of our school and welcome applications from individuals who think out of the box and are willing to trial new approaches to make our school the best it can be.

For an informal discussion about the role, please do not hesitate to contact the school on [hr@roxbourneprimaryschool.co.uk](mailto:hr@roxbourneprimaryschool.co.uk)

We look forward to receiving your application. Good luck!

Many thanks,

Mr R Benserghin  
Headteacher

## Administrator

**Contract:** Permanent. 36 hours per week (term-time only + one week, pro rata)

**Grade:** SCP G3 - G5 (£23,442 - 28,632 pro rata)

**Start Date:** September

At Roxbourne, we strive to provide a transformational education and rich opportunities which will ensure our pupils leave primary and start secondary school on a path which ensures real life choices at 16, 18 and beyond. We have been judged to be 'Good' by Ofsted (February 2020) and pupils are making strong progress at our school.

*"There is a strong team of staff who work hard to ensure pupils get a good education." Ofsted report  
February 2020*

This is an important role in a vibrant and forward thinking school and demands excellent communication and interpersonal skills. Although school office experience is desirable it is not essential as the school is looking for a highly motivated, flexible individual who is willing to develop themselves and is committed to the life of our school.

### We are looking for someone who is:

- Innovative, organised, and hard working
- Confident with Microsoft/Google packages
- Able to work productively as part of a team (with office, teaching and support staff)
- Flexible, positive and has a good sense of humour

### In return, we offer:

- a warm positive working environment where everyone is valued
- you the opportunity to work with exceptional leaders who will have a transformational impact on your effectiveness
- a school graded as 'Good' by Ofsted (March 2020)
- a cloud based school which uses innovative programmes such as Google Suite, Arbor (MIS) and Access (Financial Management System)
- a school committed to achieving a healthy work / life balance
- access to extensive professional development opportunities
- staff benefits including a generous pension scheme, employee assistance programme and cycle to work scheme
- a parent community with high aspirations and children with exemplary behaviour and attitudes to learning
- a staff Chromebook (we are a Google school)
- a fresh coffee bean to cup machine for staff

The school has an excellent reputation within the local community with strong support from governors, parents, pupils and a dedicated and highly motivated team of staff.

We would very much like to hear from you if you share our vision, values and enthusiasm.


For further information, a confidential discussion or to submit an application form, please email [hr@roxbourneprimaryschool.co.uk](mailto:hr@roxbourneprimaryschool.co.uk)

**Closing Date:** 12:00 Thursday 31 August 2023. Applications will be reviewed as they are received so early application is recommended. The school reserves the right to appoint prior to the closing date.

*The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to converse fluently in English is an essential requirement for this role.*

*Roxbourne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Roxbourne will carry out an online search as part of its due diligence on shortlisted candidates. The successful candidate will be required to complete an enhanced DBS disclosure and provide references. CVs are not accepted.*

## Job Description

	<b>Job Title</b>	Administrator
	<b>School</b>	Roxbourne Primary School
	<b>Grade</b>	G3 - G5
	<b>Reports to</b>	Business Manager
	<b>Staffing Responsibility</b>	N/A
	<b>Working Pattern</b>	36 Hours per week (40 weeks per annum)

### Core Purpose of the role

The administrator is a welcoming professional and first point of contact for pupils, staff and visitors, working with the school team to provide efficient and high-quality administration.

For the role you simply 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 and a thorough and attentive nature to learning and enjoying working in a team.

If you are professional, with solid 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 operations team and as such make a contribution to the overall aims of the school, working within agreed policies and procedures.

### Front of house (Reception)

1. Monitor the entry of all persons/visitors to the school at the main entrance.
2. Greet all visitors in a warm and welcoming manner, dealing with all enquiries as appropriate or referring queries to the relevant person.
3. Ensure that an appropriate form of identification is given to all parents/visitors/supply staff in line with safeguarding policies.
4. Make hospitality arrangements as required by the Senior Leadership Team
5. Answer the telephone/answer phone and direct calls accordingly
6. Ensure that the Reception area is kept tidy at all times

## Attendance and Punctuality

1. Adhere to the school's attendance policy by overseeing all aspects of day to day attendance and maintaining pupil data with reference to attendance and punctuality
2. Monitoring and record all phone, text and email communication from parents regarding pupil absence
3. Ensure parents are contacted, where appropriate, on the first day a pupil is absent producing daily absence lists as required
4. Inputting routine attendance data into the electronic registration system, identifying and correcting any anomalies, errors, omissions.
5. Following the schools Attendance and Punctuality Policy following escalating points when pupils are absent
6. Logging and informing the DSL (Designated Safeguarding Lead) of the parents who have been contacted and brief outcomes of the phone call/meeting.
7. Recording of all concerns relating to absence in discussion with the DSL and EWO (Education Welfare Officer)
8. Follow up any unmarked or mismarked class registers on a daily basis
9. Producing weekly attendance reports to assist Senior Leaders with attendance monitoring
10. Tracking appropriate deadlines for Education Penalty Notices (EPNs) in line with policy
11. Oversee the procedures for the absence for exceptional circumstances request
12. Monitor vulnerable pupils presenting a cause for concern in terms of attendance. Where there is a cause for concern, work closely with parents, pupils and Senior Leaders to improve poor attendance
13. Liaise with the Education Welfare Officer and make referrals where necessary, especially for those persistently absent, and/or with a high level of unauthorised absence and/or those who truant.
14. Attend and prepare data for attendance team meetings, minuting agreed actions to assist the DSL working towards improved patterns of attendance for referred pupils
15. Prepare and distribute, as necessary, appropriate attendance letters/emails to be sent to parents
16. Provide all attendance data to Governors, Leadership Team and Class teachers as requested
17. To contribute towards developing whole school strategies to improve attendance
18. Provide operational support to attendance and punctuality initiatives and incentive schemes, rewards, celebrations and produce certificates for pupils and administer the half-termly rewards and recognition programme for attendance.

## Welfare

1. Lead on first aid and medical care and support for all pupils and staff whilst adhering to the values and aims of our school.
2. Keeping up-to-date and accurate medical records for all pupils (written and electronic), keeping key adults informed about children's needs and conditions
3. 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
4. Liaise with professionals and outside agencies as required e.g. school nurse
5. Maintaining high levels of hygiene in the medical room, keeping it safe and organised
6. Support with care plans and risk assessments for children with medical conditions and injuries, liaising with parents, teachers, other staff and professionals as required.
7. Keeping a basic stock of first aid items and re-ordering as necessary.
8. Supervising pupils who have not been collected on time at the end of school or after clubs and liaising with families.

## Admissions and pupil data

1. Responsible for the school's admissions procedures, including all necessary communications with parents, and the LA as well as internally.
2. Responsible for Nursery intake and admissions, including verifying 30-hour eligibility and liaising with the finance officer on invoicing/payments where necessary.
3. To aid the smooth integration of in-year pupil transfers under the Admissions policy
4. To lead the pupil database system, ensure all records are kept up to date and any requested reports created.
5. To support the induction process.

### Pupil Data

6. To ensure all Free School Meal forms/Pupil Premium online registration are completed and recorded accurately.
7. Manage pupil data by ensuring that all required pupil data is up to date and accurate i.e. parental consent and permissions, Pupil Premium, FSM figures, ethnicity codes, medical, SEND status, pupil assessment results and issue UPNs.
8. To be responsible for all administration and meeting arrangements for student exclusions
9. Enter pupil data on migration (new admits and leavers) on the system.
10. Responsible for request and transfer of confidential pupil records and where necessary ensuring all documentation or information is passed to the DSL or appropriate officer responsible for coordinating secondary school record transfer.
11. Be responsible for all pupil statutory data returns; Census, Numbers on roll, DfE assessment returns and ensure statutory forms completed and returned by deadline.

## Marketing

1. 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.
2. 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.
3. Organisation and preparation of school and events, marketing communication material.
4. Assist with the preparation for all key marketing and admissions events to include open days.
5. Taking photographs and/or videos of school events and activities.

## Enrichment

1. To work alongside the Enrichment Lead in organising the school's enrichment programmes incl. educational visits and afterschool clubs
2. To coordinate, collate and issue letters to parents in relation to enrichment and school events (including educational visits, music tuition, workshops and clubs)
3. To ensure that all trips and enrichment activities go ahead in accordance with school policies and agreed safety codes including completing all the necessary visit forms and risk assessments in relation to the agreed enrichment delivery.
4. 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.



## General Administration

1. To be the point of contact with the school meals provider supplying daily meal numbers and information on special dietary requirements
2. To be responsible for all school posts including opening, distributing and mailing.
3. To provide an efficient, professional and confidential administrative service including report writing, publications and other documents as required ensuring a high standard of quality and accuracy in all documents and information provided.
4. Be responsible for managing shared mailbox(es)
5. Ensure the school's INventry (Visitor management system) is updated and ensure entries are pre-populated as required.
6. Placing goods orders and checking and recording goods received; managing stationery stock levels.
7. Coordination of the fruit and vegetable scheme.
8. Coordination of the under 5's milk scheme.
9. Take full responsibility for the office email address
10. To attend other School Events in the course of the year such as Open Days, School Fairs and Carol Concerts etc.
11. To work in a manner which is safe and healthy for both yourself and others with whom you come into contact
12. To comply with safety instructions and regulations
13. To promptly report all safety hazards and unsafe working practices
14. To work in a co-operative, diplomatic and flexible manner
15. To foster and maintain good working relationships, acting as a courteous, friendly and professional member of the school team
16. To fulfil any special duties/responsibilities reasonably requested by the headteacher/SBM in the organisation and management of the school
17. To attend courses to develop professional skills
18. Strive for personal and professional development through active involvement in the School's performance management procedures
19. Be committed to the safeguarding of children and young people.

Duties and responsibilities will include, but are not limited to, those outlined in this job description. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### Signature – line manager and job holder

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_

## Administrator- Person Specification

Qualifications and Training	Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>IT Literate with experience in computer packages</li> </ul>	✓	
<ul style="list-style-type: none"> <li>High level of literacy and numeracy skills GCSE A – C or equivalent</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Recognised administrative qualification at NVQ3 level or above, or the equivalent gained through experience.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of and a working knowledge Management Information Systems e.g.(Arbor)</li> </ul>		✓
<ul style="list-style-type: none"> <li>First Aid Qualification</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of working in a school office or educational environment</li> </ul>		✓
Experience		
<ul style="list-style-type: none"> <li>Strong organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to remain discreet and maintain confidentiality</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working in an office including filing and photocopying operating word processing and desktop publishing computer software</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good telephone manner and ability to deal with callers and visitors in a calm and courteous way</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of collating and preparing information for senior management</li> </ul>		✓
<ul style="list-style-type: none"> <li>Effective co-operation in team working</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Management of electronic diary</li> </ul>		✓
<ul style="list-style-type: none"> <li>Excellent command of written and spoken English</li> </ul>	✓	
Skills and Abilities		
<ul style="list-style-type: none"> <li>An ability to work in a flexible supportive way to assist other office colleagues</li> </ul>	✓	
<ul style="list-style-type: none"> <li>An ability to work without supervision</li> </ul>	✓	

• An ability to build good working relations with both adults and children	✓	
• A commitment to personal and professional development	✓	
• Ability to produce and record clear, concise and accurate information	✓	
<b>Work related personal requirements</b>		
• Have a sense of humour	✓	
• The ability to stay calm and cheerful when working under pressure without direct supervision	✓	
• The ability to respond to people as individuals and provide a very warm and welcome approach to visitors and callers to the school	✓	
• An ability to relate well to children as well as adults.	✓	
• Professionally discreet and able to respect confidentiality	✓	
• To share in and contribute to the overall aims and ethos of the school as a partnership of pupils, staff, parents, governors and the community. Be willing to take part in the broader life of our school	✓	
• A commitment to personal and professional development	✓	
• A commitment to the promotion of equality of opportunity	✓	
• Commitment to safeguarding pupils	✓	

This post is subject to an enhanced Disclosure and Barring Services check.

## Information about the school

### Ofsted Report

For the latest report on Roxbourne Primary School please [click here](#)

### School Website

Our school Website: [Roxbourne Primary School](#)

### School location map

Torbay Road

Harrow

Middlesex

HA2 9QF



## Details of Selection Process

### Application Deadline

Applications will be reviewed as they are received so early application is recommended. The school reserves the right to appoint prior to the closing date.

Completed online application forms must be received by 12:00 Thursday 31 August 2023.

Please note we do not accept CVs or hard copy application forms.

### Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

### Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0208 422 9207 or alternatively [hr@roxbourneprimaryschool.co.uk](mailto:hr@roxbourneprimaryschool.co.uk)

### Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for the Recruitment Day.

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding

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

