



## **Administrative Assistant**

---

*Candidate Information Pack*

*November 2018*

### Administrative Assistant – Post Details

The Kingston Academy seeks an Administrative Assistant to work as a part of the Pupil Services team, assisting with a variety of operational and administrative tasks. As a key member of a dynamic office team you will be offered the opportunity to develop your administrative skills in a wide range of areas.

The successful candidate for this role will join us at an exciting stage in our development. Our recent Ofsted inspection in May this year was hugely positive, judging the school to be Outstanding in all categories and identifying no areas requiring improvement. The project to build a large modern extension with state-of-the-art STEM facilities to house our growing school is nearing completion. The addition of a new Year 7 intake in September 2018 has brought total pupil numbers to over 700, whilst our original History Makers, entering in Year 10, are starting their KS4 studies. In addition, planning for the development of our Sixth Form has begun in earnest.

To apply for this role, please complete the online application form.

### Assessment Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfills the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Carrying out a written administrative task;
- Meeting with a panel of our pupils for informal question and answer session;
- Interview with Office Manager, Chief Operating Officer and Head Teacher.

### Key Dates

- Deadline for applications is midnight on Monday 26th November 2018.
- Assessment day will take place on Friday 30th November 2018. (Candidates should keep this day free when applying for the role).

### Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

## Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy, a new Outstanding secondary school. I am delighted that you are considering joining our accomplished team. The opportunity to share in the architecture of a new school and be integral in its delivery at a strategic level is unique.

The successful candidate for this role joins us at an exciting stage in our development. The project to build a large modern extension with state-of-the-art STEM facilities to house our growing school will be nearing completion. The addition of a new Year 7 intake in September 2018 brings total pupil numbers to over 700, whilst our original History Makers, now in Year 10, have started their KS4 studies. In addition, planning for the development of our Sixth Form now begins in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises teaching professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities, supported by an experienced and committed operations team. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic staff cohort and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this new role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application, to meet with our Office Manager and talk about the role, the Academy, the staff and pupils, our governance and the vision for the school. Alternatively, you may call to discuss any questions you may have prior to submitting your application. You can contact my PA, Justine Free, on 0208 465 6200 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.



Ms Sophie Cavanagh  
Head Teacher

## Background to the school

The Kingston Academy is an ambitious new Outstanding secondary school, set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The over-riding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has four year groups (7, 8, 9 & 10) and will grow annually by one additional group, eventually to include a sixth form.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education. Our recent Ofsted Inspection (May 2018) resulted in the school being judged 'Outstanding' in all categories.

The school is located in newly renovated premises built around a central quadrangle garden, not far from the river in North Kingston. In 2019, we look forward to taking possession of our significant new build extension. This will offer the school a wide range of additional state-of-the-art facilities: STEM laboratories, a demonstration workspace, sports hall and fitness suite, classrooms, catering hall and much more.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.



At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.

## Administrative Assistant - Job Description

<b>Post Title:</b>	<b>Administrative Assistant</b>
<b>Reporting to:</b>	<b>Office Supervisor</b>
<b>Grade</b>	<b>C £20,080 - £20,207 Pro rata</b>
<b>Hours:</b>	<b>08.00 until 17.00 from Monday to Friday (40 hours per week).</b>
	<b>Term time only plus 4 weeks</b>
<b>Location: is</b>	<b>Main Office</b>

As part of the Operations team, the Administrative Assistant will help to deliver the Academy's ethos of excellence by assisting in a variety of operational and administrative tasks. To support the Office Supervisor in providing an interface between the Academy and the community. To work closely with other members of the Operations team and teaching staff to support the full range of administration and operational tasks. To assist in promoting and ensuring the health and safety of pupils, staff and visitors.

1. Act as a point of contact for parents, pupils, visitors and telephone calls
2. Promote and ensure the health and safety of pupils, staff and visitors, in accordance with appropriate health and safety regulations, at all times
3. Deal with queries and complaints courteously and professionally
4. Assist with maintaining accurate records of pupils, parents, visitors, contractors and staff signing in and out of the premises
5. Organise and maintain whole school digital filing
6. Organise, produce and distribute student certificates
7. Contribute to the planning, development and organisation of admin service systems/procedures/policies
8. Analyse and evaluate data/information and produce reports/information/data as required
9. Undertake typing and word processing and IT based tasks
10. Minute and distribute minutes for weekly staff briefing
11. Monitor and maintain stationery supplies within an agreed budget
12. Provide whole school administration support as required
13. Contribute to updating and maintaining high quality displays in public areas of the Academy
14. Scan correspondence relating to pupils (eg. HSA's, behavior reports) record it on SIMS
15. Show flexibility in undertaking a range of ad-hoc administrative tasks as required by the Academy for example assist with the preparation for whole school events
16. Assist during an evacuation and ensure all relevant documentation is taken off site (grab bag, signing in boards)
17. Maintain order and ensure the safe transfer of pupils to and from the Hawker Centre where they participate in PE lessons
18. Provide back-up to Academy staff in carrying out on-call duties
19. Demonstrate a commitment to the safeguarding of pupils
20. Undertake other duties and supervision duties at lunch and break as required in line with overall grading and purpose of the job.

**Person Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 standard of education or equivalent.	/	
Excellent numeracy and literacy skills	/	
<b>Experience/Knowledge</b>		
Office administrative experience ideally in a school	/	
Experience of working in a school environment		/
Data analysis experience working with advanced Excel.		/
Advanced level computer literacy in all Word packages, SIMS and T6.		/
Knowledge of relevant policies/codes of practice and awareness of legislation i.e. safeguarding and equal opportunities.	/	
<b>Skills &amp; Abilities</b>		
Excellent interpersonal and communication skills with adults and students.	/	
Excellent administrative skills	/	
Excellent ICT skills	/	
Proficient in all MS office applications.	/	
Excellent organisational skills, particularly concerning data handling and the maintenance of records	/	

## Administrative Assistant

Ability to work as part of a team	/	
Ability to Work independently using own initiative	/	
Ability to work under pressure and manage time effectively	/	
Ability to maintain an orderly working environment but be flexible to cope with interruptions and changing priorities	/	