

**Skinners’ Kent Primary School**

**c/o Skinners’ Kent Academy, Sandown Park**

**Tunbridge Wells, Kent TN2 4PY**

**Telephone: 01892 534377**

**Fax: 01892 516203**

**e-mail:** **hr@skinnerskentacademy.org.uk**

**web page:** [**www.skinnerskentacademy.org.uk**](http://www.skinnerskentacademy.org.uk)

**Receptionist, Administrator**

To commence as soon as possible

**Closing date Monday 7 October 2019**

***(We reserve the right to interview and appoint in advance of the deadline for this post so early applications are advised)***

**Please follow application instructions included in this pack**

**Welcome from the Executive Principal and Headteacher**

Dear Candidate

Thank you for your interest in Skinners’ Kent Primary School (SKPS). The Governors and staff are very pleased to welcome you to an exciting time of growth and development in education provision in Tunbridge Wells.

SKPS opened on 1 September 2015 and offers the International Baccalaureate Primary Years Programme (IB PYP) alongside the Early Years Foundation Stage and National Curriculum. This enables us to focus on the development of the whole child as an inquirer, both in the classroom and in the world outside, and prepares pupils to be active participants in a lifelong journey of learning. The IB PYP offers a high quality and challenging educational programme for a worldwide community of schools, aiming to create a better, more peaceful world. This network of schools provides many opportunities for connecting with learners and fellow educators from different countries, cultures and contexts.

We are seeking an inspirational Receptionist, Administrator, committed to sharing our aspirations for young people, who wants to work within a purpose built, dynamic learning environment in which the highest standards are demanded and expected at all times. We aim to provide every pupil with the best quality education possible and to ensure that, irrespective of their starting point, they achieve their full potential. If you have similar aspirations for young people and want to work within a dynamic learning environment in which the highest standards are demanded and expected at all times, then we would be very interested in receiving an application from you.

Yours faithfully



Hilary Macaulay Gemma Wyatt

Executive Principal Headteacher

**School Vision and Values**

**Inspire Flourish Succeed**

Skinners’ Kent Primary School (SKPS) is founded on the principles of an ethos of high standards and high aspirations, a culture of active participation, an emotionally rich and inclusive learning environment within which every child is known and every learner supported.

We aim to find and develop everything that is exceptional in each child to help them flourish within a framework of high expectations. We intend to motivate and inspire our pupils to achieve their very best, to fly high, and to establish firm foundations which will ensure the brightest of futures.

**Pride in Our Success**

We take pride in our success and to achieve this we set high standards with clear expectations. We focus on encouragement, underpinned by good discipline. Staff, pupils and parents work together to ensure that pride in our success means:

* Pride in our work
* Pride in our behaviour and attitude
* Pride in our attendance and punctuality
* Pride in our uniform and the way we look
* Pride in our commitment to learning and achievement
* Pride in our contribution to our SKPS community

**About the School**

SKPS opened its doors for the very first time on 1 September 2015, in adapted temporary premises at the nearby Skinners’ Kent Academy (SKA), Blackhurst Lane with the school transferring to its new purpose-built facilities at Knights Wood in September 2016.

Facilities at SKPS offer generous spaces for rich learning and personal development. These include a school building with a sports hall, library, an all-weather pitch, playgrounds, playing field and habitat area. The school is within the Knights Wood housing development.

SKPS currently is one form entry for each year group, Reception Class to Year 5, with an additional 30 Reception pupils to be welcomed in the next academic year. At that stage SKPS will then be full with 210 pupils, (having grown year on year since opening) with all year groups in place up to Year 6.

We are working towards becoming an authorised World School of the International Baccalaureate (IB) Primary Years Programme (PYP). Alongside the PYP, Reception children work towards meeting and exceeding the Early Learning Goals from the Early Years Foundation Stage curriculum and KS1/2 children cover the programmes of study as set out in the new National Curriculum.

SKPS works alongside SKA to provide an all through IB ethos and the benefits of Specialist facilities. SKA is an IB World School, currently offering MYP IB and IBCP (Middle Years Programme, International Baccalaureate and International Baccalaureate Career-related Programme).

Oakley School has a satellite provision within SKPS offering inclusive provision for two pupils per year group with special educational needs.  They have their own governance, management and staffing, thus providing specialist support to enable pupils to be integrated into mainstream classes and receive the support and encouragement that they need to progress and thrive.

**Role Details & Recruitment Process**

We are looking for a highly motivated individual to join our team. This person needs to be hardworking, energetic and an enthusiastic individual with a determination to make a difference and a desire to contribute to the growth of SKPS and to the success of its pupils.

The post of Receptionist/Administrator is permanent, term time only, (39 weeks per year inclusive of INSET days). The hours for this post are 35 hours per week, Monday – Friday 8.00am – 3.30pm.

**APPLICATION PROCEDURE - Please include the following in your application:**

1. Complete an application and equal opportunity monitoring form and return to HR Department on hr@skinnerskentacademy.org.uk
2. A letter explaining how your experience and qualifications equip you for this role. Please refer to the role profile.

**If you are short-listed, references will be requested in the week w/c 7 October 2019.**

**Interviews will take place w/c 14 October 2019**

Due to postal and administrative costs only short listed candidates will be contacted further.

**JOB PROFILE**

**POSITION: Receptionist/Administrator**

**SALARY: SKPS Scheme Band 4 points 11 - 14 (currently £17,498 -£18,611 FTE)**

**RESPONSIBLE TO: Administration Officer**

**WORKING PATTERN: Monday – Friday 08.00 – 15.30 – 35 hours per week**

 **Term Time Only + INSET days (39 weeks per year)**

**KEY RELATIONSHIPS: SKPS Leadership team; SKPS Administration Officer; Teachers; Teaching Assistants; Pupils and Parents**

**1 Purpose of the Job:**

1.1 To ensure the smooth running of the Reception function and to be a highly effective first point of contact for the school.

1.2 To provide administrative support as directed by the Administration Officer and in line with the core role of the Receptionist.

1.3 To contribute to the overall ethos, work and vision of the school.

**2 Key responsibilities**

2.1 To ensure prompt internal and external communication of information to all key stakeholders, ensuring appropriate records on the School Information Management System (SIMS) are completed and up to date.

2.2 To answer the telephone and emails and direct such information promptly and appropriately.

2.3 To carry out word processing, spreadsheet production, record keeping and filing as required.

2.4 To support the Headteacher, Teachers and Administration Officer in respect of any pupil issues.

2.5 To support the production, printing and circulation of reports and parent information as required.

2.6 To sort and distribute all incoming mail , log, stamp and post all outgoingmail, andliaise with external services for the collection of outgoing parcels.

2.7 To manage the SKPS entry system for both visitors and staff, paying due consideration to the Academy Trust Safeguarding policies. This is also to include the management of all visitor/staff related data during the course of an emergency, eg visitor signing in, pupil registers and staff signing in bookto the School Emergency Muster Point.

2.8 To manage latepupils, ensuring they are registered appropriately and lunch arrangements recorded

2.9 To process and manage FSM applications, the Cool Milk Scheme and the Fruit and Veg Scheme.

2.10 To manage sQuid, the school online payment system, liaising with Accent Catering, our catering company, as to lunch numbers, monitoring funds and adding trips to sQuid.

2.11 To maintain School printers, liaising with suppliers when sundries, service or repair required.

2.12 To maintain first aid and stationery supplies, processing and monitoring orders as required.

2.13 To maintain the content and appearance of the display boards located in public areas.

2.14 To liaise with BAM, our Facilities Site Management Company and Accent Caterers, our Catering Service, as required.

**3 Additional duties**

3.1 Attend team meetings and staff meetings as required.

3.2 Maintain confidentiality inside and outside the workplace.

3.3 Understand and apply school policies and report all concerns to the Designated Safeguarding Lead.

3.4 Maintain a ‘knowledge bank’ through written procedures to enable cover to be provided in the job holder’s absence.

3.5 Engage in relevent continuous professional development opportunities and performance management.

3.6 Undertake any reasonable additional responsibilities requested at any time by the Headteacher or Line Manager.

Please note close liaison with SKA administrative colleagues will be required to ensure seamless and efficient systems and processes are in place across the two schools.

This job profile is subject to review to complement the Academy Trust’s Performance Management Framework.

|  |  |
| --- | --- |
| Name and signature of employee: |  |
| Date: |  |
| Name and signature of Performance Reviewer: |  |
| Date: |  |

**PERSON SPECIFICATION: Receptionist/Administrator**

Applicants should describe in their application how they meet these criteria.

**1 Education, training and qualifications**

1.1 Evidence of good literacy and numeracy skills through an accredited qualification/s.

**2 Knowledge and experience**

2.1 Receptionist experience in a busy environment preferably in a School/Academy.

2.2 Good knowledge and understanding of School/Academy administrative procedures.

2.3 Evidence of an understanding of complex IT systems and programmes.

**3 Essential skills and abilities**

3.1 Excellent communication skills, including impeccable command of spoken and written English.

3.2 Excellent telephone mannner and the ability to deal with incoming calls and visitors in a professional manner.

3.3 Good level of computer literacy.

3.4 Ability to work both as part of a team and independently.

**4 Personal qualities**

4.1 Commitment to high educational, professional and personal standards.

4.2 Understanding the importance of maintaining confidentiality.

4.3 Commitment to equal opportunities and valuing diversity.

4.4 A flexible approach to work, including a sense of humour.

4.5 Ability to manage a complex workload, to work independently and to tight deadlines.

4.6 A desire and openness to change and willingness to learn new skills.