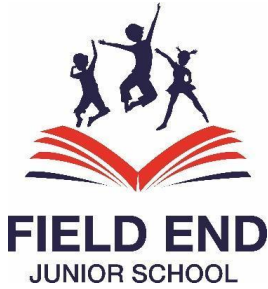


Field End Junior School Administration Assistant

September 2024



September 2024

Dear applicant,

Thank you for your interest in the post of Administration Assistant at our school. We hope that you find the information provided to be helpful, and that you decide to apply and join our wonderful team.

Field End Junior School is a three-form entry school that shares its site with the infant school. The school joined Vanguard Learning Trust in September 2021. We are outward facing and value our partnerships with other local schools. Our school has successfully served its community for over 70 years and is held in high esteem by our families.

Our school is a happy and vibrant place to work. The staff are welcoming and very committed to providing the very best education for each child. The children enjoy coming to school and are a pleasure to teach. Field End Junior School is now at a very exciting phase.

We are looking to appoint an inspiring Finance and Administration Assistant who is committed and passionate about making a difference to the lives of each child and providing the best education for them. Visits to the school are highly recommended, please telephone the school on 02088668752 or email Jackie Jones, Office Manager on hr@fieldendjuniors.org.uk to arrange a visit.

I look forward to meeting you and telling you more about Field End Junior School.

Yours faithfully,

A handwritten signature in black ink that reads 'Jacqueline Phelan'.

Jacqueline Phelan
Headteacher

Contents

About the Trust 4

Job description: Administration Assistant 6

Person Specification 8

How to apply 9

About the Trust

Vanguard Learning Trust is a cross-phase Trust in the London Borough of Hillingdon. Vyners Learning Trust was established in February 2015 when Ryefield Primary School and Vyners School formed the multi-academy trust. In September 2018, Ruislip High School joined the Trust which was renamed Vanguard Learning Trust. The Trust currently has five schools: Field End Junior School, Hermitage Primary School, Ruislip High School, Ryefield Primary School and Vyners School. Oak Farm Primary School has also recently joined as an associate member. The history of Vanguard Learning Trust is available on the Trust's website ([click here](#)) as well as the Trust dividend report for 2021-2022.

School information about the other schools in Vanguard Learning Trust

Hermitage Primary School

On entering Hermitage Primary, visitors cannot fail to notice the warm, family feel that permeates the school. Hermitage is a happy, welcoming, stimulating environment where everyone cares about each other and all interactions are based on mutual respect. Hermitage opened in 1968 and is a community school located in Uxbridge. From their first tentative sessions in Nursery through to their final days in Year 6, staff strive to teach pupils their place in the school, the community and beyond.

Ruislip High School

Ruislip High School opened its doors to its first cohort of Year 7 in September 2006. It is a mixed, comprehensive secondary school situated in South Ruislip. Ruislip High School has evolved into a school of choice in the local area with circa 1100 pupils. The school has been designated outstanding in both Ofsted inspections in 2007 and 2011. Ruislip High School's logo symbolises the school's motto -from grass roots, to reaching for the sky- which represents high aspirations and pupils' journey as they progress through the school.

Ryefield Primary School

Ryefield was established in 1960 and as a school community it strives for excellence. Ryefield is an excellent school where its children love learning and achieve the highest standards possible in a thriving multicultural learning environment. Above all Ryefield strives to touch the lives of all its children to ensure they grow up to be reflective, self-aware, and resourceful; they are at peace with themselves; empathetic towards others and confident young people.

Vyners School

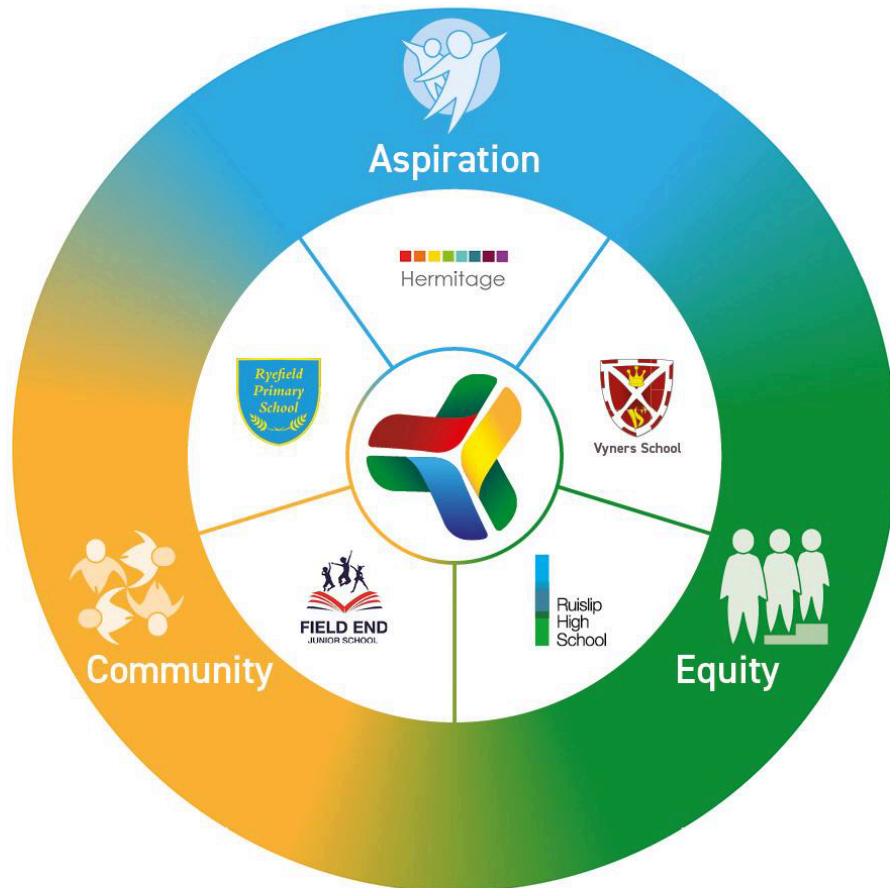
Vyners School was established in 1960. It is a highly oversubscribed mixed secondary, comprehensive school based in Ickenham with circa 1,200 pupils. Vyners is an extremely popular and successful school with an excellent reputation for academic achievement and extracurricular activities. Underpinned by its school's values -community, aspiration, respect and endeavour- Vyners prides itself on the positive relationships that exist in the school and the sense of being part of a happy community. In May 2019, Ofsted designated Vyners as outstanding as part of its Section 5 inspection.

The Trust's vision, values and mission statement are as follows:

Vanguard Learning Trust

Our vision

Outstanding, inclusive education



Core purpose

Vanguard Learning Trust's core purpose is to provide outstanding, inclusive education through collective responsibility across several, rather than individual, local schools. This provides a sustainable foundation allowing for a broader range of school improvement work including cross-phase, joint professional development opportunities as well as student activities. The collective responsibility allows schools and the central team to provide support and share expertise both within and beyond the Trust.

The Trust's values are represented by ACE:



Aspiration

Endless possibilities with limitless boundaries



Community

Collective responsibility, collaborating within and beyond the Trust



Equity

Opportunities for all to achieve equitable outcomes

Mission statement

As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.

Job description: Administration Assistant

Reports to: Office Manager
Salary: Scale 3 £9,717 - £9,997 (depending upon experience)
Working days: **15 hours per week Monday - Friday, 09:00 - 12:00**
Term time only plus training days
Start date: September 2024

Main purpose of the role:

- Supporting the school office to ensure efficient smooth running
- School Clubs Co-ordinator

Duties and Responsibilities**GENERAL DUTIES****Administration**

- Prepare and maintain the school prospectus and welcome pack using Microsoft and Google packages
- Production of Y6 year books
- School Clubs Co-ordinator. Ensure that timely communication goes out to parents with club options and dealing with their club requests to provide a comprehensive group of club registers. Liaising with external extra-curricular clubs on behalf of the school. Liaising with PP and SENDCo leads.
- Assist with maintenance of children's information on SiMS.net
- Assist with maintenance of parents' information on ParentPay
- ParentPay / Class Dojo administrator
- Ensure excellent level of detail on all documentation
- Work closely with the School Finance Partner (SFP) to ensure smooth operation of all finance matters and contribute to the development of basic finance systems & practices
- Inputting into sales and purchase programmes from source documents
- Order items ensuring best price available
- Prepare purchase orders and code and process purchase invoices
- Deal with supplier queries
- Input accounting data into the accounting system with speed and accuracy
- Ensure swift processing of invoices
- Process and reconcile trips if needed
- Ensure that school meal numbers are recorded accurately on a daily basis
- Assist with external and internal auditing processes
- Maintain and develop the school's asset register

General Duties

- Reception cover when required
- Welfare cover when required
- General administrative duties, typing, photocopying, dealing with telephone and visitor queries

- Support the Admin and Welfare Team in aspects of hospitality for school and community events, as required

Self

- To act on own initiative over a full range of activities including dealing with enquiries in a helpful and diplomatic manner and resolution of problems where possible.
- To work with confidential information and ensure any actions are treated in a sensitive and confidential manner.
- Plan, organise and manage own workload to ensure your contribution to the school is achieved in a timely and accurate manner
- Adhere to all policies and procedures of the school and trust

OVERALL ETHOS & AIMS OF THE SCHOOL / TRUST

- To uphold the values of the Trust and Field End Junior School
- Be aware of and support difference and ensure equal opportunities for all
- Establish and maintain constructive relationships and communicate with other agencies, professionals, parents and visitors
- To attend and participate in meetings as required
- To participate in training and other learning activities and performance development as required
- To work as part of admin/welfare team and undertake such other duties as may be reasonably required from time to time in accordance with the changing needs of the school.

Field End Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff and volunteers are DBS checked

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation

Signatures

Signature of Post holder: _____

Date: _____

Signature of Headteacher: _____

Date: _____

Person Specification

For the supporting statement, applicants should address and evidence their experience, skills and qualifications in relation to the key criteria detailed in this person specification. This section should be no more than two sides of A4 font, size 12.

	ESSENTIAL	DESIRABLE
<p>EDUCATIONAL ACHIEVEMENTS, QUALIFICATIONS AND TRAINING.</p>	<p>Good general level of education including competence in literacy and numeracy.</p> <p>Evidence of training and good knowledge and understanding of information technology – especially word processing and spreadsheets.</p>	<p>GCSE English and Maths.</p> <p>Current First Aid at Work Certificate</p>
<p>EXPERIENCE</p>	<p>Experience of finance/accounting, cash handling, general administrative and computer based record systems.</p> <p>Experience of using spreadsheets to record information</p> <p>Experience of using word processing systems to produce a range of written documents.</p> <p>Experience of working to deadlines – managing own time and organising own work routines accordingly.</p>	<p>Experience of SIMS.net</p> <p>Experience of working in a school environment</p> <p>Banking / accounting background</p>

<p>JOB RELATED APTITUDE AND SKILLS</p>	<p>Ability to communicate effectively at all levels, verbally and in writing.</p> <p>Ability to demonstrate excellent keyboard skills, using own initiative and creative style to produce a range of documents through word, excel and publisher.</p> <p>An excellent telephone manner and ability to deal with enquiries, filtering calls, taking and relaying messages and giving answers as required with minimal supervision.</p> <p>Ability to organise, initiate and streamline finance, administrative and management systems to enhance efficiency.</p> <p>Ability to empathise with sick, injured or vulnerable children and provide high levels of care.</p> <p>Working knowledge of Google Suite</p>	<p>Ability, flexibility and willingness to work as a finance / administrative assistant with a number of professional and administrative staff.</p> <p>Awareness of current developments in education.</p>
<p>PERSONAL QUALITIES</p>	<p>Ability to work on own initiative with minimal supervision to meet deadlines set or negotiated.</p> <p>Ability to work under pressure.</p> <p>Willingness to accept training and develop new skills in key areas of the job.</p> <p>Ability to demonstrate tact, confidentiality, commitment and flexibility.</p> <p>Willingness and ability to manage own time and take full responsibility for work produced.</p> <p>Warm, friendly and calm with a good sense of humour.</p>	<p>Desire to be part of the extended life of the school, joining in activities organised within school or by the PTA.</p>

All aspects of the personal specification will be assessed through the recruitment process. Applicants should ensure that all aspects of the qualifications and experience section are explicitly referred to in their application form including using the supporting statement if required.

How to apply

Application process

In addition to this candidate pack, the school's website ([click here](#)) will provide prospective applicants with all relevant information and publications.

Applicants should complete the application form, ensuring that their supporting statement relates to the personal specification provided in this pack and is no more than two sides of A4 font size 12. In compliance with safer recruitment guidelines, CVs will not be accepted. Completed application forms should be sent to

The closing date for applications is 9:00 am on Friday 20th September 2024 and the interview process will be held on Tuesday 24th September 2024.

Please note, parking is limited on the school site but advice will be given regarding parking if you are shortlisted for an interview.

Selection process

Full details will be provided to all candidates selected for the interview process; as noted, it will be held on 1 day and will include:

- in tray exercise
- a panel interview