

H A M M E R S M I T H

**Academy**

**ADMINISTRATIVE ASSISTANT –  
Admissions and Pupil Welfare**

**Candidate Information Pack**

**August 2023**



<https://www.hammersmithacademy.org/>



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## BACKGROUND TO HAMMERSMITH ACADEMY

Hammersmith Academy ("the Academy") ([www.hammersmithacademy.org](http://www.hammersmithacademy.org)) is a state-of-the-art, non-denominational, all-ability, co-educational secondary school for 11-18-year olds. Sponsored by City of London Livery Companies; the Mercers' Company and the Information Technologists' Company, the Academy opened in September 2011 and has now grown to approximately 950 students on roll. The Academy is oversubscribed and continues to be highly successful, with over 800 applications for 140 spaces in Year 7 for 2023.

The Academy combines excellence in achievement across the curriculum with opportunity and innovation in learning approaches developed through the Academy's specialisms in ICT and Creative and Digital Media.

### HA Vision

- To develop highly qualified, aspirational young adults who make outstanding progress and as active citizens take a lead within the community and are committed to giving 100% in everything they do.

### HA Values

- We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.
- We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.
- We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

An enhanced Vision and Ethos statement is provided within the information pack. The sponsors are committed to excellence in secondary education and have a track record of working with successful academies and in areas of significant academy improvement. The educational vision, building design, curriculum model and Academy organisation plan are based on the template developed successfully at Thomas Telford Academy and the Mercers' other academies in the West Midlands combined with the Information Technologists' experience of academy improvement at Lilian Baylis Academy in Lambeth and their expertise and industry contacts in IT and Digital and Creative Media.

The Academy has the support of, and access to, the expertise and educational networks of the Mercers' group of schools and colleges, which includes the highly acclaimed St. Paul's schools' (Independent), and the Thomas Telford family of academies as well as the West London Partnership [www.westlondonpartnership.org](http://www.westlondonpartnership.org). Further details of the sponsors' educational activities can be found on their websites [www.wcit.org.uk](http://www.wcit.org.uk) and [www.mercers.co.uk](http://www.mercers.co.uk). The sponsors also have strong links with international IT industries and with the City of London.

### Why choose us?

- A dynamic learning culture where your skills and attributes will be essential to its continued growth and development
- A strong, supportive staff body and leadership team
- A "can-do" culture of achievement coupled with ongoing personal and team CPD
- A well-run Academy with clear and effective processes that support professionals
- A commitment to well-being and support across the Academy



Click here for a virtual tour of the Academy: <https://www.hammersmithacademy.org/about-us/virtual-tour/>

## **ADMINISTRATIVE ASSISTANT – Admissions and Pupil Welfare**

<b>REPORTS TO:</b>	Office Manager
<b>SALARY:</b>	Scale 3/14 - £24,017 to Scale 3/17 - £25,042 (pro rata - 39 weeks) (Actual Salary - £20,722 to £21,606)
<b>HOURS:</b>	Permanent/Term-time only/39 Weeks 37.5 hours per week – 8.00am-4.30pm
<b>START:</b>	September 2023

Our support staff are vital to ensuring that our pupils achieve their full potential and become confident, resilient and compassionate individuals who can make a positive contribution to society.

We are seeking to recruit an outstanding Administrative Assistant working with the Admissions and Pupil Welfare teams. You will also provide strong administrative support to the school; undertaking a range of general clerical and administration duties including typing/word processing. Experience in computer packages such as word, outlook and excel is *essential*.

To be successful, you should ideally possess a Level 2 qualification (or equivalent) in English and Maths. You must have excellent interpersonal skills, allowing you to engage with callers and visitors to the Academy, students and staff professionally, efficiently and sensitively. A flexible approach to work is essential, in order to assist the administration team at busy times, occasionally adjusting hours to cover after school events. Previous experience in an education environment would be an advantage but is not essential.

### ***Ofsted – January 2022***

*“Hammersmith Academy continues to be a good school”.*

*“Leaders and staff are determined that all their pupils will succeed. They have established a culture of aspiration for all, regardless of pupils’ individual starting points”.*

*“Pupils benefit from learning a broad curriculum, including in the creative arts and languages. Many pupils choose to continue studying arts, as well as humanities and languages, at GCSE level. Pupils learn to behave kindly and respectfully towards one another, making the school a harmonious place. Poor behaviour is rare. If bullying occurs, leaders respond quickly and effectively. Leaders and staff ensure that pupils are kept safe at school”.*

*“Leaders and staff are knowledgeable about safeguarding. They are well informed about the risks pupils may face, including those in the local area. Staff are vigilant, and identify and report concerns without delay”.*

Applications are welcomed from suitably qualified candidates with the appropriate skills, vision and desire to work at the Academy, where expectations are high and there is a strong focus on student achievement.



We have a strong commitment and vision for staff wellbeing with many opportunities, activities and events throughout the year. Our vision for wellbeing in the workplace is as follows:

*'To create a caring school community promoting staff well-being through a whole-school approach characterised by caring and supportive relationships amongst school members; school members being meaningfully engaged in the school community; and addressing and supporting the health and well-being of all school members within a safe environment that celebrates achievements.'*

Are you a highly motivated, outstanding individual with a strong presence, who is ambitious for students, their colleagues and the Academy? Do you have a passionate belief in the ability for all to succeed? Are you a conscientious and enthusiastic team player who is looking to join a vibrant department? If so, we look forward to hearing from you.

## THE ROLE

- To support the Officer Manager in the efficient running of the Academy office.
- To manage all administrative aspects of student attendance.

## KEY RESPONSIBILITIES

### General administration

Provide administration support to all Academy staff, as directed by the Office Manager. Activities will include, but will not necessarily be restricted to:

- typing, reprographics, filing, preparing mailings etc.;
- answering telephone enquiries from parents and other parties and directing them appropriately;
- monitoring and responding to email enquiries from parents and other parties or forwarding them to the appropriate person;
- dealing with student issues throughout the school day;
- liaising with the rest of the admin team to ensure that student and staff issues/ needs are dealt with effectively and on a timely basis;
- acting as a first aider to both pupils and staff (full training will be given);
- undertaking school duties during breaks and lunchtimes to help monitor pupil behaviour;
- assisting with school events and parent evenings (this may involve overtime);
- providing support to other Admin team members as required;

### Student admissions

Support the Office Manager through the admissions process by:

- managing all in-year admissions;
- assisting with the year 7, annual admission process;
- undertaking investigations relating to admissions;
- inputting admissions data to the Academy's information management system, SIMS

### Student attendance

- Oversee that registers are collected on a timely basis from teachers and that the information is accurately recorded
- Oversee the recording and monitoring late arrivals and absences on a daily basis
- Oversee absences are investigated and communicated to parents
- Oversee the Attendance Officer in maintaining systems around attendance meetings between parents and the pastoral team

### Student medical

- **Be the 'appointed person'.** Oversee the Academy's first-aid arrangements, stock up first-aid supplies and be the designated person to call an ambulance in an emergency.
- **Work with students to develop and implement individual care plans.** This may involve working with parents, pastoral staff and the school nurse/diabetic nurse to identify and address the student's needs.
- **Manage the school's medical records system (Medical Tracker).** This includes keeping accurate records of student health assessments, immunisations, and medical appointments.
- **Provide first aid to students who are injured or ill at school.** This may involve calling for an ambulance or administering first aid and contacting parents.
- **Training.** be first-aid trained or willingness to attend First Aid at Work training.

### Health and Safety

- Act as Fire Warden and First Aider.

- Contribute to a safe and healthy workplace by following health & safety instructions and policies
- Care for one's own safety and that of others, including visitors, students and parents, who may possibly be affected by actions or inaction
- Report accidents and hazards.

**Other responsibilities**

- Treat all users of the Academy with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Contribute to the overall ethos, work and aims of the Academy
- Uphold confidentiality at all times regarding the Academy's staff and students.  
Comply with Hammersmith Academy's Professional Dress Policy and Code of Conduct.
- Actively promote all working policies and procedures
- Participate in training and development as required
- Advise and support others in order to improve team performance
- Carry out any other reasonable duties from time to time as directed by the Office Manager or other senior member of staff

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher.

## PERSON SPECIFICATION AND SELECTION CRITERIA

Personal Specification	Essential	Desirable
<b>EDUCATION/QUALIFICATIONS</b>		
Ideally possess a Level 2 qualification (or equivalent) in English/Maths	✓	
Good numeracy/literacy skills	✓	
A record of Continuous Professional Development		✓
First Aid training (if not, training will be provided)		✓
<b>KNOWLEDGE AND EXPERIENCE</b>		
Minimum 2 years' experience in a school office/busy administration Department		✓
Experience of dealing effectively and conversing in a professional, friendly manner		✓
Experience of use of Microsoft Office, including Excel, Word, Outlook and other IT software	✓	
Have a working knowledge of SIMs, SharePoint and Google documents and the visitor signing in/out system		✓
Experience of providing excellent customer service and deal with difficult enquiries appropriately, able to stay calm	✓	
Ability to work on own initiative and contribute to the effective working of a close team	✓	
Experience of undertaking a range of administrative tasks	✓	
An awareness and understanding of safeguarding responsibilities of all adults who work with children	✓	
<b>ADDITIONAL SKILLS</b>		
Strong IT skills including use of Word, Excel, Outlook and database entry	✓	
Able to work effectively under pressure and to tight deadlines	✓	
Ability to complete work to a high standard, with accuracy	✓	
Excellent timekeeping, time management and attendance	✓	
Be able to think creatively to help solve problems	✓	
Excellent organisational skills	✓	
Prioritise, plan and organise your own workload and meet deadlines	✓	
Be able to remain calm and focussed under pressure in an extremely busy environment	✓	



Ability to multi-task	✓	
Ability to communicate effectively with all stakeholders (governors, staff, parents and pupils)	✓	
Maintain a professional image and be able to always respect confidentiality	✓	
Build and maintain effective relationships within the admin team, school environment and the local community	✓	

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and
- attitudes to use of authority and maintaining discipline

If shortlisted, any relevant issues arising from references will be taken up at interview.

The Selection Panel will be looking for evidence in your application form of your strengths and abilities in relation to the criteria set out in this person specification.

*Note:* The duties listed within this Job Description are indicative only. The Academy retains the right, at its own discretion and without consultation, to review and amend individual job descriptions, which may result in duties being changed or specific duties being switched between members of the Admin team.

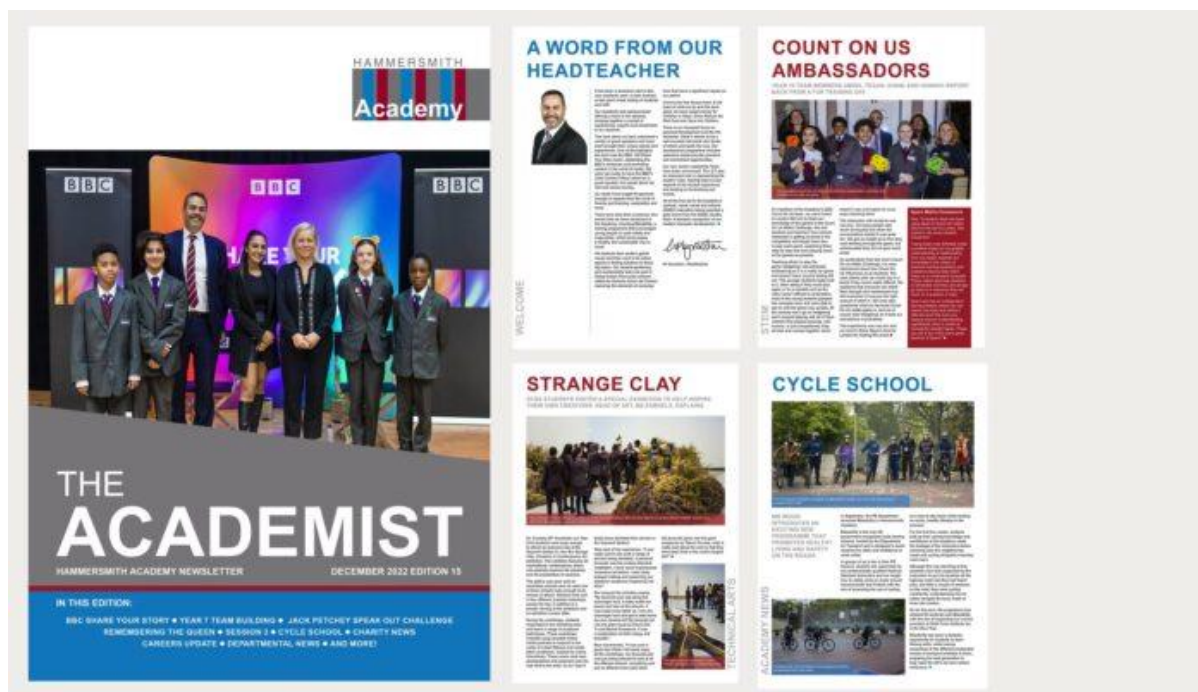
## STAFF BENEFITS

The Academy offers all its staff a range of benefits including:

- Interest Free Loan of up to £2000 - for IT equipment
- Employer pension contribution – Teachers Pension Scheme (Teachers); Local Government Pension Scheme (Support staff)
- Annual Leave entitlement of 26 days plus 8 Bank Holidays which increases to 31 days annual leave after 5 years' service
- Cycle to Work Scheme: Cyclescheme is an employee benefit that saves 25-39% on a bike and accessories. Nothing is paid upfront and payments are taken tax efficiently from your salary by your employer.
- Season ticket loan – employees are entitled to apply for an annual, interest-free season ticket loan for travel or apply for a bike loan
- Support Staff Continuous Service Award
- Free Health and Fitness – full access to the Academy's fantastic gym and fitness facilities
- Free lunch and hot drinks – for staff who dine with students
- Free breakfast — on Fridays and on INSET days and staff can take advantage of our subsidised breakfast service each day
- A commitment to Wellbeing:
  - free flu vaccinations offered annually
  - INSET in July to plan for September so that you can enjoy your summer
  - a two-week half term during the Autumn Term
  - weekly Staff "shout-outs" celebrating each other
  - Staff Drop-in Sessions
  - Governors' Praise and Recognition Scheme
  - Staff social events including Staff Wellbeing Afternoons
  - Staff football/yoga
- Access to the London Borough of Hammersmith and Fulham's Parking Permit Scheme offering subsidised parking in the local area
- Membership of Medigold Health Protect – our mental health and well-being support service including the Thrive App offering mental wellbeing support at the touch of a button, anytime, anywhere
- Free Membership of the National College
- In addition to whole school CPD, a separate CPD budget of up to £300 will be available to staff to be agreed with Department Head and CPD Manager

## THE ACADEMIST

Hammersmith Academy's termly newsletter, containing articles and stories from the full spectrum of Academy life. There are contributions from both students and staff, and covering academic and extra-curricular events.



<https://www.hammersmithacademy.org/parent-portal/newsletter/>

## HOW TO APPLY

Please complete an Application Form. With reference to the Job Description and Person Specification, write a supporting statement to show your skills, attributes and abilities to successfully fulfil the role of Administrative Assistant at Hammersmith Academy (no more than 2 x A4 sides - min.11pt font).

This statement should include the following points:

- a. An explanation of how you would support the students to learn and develop at Hammersmith Academy
- b. With clear reference to your skills, experience and proven ambitions, an explanation of how you can make a significant contribution to Hammersmith Academy in your role, especially through the specialisms in ICT and Creative Media.

CVs will not be accepted for this post.

For additional information about Hammersmith Academy please visit our website:

[www.hammersmithacademy.org](http://www.hammersmithacademy.org)

Closing Date: Friday, 8<sup>th</sup> September – 9.00am

Interviews: TBC

**Candidates may be invited for interview upon receipt of a completed Application Form prior to the closing date. Early application is therefore advised.**

All applications will initially be acknowledged by e-mail. If you have not heard further within two weeks of the closing date you may assume you have not been successful on this occasion.

In accordance with recommendations made by the DfE in Keeping Children Safe in Education 2022, all shortlisted candidates will be subject to an online search. This will help identify any incidents or issues that have happened, and are publicly available online, which Hammersmith Academy will explore with the applicant at interview.

*Hammersmith Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.*

*Hammersmith Academy is an Equal Opportunities employer and does not discriminate on the grounds of any protected characteristics as defined by the Equality Act 2010.*

## **HAMMERSMITH ACADEMY**

### **INSPIRE CREATE SUCCEED**

#### **Vision**

To develop highly qualified, aspirational young adults who make outstanding progress and as active citizens take a lead within the community and are committed to giving 100% in everything they do.

#### **Values**

We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.

We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.

We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

#### **The HA WAY - HA learners demonstrate:**

- Pride and Commitment
- Professionalism and Leadership
- Active citizenship
- Honesty and Reliability
- Respect and Integrity

Hammersmith Academy ensures that students are happy, safe and secure in their learning and develop through a culture of success, into self-confident independent learners who become highly valued members of their community. Strong leadership at all levels challenges underachievement and ensures students make outstanding progress and achieve high standards of attainment.

It is an inspiring and creative place to learn, which is rich in digital and creative media technology that stimulates and develops students' academic and vocational skills through the promotion of excellence.

#### **Students leaving the academy will have the following profile:**

- A strong portfolio of accredited achievement;
- A highly developed sense of responsibility and pride in their own performance;
- Outstanding communication skills, including digital literacy
- Well-developed literacy and numeracy skills
- Strong leadership skills coupled with a professional attitude to enhance employability;
- An ability to work collaboratively and develop team cohesion;
- An aptitude for research, enquiry, problem solving and creativity
- Are actively kind, caring and socially responsible.

#### **Developing character and a growth mind-set - Be better than you thought you could be**

Good character development coupled with academic success is essential to a high-quality education. We succeed by developing a growth mind-set through the skills of resilience in the face of challenge, resourceful when solving problems, reflective when evaluating progress and reciprocal when working in teams. To be fearless when striving for excellence and contributing positively to life in a global society.

We want each individual to be better than they thought they could be. We believe everyone is powerful beyond measure and capable of extraordinary achievements. We expect more from ourselves and each other in our drive to be the best and are 100% committed in everything we do. We constantly challenge students to push their limits, to work hard, to be resilient and inspire each other to *outstanding* success.

We expect the same from all adults. That they are determined and committed to be the best they can be, demonstrate a 'can do' attitude and transmit these expectations to the students.

### **Knowledge is power**

Knowledge creates power. First, Intellectual power - primarily through the core disciplines of literacy and mathematics which are the building blocks in accessing a successful life. Second, Economic power - a deep understanding of the links between self-management and problem-solving skills in becoming rounded and grounded in preparation for the world of work and thirdly, Social power - developing our social and moral responsibility as active citizens.

We prepare students for successful lives through a stimulating and engaging curriculum where our practices mirror those found in the wider world of work. Using a broad experiential approach, students are given the opportunity to make choices, take responsibility for their learning and accelerate their interests in greater depth.

Developing a thirst for knowledge through inspirational teaching is powerful. Its value is limitless. It enables students to absorb challenging concepts and develop the skills of critique, analysis and evaluation.

### **Leading is achieving**

Leadership is central to our ethos of success as an individual, a team and a learning organisation. We work closely together to improve. We consistently look to enhance the quality of what we are doing and seek inspiration from inside and outside the Academy.

Our students are future leaders who develop a clear sense of ownership and pride in their own performance which empowers them to support others. We expect students to value and celebrate success and champion their community.

All adults are expected to lead and to build a performance culture. In every action, attitude and expression, they set direction and expectation. Every adult is trusted to act with integrity and take personal responsibility to do the right thing for the students.