



THE ELLEN WILKINSON SCHOOL
— FOR GIRLS —

ADMINISTRATIVE
ASSISTANT
RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR
SCIENCE & MATHEMATICS







BACKGROUND

The Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m² site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at it's core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.





THE ROLE ADMINISTRATIVE ASSISTANT

Post Title:	Administrative Assistant
Report to:	Office Manager/Deputy Head (Pastoral)
Salary:	Scale 4 – Pt 8 approximately £24,916 p.a. (Inclusive of allowances) Immediate start, Term time only (39 weeks per year), 35 hours per week, Five days per week of which 3 days will include Reception duties (8am-3:30pm with ½ hour for lunch) Flexibility regarding start and finish time when staff are absent

The post has a probationary period of six months.

Main Purpose of the Post

- To provide admin support to the Pastoral team and the Director of Teaching and Learning
- To do duties in Reception

Duties and Responsibilities

Reception

- To extend a warm welcome for visitors to reception. Liaise and to inform the relevant person that their visitor has arrived and ensure all visitors sign in on the Visitors System and are issued with lanyards. Good communication and interpersonal skills
- To be responsible for the security of the school office and the safe storage of all office equipment and materials, when required
- To maintain a clean, tidy, friendly and welcoming school office
- To ensure that staff, pupils, parents and visitors are dealt with in an effective and efficient manner so as to promote the good reputation of the school
- To operate the switchboard, or using allocated phone to take and transfer calls
- To take, and pass on, messages as appropriate



THE ROLE ADMINISTRATIVE ASSISTANT

First Aid

- To administer and monitor the sick bay and to provide a minor first aid resource as required, with the support of the SLT
- To complete First Aid training
- To call the ambulance service when necessary
- To ensure parents are contacted when a student needs to be sent home ill
- To maintain the sick bay record and accident book record
- To ensure that sick bay is kept in order
(NB. Cleaning is the responsibility of caretaking and cleaning staff)

Admin support to Pastoral Team

- To provide administrative support to the pastoral team as required by the Deputy Head (Pastoral) for 4 days of the week
- Preparation of data for the HOYS including rewards and behaviour data and passing onto the pastoral team
- Alternative Provision and reduced timetable information data on SIMS and to LA

Admin support Teaching and Learning

- To provide administrative support to the Director of Teaching and Learning for 1 day per week.

Administration of Exclusions

- Responsible for producing exclusion letters and exclusion forms and keeping an accurate spreadsheet for all exclusions for past few years.
- Responsible for informing LA of all exclusions via the Egress system.
- Responsible for ensuring all exclusions are entered onto SIMS database and that the Chair of Governors has been informed.
- Responsible for arranging Governor Review Meetings for all permanent exclusions including:
Arranging a governors panel
Gathering all information relevant to the meeting:- witness statements, letters relating to exclusions, background information on pupil, behaviour policy, school reports, achievement and behaviour logs and attendance.
Produce packs for all members of the panel including LA, parent and headteacher.
- Responsible for recording accurate minutes at permanent exclusion meetings.



THE ROLE ADMINISTRATIVE ASSISTANT

Administration of Admission Appeals

- Carry out administrative arrangements associated with admission appeals in accordance with prescribed timescales. This involves:
 - Getting together an appeal panel to include a Clerk and 3 independent panel members.
 - Gathering and verifying information from parents
 - Writing to parents, appeal clerks panel members
 - Preparing the LA's case
 - Booking interpreters (when required)
- Input data and other information onto a spreadsheet, check for completeness and accuracy, in order to maintain accurate records.
- Provide information, answer queries from parents, in relation to the appeals procedures and policy, referring any complaints to the Appeal Clerk.
- Provide administrative support to other members of the Admissions Team as and when required.
- Keep under review all procedures and practices operating to support the appeals process

Other Responsibilities

- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person. To adhere to school health and safety policy including risk assessment and safety systems

This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.

The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post. Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment



THE PERSON SPECIFICATION

Essential Requirements

Knowledge, Skills, Abilities

1. Ability to use relevant equipment and technology
2. Ability to communicate effectively both verbally and in writing with colleagues, parents/carers.
3. Ability to work in collaboration with others, and as part of the whole school team
4. Ability to understand and respect the principles of confidentiality
5. Ability to relate well to students and adults alike
6. A commitment to the Vision of the School
7. A commitment to the School's Equal Opportunities Policy

Education and Experience

8. Education to at least GCSE level (or equivalent)
9. Previous experience of working in an office environment

Personal Qualities

10. Ability to demonstrate an excellent record of punctuality and attendance
11. Have an enthusiastic and positive attitude towards learning and a belief that all children can succeed



LIVING AND WORKING IN EALING

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TRANSPORT

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

Rail: The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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CULTURE AND AMENITIES

Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



HOW TO APPLY

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he Ellen Wilkinson School for Girls seeks to appoint a Administrative Assistant to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Friday 4th October 2024 at 12pm midday.**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

HR Administrator
The Ellen Wilkinson School for Girls
Queens Drive
London
W3 0HW

office@ellenwilkinson.ealing.sch.uk

www.ellenwilkinson.ealing.sch.uk/1321/vacancies



THE ELLEN WILKINSON SCHOOL
FOR GIRLS

QUEENS DRIVE, LONDON W3 0HW
0208 752 1525 | WWW.ELLENWILKINSON.EALING.SCH.UK



INSPIRING
PASSIONATE
NURTURING
SUCCESSFUL
CREATIVE

A SPECIALIST COLLEGE FOR SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results including a Progress 8 of +0.98

ADMINISTRATIVE ASSISTANT

Immediate start, Term time only (39 weeks per year), 35 hours per week,

Five days per week of which 3 days will include Reception duties (8am-3:30pm with ½ hour for lunch)

Flexibility regarding start and finish time when staff are absent

Scale 4 - Pt 8 approximately £24,916 P.A. (Inclusive of allowances)

We are seeking to recruit an outstanding and motivated Administrative Assistant to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental classroom practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement

The Closing Date for the post is Friday 4th October 2024 at 12pm midday.

Recruitment Pack and Application Forms can be obtained from

www.ellenwilkinson.ealing.sch.uk/1321/vacancies

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.