



Aragon Primary School



Application Pack for the position of Administrator—Admissions, Attendance, Finance & Lettings

Aragon Primary School

Required June 2022

<https://www.aragon.merton.sch.uk/>



Aragon Primary School



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JOB DESCRIPTION

Post:	Administrator – Admissions, Attendance, Finance & Lettings
Responsible to:	Headteacher
Grade:	ME6 £20 267 - £21 381 (FTE £23 397 - £24 683)
Hours:	35 hours (8.00am – 4.00pm (1 hour lunch)), Monday to Friday, 40 weeks

Purpose of the Job

To be an ambassador for the school when meeting parents and other visitors. To provide clerical and administrative support within the school.

General

- Provide PA Support to the Headteacher and Senior Leadership team.
- Support Administrator/ Receptionist to maintain a welcoming reception area and office space.
- Adhoc photocopying and school admin/typing
- Prepare school correspondence and distribute as required
- Maintain confidentiality in line with GDPR and report breaches or concerns to DPO
- Ensure complaints are dealt with tactfully and refer where necessary (SLT or DPO)
- Ensure WLT and Trust policies are accessible to staff through the school intranet and are kept up to date.
- Liaise closely with FLO and Senior Administrator

Admissions

- Inform the WLT Admissions Manager of: nursery admissions, Reception intake, mid-year admissions, Y7 transfers and Admission Policy.
- Organise mid-term admissions: liaise with parents, organise tours, collect admissions data, update database and ensure pupils are welcomed into school.
- Compile new intake lists for Headteacher.(Reception & In-year transfers)
- To promote and manage the administration around Nursery Admissions
- Provide information to prospective parents on admission enquiries, promoting the school to parents.
- Organise pupil transfers to other schools in accordance with LA and school policy.
- Maintain Pupil records: paper and computerised, including an accurate pupil data base, including issuing Unique Pupil Numbers.
- Produce and maintain a record of pupil movements.

Attendance

- Ensure all registers are completed correctly on SIMs, update regularly throughout each day ensuring the attendance is data recorded and is accurate.
- To ensure all absences are accounted for; call parents/carers to confirm reason for absence and refer to FLO repeated, concerning or unaccounted for absence.
- Identify poor attenders and lateness, report to Deputy Headteacher and Inclusion Leader/FLO.
- Send out half termly absence letters; 95% letters, 92% medical evidence letters, 90% medical evidence letters and holiday letters.
- Refer requests for pupil special leave to Headteacher.
- To ensure all absences are accounted for; call parents/carers to confirm reason for absence and refer



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Data

- Ensure SIMs is maintained and data correct.
- Liaise with FLO and SENCo to complete end of academic year procedures for new pupils, Y6 leavers and class progression using Sims.net. Including sending CTF files for leavers and forwarding paper files to new school (new primary/secondary).

Finance

- Responsible for school lunch finance procedures/cashless system/ catering records including chasing outstanding payments
- To manage the Asset register with the Site Manager
- Support for WLT Finance in administration of Gift aid as required.
- To administer the Aragon Primary School fund.
- Oversee on-line parent payment system, Parentpay, and ensure pupil/parental debt is kept to a minimum, chasing outstanding payments, including dinner monies.
- Check off deliveries against orders and liaise with suppliers regarding any discrepancies and raise goods received in PSF.
- Book school trips; working with Educational Trips Co-Ordinator to manage school trips including booking of venues and travel.
- Record all cash received for school trips/activities and events
- Assist Office Manager with Extended schools including Aragon ASC

Lettings & PR

- Providing data on lettings to the Director of Finance.
- Liaise with charities chosen by pupils/School Council

Safeguarding

- Ensuring all visitors to the school have relevant checks in place including ID and contractors have signed to acknowledge having read Safeguarding statement.

All staff

- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- To undertake any other duties as may be required from time to time by the Headteacher.

The Willow Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

Administrator– Admissions, Attendance, Finance & Lettings

Criteria	Essential	Desirable	Assessment
Qualifications and Skills			
Educated to GCSE level (or equivalent) with 5 GCSEs graded A*-C		✓	Application
Skills			
Excellent communication skills, including telephone manner and	✓		Application/Interview
Highly computer literate with a good knowledge of Microsoft Office and business-related communication tools such as Parent-mail/Groupcall.	✓		Application
Excellent attention to detail	✓		Application/Interview
Basic knowledge of finance procedures and software.		✓	Application
An organised and effective approach to handling a demanding workload.	✓		Application/Interview
Understanding of safeguarding responsibilities and the need to work within the school's Child Protection Policy.	✓		Application/Interview
Ability to maintain calmness whilst working under pressure.	✓		Application/Interview
Flexibility and willingness to work additional hours if required.	✓		Application/Interview
Ability to foster good working relationships with staff and pupils at	✓		Application/Interview
Experience			
Previous administrative experience or of working in an office envi-	✓		Application
Experience of working in a school office in an administrative role.		✓	Application
Experience of working as part of a team as well as on own initia-	✓		Application/Interview
Experience of school admissions process		✓	Application/Interview
Experience of on-line payment systems		✓	Application/Interview
Experience of handling confidential data and understanding of GDPR.	✓		Application/Interview
Experience of working with primary age children ideally within a school setting.		✓	Application
Working knowledge of SIMs or database software		✓	Application
Paediatric First Aid certificate or willingness to train		✓	Application/Interview



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Personal Qualities			
A clear understanding of the need to maintain confidentiality at all	✓		Application/Interview
Able to calm difficult situations sensitively and effectively.	✓		Application/Interview
Confident to hold difficult conversations around outstanding payments and be sensitive to issues around payment.	✓		Application/Interview
Presentation of a professional image.	✓		Interview
Willingness to participate in, and show commitment to, own continuing professional development.	✓		Application/Interview

The Willow Learning Trust is an equal opportunities employer and welcomes applications from all the sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous recruitment process which include assessing candidates suitability to work with children. Candidates will be shortlisted against the above essential criteria assessable from application forms. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process.



GUIDANCE TO APPLICANTS

Please read these carefully before making your application.

THE APPLICATION FORM

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

PERSONAL DETAILS

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

CAREER HISTORY

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

EDUCATION, QUALIFICATIONS, TRAINING

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

PRE-EMPLOYMENT CHECKS

If you are offered the post, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you.

We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances,



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you may be asked to go for a medical examination.

You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

RELATIONSHIPS

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

INTERVIEWS

Aragon has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview.

Prior to interview you will be asked to complete a Criminal Records Self Declaration, any issues of concern arising from a reference and/or Self Declaration will be explored during the interview process. At interview you will also be asked questions related to your Personal Statement, safeguarding and promoting the welfare of children.

COMPLAINTS

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.





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DATES FOR YOUR DIARY

The deadline for applications is **10 am, Tuesday, 19th April 2022**

START DATE: JUNE 2022