



Aveley
Primary School

**ADMINISTRATIVE ASSISTANT
APPOINTMENT PACK
September 2022**

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

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Stifford Road
Aveley
Essex
RM15 4AA

Tel: 01708 865868

Head of School – Mrs S. Viner

Email: info.aps@catrust.org.uk

Website: www.aveleyprimary.org.uk

Dear Applicant,

We would like to take this opportunity to thank you for showing an interest in the Administrative Assistant vacancy at Aveley Primary School.

The Head of School and Governing Body are looking for an energetic, enthusiastic and committed professional. Someone with the drive and determination to work with the Head of School, Staff, Governors and Parents to raise standards and build on the schools' achievements.

Aveley Primary is a happy, friendly school which believes in developing the whole person and encouraging each child to reach their full potential.

Please take the time to read the information within the application pack and see for yourself what an ideal opportunity this is for someone wishing to develop their career whilst being part of a hard-working and dedicated team.

We look forward to receiving your application.

Yours sincerely

S. Viner
Head of School



RECRUITMENT PROCEDURES

ADMINISTRATIVE ASSISTANT

Aveley Primary School

How to apply:

- ❖ Please apply using the enclosed application form and a supporting statement (no longer than 2 sides of A4).
- ❖ The appointment will be made based on the match between the applicant and the person specification. Please make sure that you supply the necessary information on your form and write your statement based on our requirements.
- ❖ Please send your application to:

Mrs S Viner
Head of School
Aveley Primary School
Stifford Road
Aveley
Essex
RM15 4AA

Applications can also be emailed to info.aps@catrust.org.uk marked for the attention of Mrs Viner.

Selection Procedures:

- ❖ Closing Date: Monday 5th September 2022 @ 12pm
- ❖ Shortlisting : Monday 5th September 2022
- ❖ Interviews w/c 5th September 2022

Candidates will be advised as soon as possible after shortlisting of times and specific details. We reserve the right to close the vacancy early so recommend that you submit your application at your earliest convenience.

Catalyst Academies Trust and Aveley Primary School are fully committed to safeguarding and promoting the well-being of children and young people. We expect all of our staff to share this commitment. The successful applicant will be made a conditional offer subject to an enhanced DBS check, medical check and references.

Aveley Primary School – June 2022

Aveley Primary is a two form entry primary school in Thurrock with newly opened Autism Resource Centre (ARC). We have dedicated staff and wonderful children from Reception to Year 6. We have a nursery that provides an excellent start for our youngest pupils. All members of the school community are committed to ensuring that children have a learning experience that is positive, encourages children to achieve and develop as well-rounded individuals. Staff teams are organised with support from experienced Year Leads and Key Stage Assistant Headteachers.

Aveley Primary joined Catalyst Academies Trust at the beginning of February 2019. The Trust has a nationally recognised reputation for high achievement for all of its pupils and staff have embraced the collaborative nature of working as part of a MAT. Staff from across the schools meet regularly and appreciate the collaborative working.

Aveley Primary School was formed in 1990 when the Infants and Junior schools amalgamated. From September 2005 to 2012, the school was based in one building built in the early 1950's. Since September 2012, KS1 have been in the purpose built block of four classes. Reception are in classes linked to the main building with a shared outdoor area. The rest of the classes are in the original KS2 building, with some modifications to create a nursery class. In 2014, the school opened the library bus which is an iconic part of the school. The school is spacious, with expansive grounds and is within easy reach (5 minutes) of the A13 into London/Southend and the Dartford Crossing. There are three playgrounds, a large field and a multi-use games area. There is a separate dining room and school hall. We have a dedicated Library and Art, Design & Technology Room, a wildlife area and pond. This is an exciting time in Aveley Primary School's journey as we opened the Aveley Resource Centre (ARC) in June 2022.

In 2018, the predecessor school, received a 'requires improvement' judgement from Ofsted. Since joining the trust, the school has worked collaboratively to secure improvements in all areas.

Staff are dedicated, hardworking and supportive of each other. The school has a Pastoral Manager to support the wellbeing of the children. All classes have some ancillary support to work alongside the classteacher. Children with Special Educational Needs are well catered for with adult support and a non-class based SENCo.

The catchment area of Aveley Primary School is in a mixed housing environment; the school has approximately 30% of children on free school meals. Parents are positive about our school and work in partnership with us.

Achievements include: the 10 years Basic Skills Quality Mark award; Silver Science Quality Mark and Silver Artsmark.

The Head of School, Governors, together with a committed and hard-working team of teachers, aim to provide the best education and a variety of opportunities for all of our children. The school has a strong ethos, followed by all staff and children.

Job Description

Salary:	Band 2
Hours of Work	Mon-Thurs 8am-16:00pm Fri 8am-15:30pm
Contract Term:	Permanent
Start Date:	Sept 2022
Responsible to:	Business Manager

Purpose: To assist with accurate, efficient and effective support to the Business Manager for the development and operation of the administrative function of the school.

Welfare

- To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary.
- To support pupils with medical conditions.
- To liaise with parents regarding pupils' sickness/injury.
- To assist with the general welfare of pupils.
- Maintain an accurate record of incidents in the Medical Records. Notify parents of incidents.
- In the absence of the site team, provide assistance with the clearance of bodily spillages.

Front of house

- Provide friendly, professional and effective first point of contact for callers, parents, students, visitors, supply staff, contractors, Governors and other stakeholders for the school.
- Take telephone calls and deliver messages to the right staff within an appropriate timescale; verbally or by email
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school.
- To help ensure that the school reception area and displays are neat, tidy and clean showing the school at its very best at all times (this is a particular priority at open evenings and school functions).
- To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing.

Clerical

- To undertake typing and word processing as required.
- To undertake filing, photocopying and reprographic work, including the basic maintenance of the photocopier.

- To assist with maintaining the school diary.
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps.
- To provide general clerical support as required.
- To assist with the monitoring and maintenance of stock and order supplies as necessary.
- To assist with the administration of school visits in liaison with the teaching staff.
- To assist with updating the school website as required.

Finance

- To collect and record for any monies that come into the school.
- To raise purchase orders and action invoices on the school financial system (PSF Financial)
- To carry out all financial administration in accordance with the Schools Financial Regulations and policies.

General Accountabilities:

- Play a full part in the life of the school community; support the school's priorities and ethos and encourage staff and students to follow this example.
- Follow school policy and procedures for site security and child protection, as specified in the Safeguarding Policy.
- Undertake personal professional development activities, as agreed with the Head of School/Business Manager.
- Undertake any other duties as directed by the Head of School /Business Manager commensurate with the general level of responsibility of the post.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To continually promote and support the ethos and principles of the school and to avoid any action that may be detrimental or prejudicial to the interests of the school.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a school which requires flexibility in all of its employees.

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

Aveley Primary School

Administrative Assistant Person Specification

	ESSENTIAL	DESIRABLE	EVIDENCE	SCORE (1-5)
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's grade A-C or equivalent experience to include English & Maths. • NVQ2 or equivalent in Business/School Administration. • Word processing qualification. 	<ul style="list-style-type: none"> • A recognised qualification in administration or equivalent. • First Aid Qualification 	Certificates to be presented	
Experience	<ul style="list-style-type: none"> • Experience of utilising a computerised system. • Experience of undertaking a range of administrative tasks. • Minimum of 3 years office experience. 	<ul style="list-style-type: none"> • Experience of undertaking a range of clerical and administrative duties, including data input and retrieval. • Experience of working in a school office. • Experience of Arbor. • Experience of PSF Financials. 	Application/Interview	
Professional Knowledge, Understanding and Skills	<ul style="list-style-type: none"> • Ability to maintain efficient record keeping systems. • Intermediate to advanced knowledge of Microsoft Office (e.g. excel word etc). 	<ul style="list-style-type: none"> • Knowledge of general school procedures and policies. • Knowledge of H&S policy and procedures. 	Application/Interview	
Judgement/ Decision Making	<ul style="list-style-type: none"> • Demonstrates a logical and methodical approach with attention to detail and accuracy. 	<ul style="list-style-type: none"> • Ability to work on own initiate without detailed direction. 	Application/Interview	

Customer Care/ Interpersonal Skills	<ul style="list-style-type: none"> • Ability to liaise closely with internal colleagues, governors, pupils and parents. • Effective written and verbal communication skills. • Ability to work as part of a team. • Ability to show sensitivity and objectivity in dealing with confidential issues. 	<ul style="list-style-type: none"> • Self-motivated demonstrating drive, enthusiasm and determination. 	Application/Interview	
Service Development/ Finding Solutions	<ul style="list-style-type: none"> • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date. • Ability to identify and resolve problems quickly and effectively. 		Application/Interview	
Other Factors	<ul style="list-style-type: none"> • Flexible attitude. • Ability to demonstrate commitment to Equal Opportunities. • Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge. 		Application/Interview	

Above all, you need to like children, to want the very best for them and be prepared to put their needs first. You recognise the importance of educating the whole child, including all learners and achieving high standards, within a creative, broad and innovative curriculum.

Aveley Primary School Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the school is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of your offences.