



# Admin Assistant

Start date: Immediate

08:30 - 14:00 Monday to Friday

Salary: Scale 3 Point 4 (approx £11,636)

44.3 weeks per year (term time plus INSET days)

**CLOSING DATE:** Monday 24th February 2020 (Midday)

**INTERVIEW DATE:** Monday 2nd March 2020



Dear Candidate,

Thank you for your interest in the post of Admin Assistant at the Flitch Green Academy. We are a modern primary school set in rural Essex, which has been designed, built and equipped to provide its pupils with a stimulating environment to learn key skills, acquire knowledge and appreciate the world they live in. Pupils learn from an innovative and creative curriculum, taught by talented and enthusiastic staff. They enjoy the very best of the latest technology, with each class having their own supply of iPads. Further information on the Academy can be found on our website [www.theflitchgreenacademy.co.uk](http://www.theflitchgreenacademy.co.uk)

The role you are applying for will be working in the main school office and will include welcoming visitors, pupils and parents, answering the telephone and e-mails, administering First Aid to pupils, as well as other general office duties. Experience of working within a school office environment is desirable, but a passion for learning and developing in your role is essential! Included in this pack are the relevant Person Specification and Job Description on which you should base your application.

We place a high degree of trust in our staff and believe the greatest factor in improving outcomes for our pupils are the adults working with them every day. People count. We recognise that working in a school can be challenging, so we encourage everyone to share good practice and work collectively. The academy believes in professional development for all staff members and the leadership team encourage and support staff to take responsibility for their own development.

You should ensure that your application is typed or hand-written in black ink or black ball-point pen (so that good photocopies can be produced) and returned marked Confidential to: **Nikki Mead, The Flitch Green Academy, Tanton Road, Flitch Green, Dunmow, CM6 3GG.**

**Please ensure you put sufficient postage on your envelope to ensure your application is received on time. Unfortunately we will be unable to recover any applications sent without sufficient postage.**

Your application will not be acknowledged but, should you have any queries regarding receipt of your application or if you require any additional information regarding the post, please do not hesitate to contact one of our admin team on 01371 822330. Tours of the Academy can be arranged upon request.

I look forward to receiving your completed application.

Yours faithfully,

Emma Hodgkinson  
Acting Principal



## Admin Assistant - Job Description

### **Reports to**

- Business and Finance Manager.

### **Liaison with**

- Business Support Officer, Academy staff, pupils, parents and external agencies.

### **Job Purpose**

- To provide effective and efficient administration and welfare support to the Academy.

### **Duties**

#### **Reception**

- To be the first point of contact for all enquiries to the academy by e-mail, telephone or face-to-face and take messages and distribute where appropriate.
- To ensure all academy security arrangements are always complied with, including the issue of visitor's badges and signing in and out of the visitors book.
- To accept, sign for and distribute deliveries as appropriate.
- To provide hospitality for visitors to the academy as appropriate.
- Ensure the main office area is kept tidy at all times.
- To assist with lost property.

#### **Administration**

- To undertake filing, photocopying, routine data inputting and general administration duties when required, including the basic maintenance of office equipment.
- Sorting and distributing incoming post.
- Daily administration of pupil lunches in consultation with the Business Support Officer and catering company.
- To assist with the monitoring of basic stationery and resources levels and order goods once authorised.
- To assist with the administration of academy visits, class trips and swimming in liaison with the Business Support Officer.
- To assist with the upkeep and input of data on the academy's management information system, including class registers in liaison with the Business Support Officer.
- To provide general administration duties and cover team absence as and when required.

- To upkeep data in relation to class based learning applications.
- Set up, manage and arrange software systems, such as; MyMaths, TT Rockstars, Cool Milk, phonics and end of Key Stage Data (this list is not exhaustive)
- To arrange year 5 taster days and year 6 induction days with the local secondary school.
- To ensure all electronic pupil files are kept up to date.
- To assist with the upkeep of the Academy website in liaison with the Finance and Business Manager.

### **Site**

- To assist with the administration of hire and lettings in liaison with the Finance and Business Manager.

### **Finance**

- To assist with the preparation of banking monies ready for collection where appropriate.
- To assist with the collection of debts owed to the academy, including updating ParentMail in liaison with the Business Support Officer.

### **Welfare**

- To administer first aid to pupils as and when required, in keeping with academy policies and procedures.
- To liaise with parents regarding pupils sickness and/or injury.
- To assist with visits of nurse, dentist and other outside agencies.
- To assist with the general welfare of pupils.

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the academy's Equality Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal or School Business Manager to carry out appropriate duties within the context of the job, skills and grade.

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all its staff and volunteers to share this commitment.**



## Administration Assistant - Person Specification

### **Qualifications and Experience**

- Experience of general clerical work
- General understanding of the operation of the Academy
- Knowledge of First Aid, although training will be provided
- Good reading and writing skills
- Ability to undertake general mathematical calculations
- Ability to use IT and office equipment

### **Communication**

- Ability to complete forms, write letters and reports
- Ability to exchange routine verbal information clearly with children and adults
- Seek support to overcome communication barriers with children and adults
- Ability to manage difficult or controversial exchanges
- Ability to consult with colleagues

### **Working with Children**

- Understand and implement the Academy's Behaviour Management Policy
- Understand and support the differences in children and adults and respond appropriately
- Basic understanding of the learning experience provided by the Academy
- Basic understanding of the way in which children develop
- Understand and support the importance of physical and emotional wellbeing

### **Working with Others**

- Understand the role of others working in and with the academy
- Ability to establish rapport and respectful and trusting relationships with others
- Ability to work effectively with other adults in the Academy
- Ability to provide timely and accurate information

## **Responsibilities**

- Excellent organisational skills
- Ability to remain calm under pressure
- Ability to manage own time effectively
- Ability to follow instructions

## **General**

- Demonstrate a commitment to equality
- Basic understanding of Health and Safety
- Understand child protection procedures
- Understand procedures and legislation relating to confidentiality
- Be prepared to develop and learn in the role

# Recruitment and Selection Policy Statement

1. The Governing Body is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs; and
- expects all staff, volunteers and other workers to share this commitment.

It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Body recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics or age, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required where applicable to the role and setting:

- receipt of satisfactory references
- verification of the candidate's identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that you are not barred from working with children
- verification that you are not prohibited from teaching or the management of an academy (where applicable)
- verification of medical fitness for the particular role
- verification of qualifications and of professional status where required e.g QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

***NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.***

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision we will disregard any filtered convictions / cautions / reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Governing Body is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school



settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

Our procedures are operated in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. We process personal data collected during the recruitment process in accordance with our data protection policy. Data collected as part of the recruitment process is held securely and accessed by and disclosed to individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.