

Post: English Hub / Kent Associate Research School (KARS) Administrator
Fixed Term contract linked to the existence of the Kingsnorth English Hub

Pay Scale: APLb £18,680

Hours : 30 hrs per week – term time only with the possibility of an additional 5 development days

Responsible to: English Hub Lead, Director of Kent Associate Research School and Executive Headteacher

Liaison with: All stakeholders of the English Hub and KARS and school community

Post: This post is a Fixed Term contract for the length of the English Hub. In the event of the termination of the English Hub contract in connection to the school, this role will cease to continue with immediate effect.

Job Purpose: Provide an efficient, effective and smooth running administrative service to the English Hub Lead and director of KARS also working to assist the school admin team

We are seeking to appoint an outstanding, highly motivated and dynamic and forward thinking Office Administrator. Who should work to the highest standards and be able to work well on their own initiative to support the English Hub Lead, Director of KARS and the school admin team.

Main Responsibilities:

1. As part of a small team, act as the first point of contact within the English Hub and KARS, promoting an efficient, friendly and positive business image.
2. To maintain confidentiality at all times, both in and out of school.
3. To promote the English Hub and KARS and to contact potential support schools
4. Manage databases to track showcase attendees and engagement figures.
5. For all tasks, adhering to DFE guidelines, national, academy Trust, KCC and school policies and procedures.
6. Managing entries in the school's electronic diary in relation to both hub and KARS
7. Checking for accurate and robust information and daily monitoring of upcoming events, appointments and activities in relation to the English Hub / KARS and wider knowledge of the school diary/events to ensure that there are no clashes in the diary.
8. In relation to the school - to provide general office skills including photocopying, filing, phone communications, email communications, to support the admin team.
9. To assist in providing support in the event of absence of a member of the admin team
10. To receive and pass on messages accurately as required
11. To scan and file invoices weekly for the Finance Officer.
12. Assist in the organisation, (setting up and packing down) of showcases, events and other training
13. You may be required to attend out of hours events, these will be notified in good time
14. Assist in the organisation of paperwork for monthly reporting to the DFE and auditors
15. Book training for partner school, liaising with training providers
16. Processing post both in and out of the hubs
17. Any other duties as requested by the Hub Lead Practitioner, Director of KARS, Office Manager and Executive Headteacher

The Successful Applicant will have:

- Experience working with basic computer packages eg emails, excel, word
- Qualifications: A minimum of GCSE English and Mathematics (A-C), NVQ in Office administration or previous experience
- Good Interpersonal Skills
- Good Verbal and written communications skills (verbal, face-to-face, telephone, email)
- Organisational abilities and accurate record keeping skills
- The ability to prioritise, with a methodical approach to work
- Enthusiastic and committed to the role and what the Hub is striving to achieve
- Willing to travel if required to support the hub leader to events/training. Also for your own CPD to help you understand the aims of the hub
- Hold a full and clean driving licence

A little about our amazing school:

The successful candidate will be enthusiastic, creative, energetic and able to work collaboratively across our whole school team, also able to work on their own initiative and prioritise well, while thinking on their feet.

We are an ambitious and successful school, graded 'Good' in our last Ofsted inspection, with an 'outstanding' SIAMS inspection. We take the progress of our staff and pupils seriously and can offer you good career development and the chance to work with our existing dedicated staff.

We are a strong and caring school, with enthusiastic and engaging children. The successful candidate will be well supported by our whole school team.

Kingsnorth is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Therefore, the successful candidate will be required to provide excellent references and to undertake an enhanced DBS disclosure.

If this position appeals to you, empowering you to make a real difference to pupil achievement via the English Hub, please contact the school office to arrange a visit or an informal conversation on 01233 622673 or email: enghublead@kingsnorth.kent.sch.uk. Visits to the school are encouraged and you will find a wealth of information about our school and the hub on our website www.kingsnorth.kent.sch.uk.

Job Context

- This post and role is a fixed term contract linked to the existence of the Kingsnorth English Hub
- This post operates within the Kingsnorth Church of England Primary School. The post holder has contact with numerous outside organisations and these may be carried out verbally or by e-mail or letter.
- The post holder will operate within the general policies of the school. Specifically, policies relating to Child Protection, Health & Safety and Risk Assessment apply in a variety of situations.
- As a member of staff at Kingsnorth Church of England Primary School you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school.

All members of staff are expected to promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth and enable them to reach their full potential. They promote equal opportunities and respect confidentiality.

Signed:

Date:

However, the job description of the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.