



Woodland  
Academy Trust

*Ignite the spark, reveal the champion*

# Application Pack



Knockhall  
Primary School

*Ignite the spark, reveal the champion*

## Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, , Trust Leader (CEO)



## About our Trust

Woodland Academy Trust was formed in September 2011 and consists of four primary schools, three of which are located in the London Borough of Bexley and one in Kent, with a further primary free school due to open in September 2023.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



AMBITION



COLLABORATION



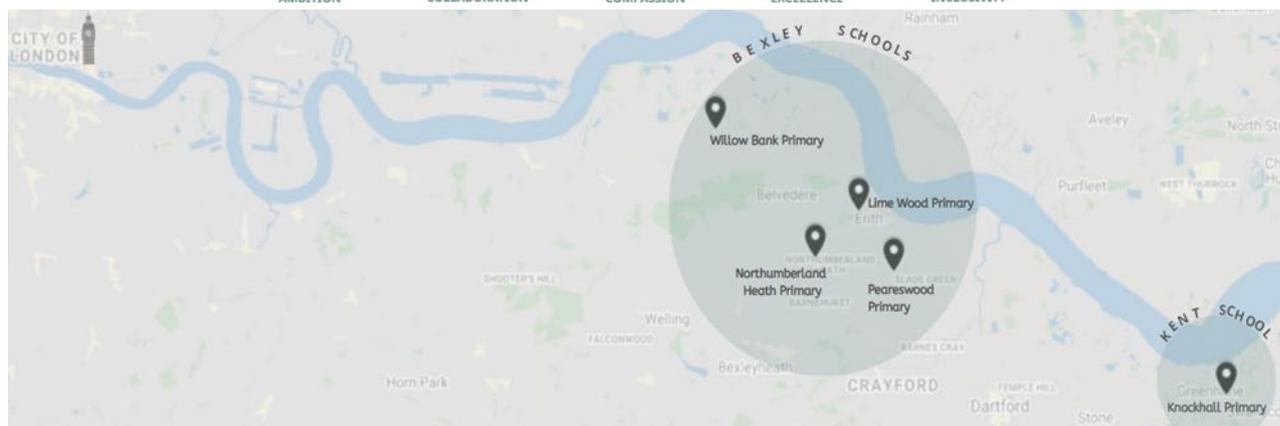
COMPASSION



EXCELLENCE



INCLUSIVITY



*Ignite the spark, reveal the champion*

## Welcome from the Headteacher

At Knockhall, we are never satisfied with anything but the best for our children and we have them at the heart of everything we do. We foster a positive and caring ethos where every child can be happy, safe and able to learn well. We do our utmost to ensure each child excels through our school values. Embedding these values into everything we do enables our pupils to go on and have successful life experiences.



Suky Tiwana & Chloe Riley, Co-Headteachers at Knockhall Primary School

## About Our School

Knockhall Primary School is a two-form entry school situated at the heart of the community in Greenhithe, Kent.

It has recently had a brand new build for the Early Years and Foundation stage children in addition to a recent extension for key stage 2.

We want to capture the minds of our learners by creating an inspirational curriculum that adults enjoy delivering. We always strive to improve on our outcomes to ensure our children get the very best from their time with us. More than anything however, we do this as peers, supporting each other along the way with a focus on our core purpose.

## Knockhall Primary School



[www.knockhallprimarieschool.co.uk](http://www.knockhallprimarieschool.co.uk)

Knockhall Primary School,  
Eynsford Road,  
Greenhithe,  
DA9 9RF

01322 382053

*Ignite the spark, reveal the champion*

## The Vacancy

Knockhall Primary School are seeking to appoint a part-time, Office Administrator to join the school. The position is for two days per week, Thursday to Friday, 8.00am – 4.00pm.

The main purpose of the role is to carry out all administrative functions of the school office to assist with the smooth running and success of the school. Your role is to be the first point of contact for all school enquiries and represent the school in a professional and efficient manner. For our Office Administrators, no day is ever the same and you will have a variety of exciting and important tasks that contribute to the successful running of the school as part of a happy and supportive school team.

The successful candidate will be able to demonstrate:

- Excellent interpersonal and communication skills (both verbal and written) and the ability to provide a welcoming first point of contact service for visitors, staff, and pupils.
- Have the ability to work within a busy environment dealing with a variety of duties and tight deadlines and to ensure priorities are organised efficiently.
- Have a keen eye for detail ensuring accuracy in all areas of work.
- Understand the importance of confidentiality and the ability to deal with issues of a very sensitive nature.
- Have patience and a sense of humour.
- Demonstrate tact, discretion, and consummate professionalism at all times.
- Be proficient in the use of Microsoft Office applications including Word, Excel and Outlook.

### **Applications**

Please apply by visiting our recruitment page at: [Woodland Academy Trust- Join Us](#)

Or if you would prefer to complete a word application form, please contact the school via email at [sbmkhp@watschools.org.uk](mailto:sbmkhp@watschools.org.uk)

**Application Deadline: 14<sup>th</sup> July 2022**

**Interviews: 18<sup>th</sup> and 19<sup>th</sup> July 2022**

Visits to the school are welcomed and can be organised by contacting [sbmkhp@watschools.org.uk](mailto:sbmkhp@watschools.org.uk)

For more information about Woodland Academy Trust please visit: [Woodland Academy Trust](#).

## Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to ignite the spark and reveal the champion. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

## Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References



**Knockhall**  
Primary School

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE</b>	Office Administrator
<b>RESPONSIBLE TO</b>	School Business Manager
<b>SALARY</b>	Kent Range 5
<b>HOURS</b>	37 hours per week (full time equivalent)
<b>ALL STAFF RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life.</li> <li>• To value professional development and welcome any training opportunities to develop personal skills and knowledge</li> <li>• To agree to follow the school and Trust's policies and procedures.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE</b>	The main purpose of the role is to lead and co-ordinate all administrative functions of the school office to assist with the smooth running and success of the school. Your role is to be the first point of contact for all school enquiries and represent the school in a professional and efficient manner.

	<ul style="list-style-type: none"> <li>• Undertake school reception duties, answering the telephone, responding to online enquiries, and dealing with face-to-face enquiries.</li> <li>• Be the face of the school, treating all stakeholders with care and respect.</li> <li>• To undertake a range of duties related to pupil admissions, registration, and attendance.</li> <li>• Ensure the security of the school by signing in all visitors, issuing passes, alerting staff to the arrival of a visitor, and signing out of visitors.</li> <li>• Receive and sort and distribute all mail, deliveries, and packages.</li> <li>• Support the organisation of school events such as parents' evenings, trips, and other events</li> <li>• Liaise with pupils, parents and staff to effectively organise and manage the administration process and procedures.</li> <li>• Provide advice and guidance to staff, pupils, and families.</li> <li>• To administer school dinner money management and debt control including identification of Free School Meals</li> <li>• Update Arbor on a regular basis.</li> <li>• Liaise with external school support agencies.</li> <li>• Process and record school orders on the finance administration system</li> <li>• Complete all general office admiration duties</li> </ul>
--	---

- Work in close contact with teaching staff in dealing with pupil welfare and providing administrative support.
- Deal with enquiries promptly and referring callers to correct members of staff.
- Provide reports and statistics when requested.
- Oversee ParentPay or any other relevant information systems.
- To take part in school activities as required.
- To promote the school with the wider community.
- To engage in use of social media and the school website to attract and communicate professionally with stakeholders.
- Attend meetings, carry out administrative tasks and duties as specified by the school
- Implement the school's policy with regards to registration, student absence, dress code and enforce school rules relating to behaviour and health and safety
- Participate in full staff and departmental meetings and to contribute to the school decision making and consultation procedures
- Work in accordance with health and safety, data protection and safeguarding rules and regulations as set out by the school and academy Trust.

- This job description sets out the duties of the post at the time it was published.
- The hours and the job description may be modified in consultation with the post holder.
- The post holder may be required from time to time to undertake other duties within contracted working hours, as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.

Signed by employee: \_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.*

Person Specification		
	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• GCSE's in English and Maths (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• A qualification relevant to the role such as business administration</li> <li>• A range of CPD experiences and achievements</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of administrative systems and ICT packages, including Microsoft Office.</li> <li>• Experience of working with people in a busy office or reception environment.</li> <li>• Excellent organisational and experience of multi-tasking</li> <li>• The ability to fulfil all spoken aspects of the role with confidence.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within an educational environment.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Office applications including word, excel and outlook.</li> <li>• Ability to relate well to both children and adults.</li> <li>• Ability to type at least 40pwm and to be able to demonstrate good keyboard skills.</li> <li>• Excellent interpersonal and communication skills (both verbal and written) and the ability to provide a welcoming first point of contact service for visitors, staff, and pupils.</li> <li>• Ability to work within a busy environment dealing with a variety of duties and tight deadlines and to ensure priorities are organised efficiently.</li> <li>• A keen eye for detail ensuring accuracy in all areas of work.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Arbor</li> <li>• Previous experience of cash management.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Be flexible in terms of occasionally working evenings in line with the school calendar.</li> <li>• Not have a record indicating they are unsuitable to work with children and young people.</li> <li>• A commitment to the highest standards</li> <li>• A high level of self-motivation</li> <li>• Well organised and an effective planner</li> <li>• Empathy and compassion</li> <li>• Able to remain calm under pressure and prioritise demands to meet deadlines.</li> <li>• Able to communicate effectively at all levels and to use tact and patience.</li> </ul>	<ul style="list-style-type: none"> <li>• To be flexible in the range of duties and working pattern, to assist with the smooth running of the office, particularly in times of staff absence within the office.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to take a flexible and positive approach to change.</li> <li>• Willing to work as part of a team.</li> <li>• Professional and customer service orientated.</li> <li>• Able to maintain a high level of confidentiality and discretion at all times.</li> </ul>	
<b>General Circumstances</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding and its importance within an educational setting.</li> <li>• Awareness and understanding of equality and diversity.</li> </ul>	

# Ignite the spark, reveal the champion



Knockhall Primary School,  
Eynsford Road,  
Greenhithe,  
DA9 9RF



01322 382053



[sbmkhp@watschools.org.uk](mailto:sbmkhp@watschools.org.uk)



[www.knockhallprimaryschool.co.uk](http://www.knockhallprimaryschool.co.uk)



[@knockhallprima1](https://twitter.com/knockhallprima1)