



Thames View Primary School

Candidate Briefing Pack Senior Administrative Assistant





Welcome to The Howard Academy Trust

As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust





Working together to build a community of successful learners

Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



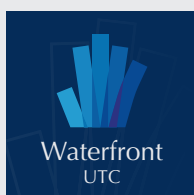
Temple Mill Primary School
240 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Thames View Primary School
468 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Waterfront UTC
250 Pupils on Roll
Located in Gillingham, Kent



Miers Court Primary School
400 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Further information about our academies can be found at www.thatrust.org.uk



Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

Professional Development

- Early finish for teaching staff every Friday afternoon to allow whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and up-skilling opportunities across the Trust.
- Access in-house training into Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

Wellbeing

- Full Time support staff receive 23 days annual leave as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



Hear from staff across the Trust



Welcome to Thames View Primary School

Thames View is a happy school - a great place to work and a great place to learn. We expect everyone to do their best and contribute to school life believing that we are strong, when we work together.

At Thames View Primary School, staff are committed to providing an education that enables all pupils to realise their dreams, goals and ambitions. We work in partnership with colleagues, parents and the community, so that pupils achieve academic success and experience personal well-being within a caring and safe environment.

We motivate and engage children by delivering a rich and broad curriculum that inspires our pupils to become life-long and responsible learners.

We promote our values of respect, honesty, friendship, perseverance, responsibility and equality, throughout all we do, so that our pupils are ready to take their place in a constantly changing world.

We are respectful, kind and caring, and enjoy working with the parents/carers and often invite them to join our whole school/class events. We have an active PTA who work hard to raise money for additional items. At present, we are saving to replenish our new library areas with exciting and relevant reading material. We love reading and every classroom has a great reading corner, full of interesting books.

Raising money for charities, is also high on our agenda. We have a Charity Day every year which is organised by pupils in Key Stage Two. We also take part in Children in Need and this year have raised money for the NSPCC and donated food to a local food bank.

We would love to have you join our team.

Mrs Rogers
Head of School





“ Pupils feel safe and happy in school - environmental work demonstrates their desire to make their mark on the world. ”

Ofsted, 2020

Key School Data

Thames View Primary School

Thames View Primary School is a community primary school serving the full primary age range from 3 to 11. We have our own nursery with 30 pupils in the morning and a further 30 in the afternoons. We have a beautiful site with wide open spaces which provide many opportunities for outdoor learning. On 1 April 2017, Thames View Primary School became part of The Howard Academy Trust.



Number of children

468



Average Class Size

30



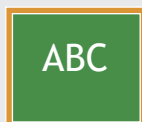
Overall Attendance

92.7%



Total Staff

54



Number of Teachers

20



Number of TAs

22

Key School Data	
Type of School	Primary
Age Range	3-11
Location	Rainham, Kent
Co-ed or single sex	Co-educational
Last Ofsted inspection	January 2020 - graded Good
School Awards	Kent & Medway Workplace Wellbeing Gold Award 2021 Evolving Eco Award 2021 (Nomination)
% of children eligible for Pupil Premium	13.2%
% of children with SEND	14.1%
% of children with EAL	6.2%
Data	For current performance data, click here

Thames View Primary School is proudly part of The Howard Academy Trust, a collaborative, successful and well respected multi academy Trust with 6 schools in Medway.

Job Description

Job Title:	Senior Administrative Assistant
Department:	Administrative
Contract Type:	37 Hours per week, Term Time Only + 5 days
Remuneration:	NJC D2 4 - 11

Job Purpose:

- To manage and evolve the administration function to ensure the provision of a customer orientated general office service, continually improving the service provided by the team for the Thames View Primary students, parents/carers and staff.

Organisation

- Ensure appropriate administration support is provided to internal and external customers, ensuring appropriate cover is arranged for overflow calls, reception/telephone console or student reception at all times of the day.
- Assist the school by developing and continually improving the services provided by the administration team.
- Assist in the organisation of events such as Presentation Evenings, Parents Evenings, Christmas Concerts, productions, external conferences, etc., and organise associated administration.
- Co-ordinate and manage the complete induction programme for all new staff to the school.
- Provide advice and guidance to staff, students, parents/carers and others.

Administration

- Update office procedures to reflect current practice.
- Assist the Head of School with specific administrative tasks.
- Operate relevant equipment/ICT packages (e.g. MS Office, internet, Arbor, emails, etc.)
- Monitor and oversee administration budgets
- Maintain an up-to-date and accurate inventory of stock, and place orders wherever required.
- Employ an effective, thorough and accurate method for checking delivered stock, returning unwanted items, and arranging any repairs or servicing as soon as possible, wherever required.

Management

- Line manage ensuring the effective and efficient operation of the department and that each individual is effectively deployed.
- Hold regular team meetings in order to address any issues arising and to bring these to an acceptable conclusion wherever possible.
- Be responsible for the performance management and professional development of the admin team.
- Be responsible for the induction of new staff.
- Oversee school letting arrangements, as delegated by the Head of School and Trust's Lettings Manager.
- Manage the school's calendar, as delegated by the Head of School.

- Maintain an accurate system for collecting, recording and providing receipts for a variety of incomes - e.g. in relation to school uniforms, school meals, voluntary contributions - organising reminders for payment wherever required, in accordance with school procedures, and updating the Trust's Finance Department as necessary.
- Upon receiving daily attendance data, enter this accurately and promptly onto the schools management information system, and produce accurate reports regarding attendance data whenever required.
- Produce accurate minutes of meetings and distribute these as necessary, schedule appointments for meetings for all staff members, and organise diaries as requested.

Core Purpose

The holder of this post is expected to carry out the professional duties of a Senior Administrative Assistant as described above, as circumstances may require and in accordance with the Trust's policies under the direction of the Office Manager. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our vision is achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Post: Senior Administrative Assistant

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> Maths & English GCSE or equivalent Grade C and above A-Level in a business-related subject 	<ul style="list-style-type: none"> Safeguarding training Data protection training
Experience	
<ul style="list-style-type: none"> Working in an administration role. The financial procedures in a school setting. Handling confidential information. Working as part of a team. 	<ul style="list-style-type: none"> Handling complains and concerns from parents and other key stakeholders. Handling contracts with suppliers. Working within a school setting.
Knowledge and Understanding	
<ul style="list-style-type: none"> Demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities, health and safety and data protection. Use financial computer databases effectively and independently. Prioritise their workload and complete all tasks required of them. Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions. 	<ul style="list-style-type: none"> Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community. Use Excel effectively and independently. Use calendar management systems.
Characteristics and Competencies	
<ul style="list-style-type: none"> Excellent verbal and written communication skills. Excellent time management and organisational skills, along with the ability to handle a demanding workload. High expectations of self and professional standards. The ability to work as both part of a team and independently. The ability to maintain successful working relationships with colleagues. High levels of drive, energy and integrity. Dedicated to promoting their professional development and achieving desired qualifications. Able to plan and take control of situations. Capable of handling a demanding workload and successfully prioritising work. A good team player, with the ability to also work on their own initiative. 	