



Hartsdown Academy



> Administrative Support

# ➤ Administrative Support

## Appointment Details

Job Title:  
Administrative Support

Reporting to:  
Senior Leader

Employment Status:  
Term Time / Permanent

Job Location:  
Hartsdown Margate

Closing Date:  
4th December 2023 12pm

Interviews:  
TBC

Start Date:  
As soon as possible

## The Team

The administrative support team at Hartsdown is a friendly, supportive team who work closely to meet the varying administrative needs of the school.

The team is committed to supporting the whole school community; students, parents/carers, governors and staff.



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## The Role

The successful candidate will be part of a team who provide administrative support to the school under the direction of senior staff. They will need to have good computer skills, strong organisation and time management skills and the ability to work under pressure. The successful candidate must be flexible and adaptable as key priorities will change according to the school's needs. It is essential to be a team player and be able to communicate well.

## The Package

We will consider part-time candidates for this role, anything up to 37 hours per week during term time. Please make it clear in your application the working hours you are available.

Salary: Grade 7 £26,160 FTE

Pension: Local Government Pension Scheme

## Benefits

- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children
- Significant opportunities for CPD and development within the school and trust
- Leadership training and pathways exist within the trust

## Job Description

As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.

All staff will:

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher



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## General Description

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

## Specific Responsibilities

The administrator will be required to undertake a number of the following duties, as directed. These duties will be subject to change over time dependent on school priorities:

- Reception duties (main reception or student reception), including greeting visitors, ensuring they sign in, informing the relevant member of staff of their arrival and escorting visitors around the school when needed
- Answering the telephone, transferring calls to appropriate staff or taking messages
- Distribution of messages/incoming items to staff/students around school
- Collecting students from lesson when required
- Ensuring the reception area is kept clean, tidy and welcoming for visitors
- Distributing incoming post
- Typing correspondence
- Filing, photocopying, scanning, shredding
- Booking of meeting rooms
- Hospitality when required
- Assist with the organisation of Academy events e.g. annual prom, leavers event, vaccinations, school photos, trips
- Assist with attendance e.g. parent phone calls and maintaining student's attendance records
- Assist with the administration of the admissions process e.g. inputting admissions data onto the school database and assisting with the organisation and running of transition events
- Assist with the input of invoices and other finance related tasks
- Assist with the administration of exams
- Work with staff to obtain information about school events to advertise or celebrate and put these on the school website and social media pages
- Any other administrative duty as requested by senior staff

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level. The duties contained in this JD will change over time and the job-holder will be expected to cooperate where such changes are reasonable.





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## Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Qualifications and Training	Essential	Desirable
Candidates will hold appropriate academic qualifications to at least GCSE standard, or be able to demonstrate competency through proven experience in a similar role	•	
Commitment to continuing professional development activities		•
Experience		
Experience of undertaking a range of clerical and administrative duties	•	
Experience of working in a pressurised environment with competing deadlines	•	
Experience of attendance processes		•
Skills		
Personable	•	
Able to communicate well	•	
Timekeeping	•	
Professional	•	
Strong organisational and time-management skills and ability to work under pressure	•	
Good computer skills	•	
Personal Qualities		
Team player	•	
Patient	•	
Tactful	•	
Smart appearance	•	
Adaptable and be able to demonstrate flexibility	•	
Can-do attitude	•	
Knowledge		
Demonstrate a basic understanding of the work of a school	•	
Knowledge of a range of computer applications – including Word / Excel / Powerpoint / Sims	•	
Demonstrate an understanding of confidentiality and child protection issues in a school setting	•	





Hartsdown Academy, alongside Dane Court Grammar School, King Ethelbert School, The Royal Harbour Academy and Cliftonville Primary School, is a proud member of the Coastal Academies Trust, a local trust that is proud to serve the citizens of Thanet through the education of their children.

All schools within the Coastal Academies Trust work in close collaboration with each other to ensure that every child in Thanet receives an excellent education that is the foundation of an amazing future and to dedicate ourselves to the service of our local community of Thanet.



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