

Administration Officer

Minterne Community Junior School, Minterne
Avenue, Sittingbourne, Kent ME10 1SB

INFORMATION



Contents

Minterne Community Junior School	Pg 3
Job Advert	Pg 4
Job Description	Pg 5
Person Specification	Pg 7
Overview of OCMAT	Pg 9
Application Process	Pg 12
Safeguarding	Pg 13





Dear Applicant

Thank you for expressing an interest in joining us at Minterne Community Junior School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

At Minterne, we are passionate about providing children with the opportunities and desire for learning. Our aim is to produce happy children who are successful learners, confident individuals and responsible citizens. Built in 1964, Minterne Junior School serves a pleasant residential area. The town centre and the countryside are both easily accessible from the school. There are almost 390 pupils aged from 7 to 11 currently on roll. The school is set on a spacious site, with 12 classrooms and an attached Speech and Language Unit. Each class has an interactive whiteboard, internet access and access to iPads. Indeed, our computing facilities are excellent; featuring a large suite which houses 36 modern computers and a class set of iPads. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Minterne Junior School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: www.minterne.org or contact the office: office@minterne.kent.sch.uk (t: 01795 472323).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Ms Kirsty Warner
Head of School

Mrs Catherine Hurst
Executive Headteacher

Job Title: Administration Officer

Grade: Kent Range 4

Permanent

Term Time

Salary: £20,103 FTE

Monday to Friday, 38 weeks per
year

Hours: Monday to Thursday
9.00am to 4.00pm

Friday 10.30am to 4.00pm

JOB ADVERT



This is a fabulous opportunity for a dedicated and organised person to join the school team at Minterne Junior School, which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic and experienced Office Administrator to join the school's successful and supportive team. This role may be suitable for those who are looking for a new challenge; we encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role.

Minterne Junior School is one of ten schools within Our Community Multi Academy Trust. We are a Junior with 365 pupils on our roll, including our specialist provision, the Acorns Speech and Language Centre.

Our Community Multi Academy Trust believe that our people are our biggest asset.

We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- Have excellent organisational skills
- Be punctual
- Communicate well and be patient and confident managing others
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Have experience working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum
- The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

For further information about the role, please contact the school office via telephone on 01795 472323, or office@minterne.kent.sch.uk

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JOB DESCRIPTION



Purpose of the job

- Assist the Office Manager and provide effective administrative support in the day to day running of the office
- Ensure that all visitors, staff and pupils are greeted in a professional and timely manner
- Assist in the maintenance of various Management Information Systems

Key duties and responsibilities within the office team:

- Answer telephone and email enquiries, referring enquiries to the Office Manager or Head of School if needed
- Record daily attendance registers, make initial enquiries with parents regarding unexplained pupil absence/lateness – including first day calling/texting
- Run the required attendance reports to be shared with the Office Manager for monitoring meetings
- Work with the receptionist to collate and oversee pupil attendance, swiftly escalating concerns to Office Manager, FLO, Trust Attendance Officer and Head of School.
- Responsible for all holiday PCN correspondence, letters and attendance reports between school, parents and Trust Attendance Officer.
- Ensure attendance related letters issued by the Trust Attendance Officer are sent within a timely manner
- Assist with sending communications to parents via MIS system
- Responsible for FSM applications and updating MIS and relevant staff of new applicants
- Provide efficient cover of reception in absence of the receptionist, dealing with visitors and enquiries, ensuring all visitors sign in/out in accordance with school procedures
- Under the direction of the Office Manager, update school diary and arrange meetings/room bookings/visits from external agencies when required
- Ensure manual and computerised records and management information systems for pupils and personnel are kept up to date to support the efficient operation of the school
- Support the Office Manager with the administration of admissions by checking ID for applicants and preparing paperwork
- Assist teachers to organise clubs, trips and other extended services, contacting parents and pupils as well as obtaining quotes where necessary, share costings with Office Manager.
- Keep school website up to date as directed by Office Manager
- Collate and send payroll related forms to Central Trust Team as and when required by Office Manager
- Collate and record staff training certificates in required areas and complete the CPD training spreadsheet accordingly.
- Assist the Office Manager in ensuring staff boards and notice boards are kept up to date.

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JOB DESCRIPTION

- Support the Office Manager with other general administrative duties such as scanning, photocopying and filing.
- Take responsibility for your own learning and development

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Any other work that supports the smooth running of the school office.

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children

This role is subject to an enhanced DBS check

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



Class Teaching Assistant

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none">	<ul style="list-style-type: none">NVQ Level 2 or equivalent experience with proficient knowledge/skills in business administrationGCSE grade A*-C in English and mathematics
Experience	<ul style="list-style-type: none">Experience of coordinating, delegating work and motivating other in an office environmentExperience of producing a wide range of documents and reports using Microsoft Word, Excel and OutlookPrevious experience of working in an educational environmentExperience of processing orders using a financial systemExperience or knowledge of safer recruitment processes	<ul style="list-style-type: none">Knowledge of a range of software and school administrative systems EG Arbor, SIMS, RM Integris, Office 365/Share point
Skills	<ul style="list-style-type: none">Excellent IT skills, able to type quickly and accuratelyAble to communicate and convey information clearly and accurately both orally and in writing to a range of peopleAble to use own initiative to solve problems and respond proactively to unexpected situationsAble to communicate basic financial information to school leaders and external suppliesAble to organise own and others' workloads to meet deadlinesAble to investigate queries and anomalies in an organised and methodical mannerAble to deal calmly, tactfully and effectively a range of peopleAble to balance constantly changing prioritiesAble to both work as part of a team and use own initiativeAble to take accurate notes of meetingsAble to show sensitivity and objectivity in dealing with confidential issues. Awareness of Data protection	<ul style="list-style-type: none">Knowledge of relevant child protection policies which keep children safe in a school setting

PERSON SPECIFICATION



Class Teaching Assistant

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Personal attributes	<ul style="list-style-type: none">• Good time keeping and attendance• Flexible and responsive to change• Patient and calm under pressure• Self-motivated and pro-active• Co-ordination skills to arrange meetings and appointments• Appropriate levels of personal presentation• Good sense of humour• Diplomatic and resourceful	
Values	<ul style="list-style-type: none">• Commitment to school's aims and values• Commitment to continuous personal development• Honest and reliable, displays integrity and commitment, acting as an ambassador for the Trust• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family	

PERSON
SPECIFICATION



OCMAT OVERVIEW

We believe that every part of the body is valuable and integral to the whole (1 Corinthians 12: 14-16). Therefore, we will create a community of schools that, whilst being diverse and unique in their own context, will ensure every child receives the highest quality educational experiences and pastoral support. At the heart of our Trust's vision is a belief in educational excellence, the belief that Our Community Multi Academy Trust is called to serve pupils, staff, families, and the local community by providing places where children develop and thrive academically, socially, culturally, and spiritually in the safest environments possible.

Our Community Multi Academy Trust is committed to sustaining high quality schools. Our focus is to maintain a self-sustaining school improvement model that draws on a wealth of practice and expertise across the Trust facilitated by experienced school improvement leads. Pedagogical excellence is at the heart of our improvement model with a sustained focus on collaborative and mastery learning.

We will maintain and strengthen a shared culture which requires every member of our community, whatever their role, staff or pupil, governor, or parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. This shared community culture will respect, uphold, and complement each school's distinctive ethos and character.

Belonging to Our Community Multi-Academy Trust offers greater opportunities for influence than single schools can achieve. Working together the Trust aims to be greater than the sum of its constituent schools. At the same time, we recognise the unique character of each of our schools and the important role they play with their local community. We will work tirelessly to maintain each school's status within their locality and strengthen their character and reputation.



THE COMPASSIONATE LEADER

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered



THE COLLABORATIVE LEADER

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust



THE COMMUNITY LEADER

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

OUR SCHOOLS

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

TRUST CENTRAL TEAM

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

EYFS Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form. Application forms can be found on the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidates suitability to work with children will be discussed at interview

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies.

www.ocmat.org.uk

Mr David Whitehead, CEO, Our Community Multi Academy Trust

OUR COMMUNITY MULTI ACADEMY TRUST
C/O LYNSTED & NORTON PRIMARY SCHOOL
LYNSTED LANE
SITTINGBOURNE
KENT
ME9 0RL

Company No: 10842747

