



HADLOW RURAL COMMUNITY SCHOOL

Effort achieves



01732 498120
www.HRCSchool.org



Our School



Hadlow Rural Community School (HRCS) opened in September 2013 and offers a unique educational opportunity to students across the Weald of Kent; located within an idyllic 20-acre rural campus, situated in the historic village of Hadlow.

HRCS is a popular, oversubscribed School with a current roll of just under 400 students, increasing to 500 over the next 3 years. The School relocated to a £7million new build in 2016 and has developed a strong reputation both locally and beyond for enabling its young people to excel and flourish; providing an exciting, vibrant and dynamic experience in academic and land based vocational studies. The school is heavily oversubscribed and has, for the last four years, achieved one of the highest percentages of preferences for Year 7 places, for non-selective schools, across Kent.

The success and popularity of the school has been based on our ethos of providing an educational experience suited to our students and the local community and, whilst academic progress is of the highest importance to us, this is equally matched by our promotion of vocational and enrichment opportunities, ensuring the development of every child as a whole.

Positive, productive, and supportive relationships with all stakeholders is a key element of the school and this is further underpinned by maintaining small class sizes of 25-26 students across the school, with many Key Stage 4 option subjects averaging class sizes of 15 students.

High expectations are promoted across every aspect of the school and all members of HRCS are expected to be kind, caring and considerate, showing honesty and integrity and applying 100% effort in all their endeavours, supporting our school motto of 'Effort Achieves'.

Vacancy

Administrative Assistant

Application: Apply by 9.00am, Friday 15th December 2023

We would advise applying early for this role as interviews may take place prior to the closing date

Start: January 2024

Salary: £21,389 - £22,493 + up to £2,000 Recruitment & Retention

Location: Kent

Contract: Permanent Pro-Rata (Full Time/Part Time Negotiable)



Hadlow Rural Community School is a unique school, combining a traditionally academic curriculum with a challenging Land-based specialism.

As the only specialised Land-based school in the country, our students have the unique opportunity to combine a strong academic education whilst participating in a wide variety of life-enhancing and enriching experiences.

Due to the popularity of the school and increasing numbers over the next three years, we wish to appoint a dynamic,

innovative and exceptional Administrative Assistant who has the ambition and expertise to play a key part in the continuing success of the School.

We have an exciting opportunity at the school for an enthusiastic and highly effective individual to support the Headteacher's PA in providing support within an administrative capacity.

The role will involve a range of secretarial and general administration duties, including responding to emails, photocopying and filing and dealing with any student issues relating to administrative tasks as well as working with the School management information system (Arbor) and monitoring school attendance procedures. In addition, the post holder will be the first point of contact for visitors to the school and will deal with all general enquiries and communications which come through reception.

If you feel that you are a highly motivated, inspirational colleague who has the expertise and experience to play a vital part in the future of our School then we would very much like to hear from you.

Benefits of Working at HRCS



The Trustee's and Senior Leadership Team at HRCS are very aware of the significant contribution that colleagues bring to the school and the importance of providing a positive, supportive and productive working environment.

This is epitomised through our vision and values and the daily interactions between staff, students and parents. Student conduct is exemplary and based on high expectations and mutual respect; poor behaviour is not tolerated.

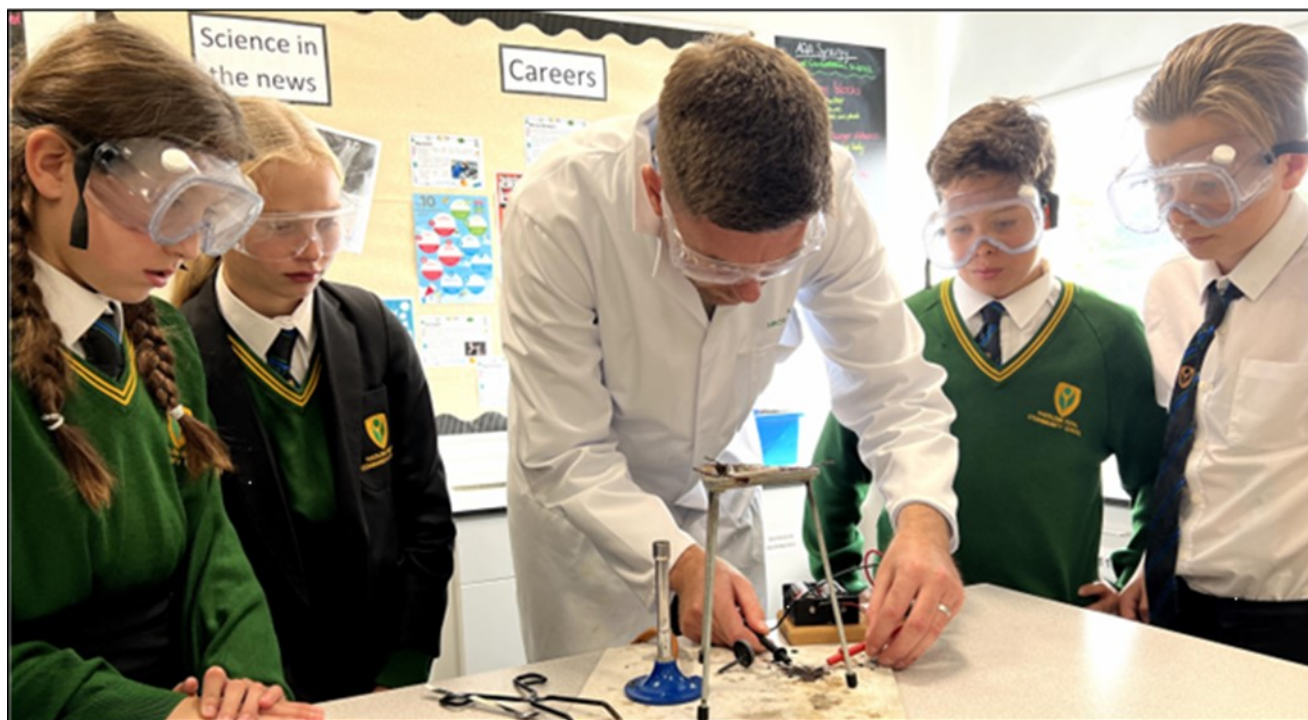
Career development and progression for those staff with leadership aspirations is prioritised and the school has a strong track record of supporting colleagues in achieving their career goals.

All staff are highly valued, with wellbeing represented as a standing agenda item on all meetings, and working groups regularly meeting to review common practices and workload considerations.

Benefits of Working at HRCS

The school also provides the following benefits:

- Working within an idyllic rural setting
- Welcoming environment
- Competitive Salary
- Enhanced M6 & UPS Payscales
- Differentiated Appraisal Targets
- Reduced Directed Time (50 hours)
- Staff Loyalty days
- Paid leave for key life events
- Benenden Health Insurance
- Wellbeing weeks—3.30pm closure
- Comprehensive Induction
- Personalised CPD
- Aspirational Leadership Support
- Funded NPQ's/Higher Level training
- Access to Teacher Training
- Small Class Sizes
- Headteacher & SLT open door policy
- SLT Staff Wellbeing Champion
- Priority within school admissions criteria
- Access to school car
- Electric Car Chargers
- Free Parking
- Free Duty Meals
- Free Tea and Coffee
- Sick Pay
- Pension Contributions
- Support Line
- Occupational Health Support
- Staff Social Events
- Staff wellbeing & workload group
- Kent Rewards



Job Description

Post Title: Administrative Assistant

This job description may be amended at any time following discussion between the Headteacher and member of staff in the light of any changes in the requirements and priorities of the School, and will be reviewed annually.

Job Purpose

To provide secretarial and administration support to the Headteacher and staff of Hadlow Rural Community School to ensure an effective and efficient support service, in accordance with the School's Mission, Core Values and Strategic Objectives.

To liaise with governors, parents and members of the wider community, and act as a positive representative of the school.

Areas of Responsibility and Key Tasks

Administrative Support:

- To support the Lead Administrator (PA to Headteacher) in the day to day management of the School reception and office.
- To assist in maintaining the School management information system (Arbor).
- To perform general office and administration duties including typing of correspondence, photocopying, laminating, responding to e-mails and filing as directed by the PA to the Headteacher.
- To provide a first point of contact for visitors to the School and dealing with all general enquiries which come through reception.
- To support school attendance procedures including first day calling and monitoring & maintaining attendance registers.
- To provide the first point of contact for student issues relating to administrative tasks such as; copies of letters, printing timetables, signing students in and out of school, exit form requests etc.
- Undertake First Aid training and support the Lead Administrator when dealing with medical emergencies and school organisation of medical events.
- To help produce, update and distribute (under the direction of the Headteacher PA) the Hadlow Rural Community School calendar, school staff lists, invitations to School events, and maintenance of the School filing system.
- To support data entry for the School and keep relevant spreadsheets co-ordinated and updated. For example student assessment and progress data and to distribute relevant data and tracking sheets to appropriate stakeholders.
- To be responsible for the data collection of all student reports to parents/carers from the initial input of data from teachers to the production and distribution of reports to parents on a termly basis.

Job Description

- To provide curriculum/subject administrative support.
- To support the Lead Administrator in promoting School communication and image via social media maintenance and updates including; website, face book and twitter.
- To assist in the administration and statutory paperwork for students of Hadlow Rural Community School with identified SEN

Communication and Marketing:

- To attend school events, outside of normal school hours to provide administrative support and be an effective “front of house”
- To welcome visitors to the school effectively and politely
- To manage the main school office and reception area, dealing with visitors and phone calls and directing them to the appropriate member of staff

Other Duties:

- To be conversant with and implement the School’s Equal Opportunities Policy and assist in ensuring that the policy is implemented by staff and clients of the School
- To play an active role as a member of the staff team, liaising with appropriate staff as necessary to ensure the effective use of School resources
- To contribute and promote safeguarding at all times, to ensure the safety and security of children
- To comply with the safeguarding policy and procedure in addition to the safeguarding responsibilities within the scope of this role
- To understand and comply with relevant health and safety regulations
- To participate in the Hadlow Rural Community School Appraisal programme, agree objectives with the line manager and ensure they are achieved
- To undertake such other duties as may reasonably be required of the post-holder

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description sets out the duties at the time it was prepared. Such duties may vary from time to time without changing the general nature of the duties and level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.




Job Description

Equal Opportunities Statement:

Hadlow Rural Community School has a strong commitment to working towards the achievement of equality of opportunity in both service delivery and employment. The School's mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement the School's Equal Opportunities Policy.

Hadlow Rural Community School is committed to the safeguarding and protection of children. Successful candidates will be subject to an enhanced Disclosure and Barring Service check.



Person Specification

Post Title: Administrative Assistant

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| A recognised secretarial qualification or relevant experience | √ | |
| Good Level 2 qualifications in English and Maths | √ | |
| Experience | | |
| A minimum of three years secretarial/administrative experience | √ | |
| Skills and Knowledge | | |
| Good current administrative and secretarial skills | √ | |
| Knowledge and experience of Arbor | | √ |
| Knowledge and experience of Microsoft packages | √ | |
| Confident computer literacy skills | √ | |
| Excellent organisational and time management skills | √ | |
| Knowledge and experience of the education sector | | √ |
| Excellent verbal and written communication skills | √ | |
| Excellent interpersonal skills, with the ability to communicate effectively with a range of different people | √ | |
| Knowledge and experience of school procedures and structure | | √ |
| Ability to gather and synthesise information to present in a concise manner | √ | |
| Personal Qualities | | |
| Confidentiality – approaching all confidential matters with tact and sensitivity | √ | |
| Confidence and enthusiasm | √ | |
| Ability to work under own initiative | √ | |
| Ability to work as a member of a team | √ | |
| Suitable to work with children, Young People and Vulnerable Adults. | √ | |
| An understanding of equality and diversity and a commitment to promoting them throughout the school | √ | |
| An understanding of safeguarding and its importance within a school environment | √ | |

How to Apply

Finding out more about HRCS:

We know that applying for a position and starting employment at a new school can be a big step, and therefore it is very important for us that candidates have a good understanding of our school and are able to make a judgement, for themselves, on the excellent working environment and the support provided at HRCS.

We are therefore always extremely happy to provide personalised tours of the school and arrange opportunities to meet staff and students to ask questions and support your interest in working at HRCS.

Similarly, should you require any further details on any role within the school or would like an informal discussion with the Headteacher, please contact the PA to the Headteacher via email on Heidi.Whitmore@hrcschool.org or via 01732 498120.

Applications

If you wish to apply to join Hadlow Rural Community School in the next phase of its exciting future, the school website www.hrcschool.org/Staff/Vacancies/ will provide further details and an application form.

- Applicants should send to school
- A fully completed application form,

A letter of application identifying how your knowledge, skills and experience meet the requirements of the Person Specification; and how you will contribute to making Hadlow Rural Community School an outstanding place of learning.

Letters should be addressed to the Headteacher and presented on no more than 2 sides of A4, font size 11. Please send this to: HR@HRCSchool.org

The deadline for applications is **9.00am, Friday 15th December 2023**

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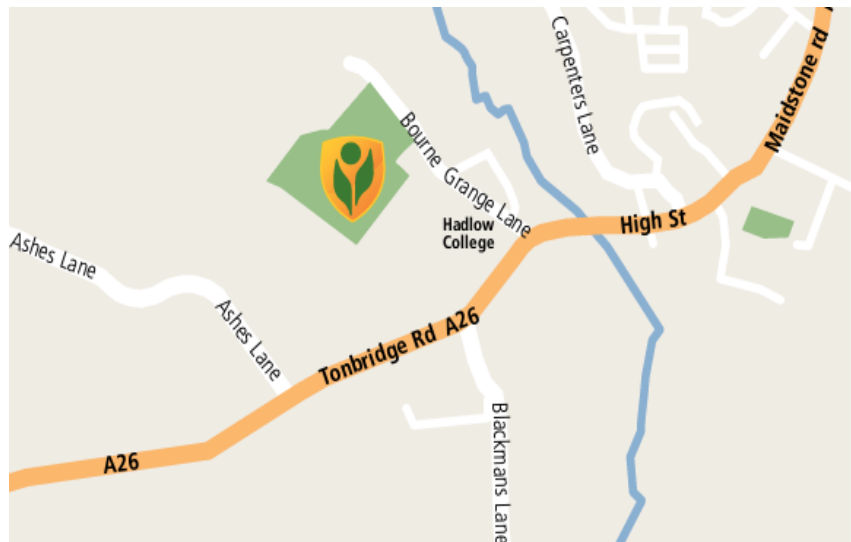
Directions



Hadlow Rural Community School located within an idyllic 20-acre rural campus, situated in the historic village of Hadlow.

Address:

Hadlow Rural Community School
Tonbridge Road
Hadlow
Tonbridge
TN11 0AU

**Contact:**

01732 498120 or contact@hrcschool.org

Driving

The school can be accessed via the A26 Tonbridge Rd, supporting access via the M26 and M20 from the North and the A21 and A228 from the South.

Rail

Mainline rail services can be accessed at Tonbridge and Maidstone mainline stations, with Taxi and Public Bus provision servicing the Hadlow campus.

Public Bus

The school maintains its own bus service (HRCS 1), covering Hadlow, East Peckham, Kings Hill and Snodland. Other public services are available between Tonbridge and Maidstone.