

Administration Assistant

Tiger Primary School



**Build your Career, Shape
your Future, Apply today**

Tiger Primary School is a Good school with over 400 students educating the next generation of young people aged between 4 and 11.

Tiger Primary School is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



A great place to be



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Welcome from the Headteacher

Dan Siggs
BA (Hons) | PGCE



As the Headteacher of this wonderful school, I am filled with immense pride. My vision for Tiger Primary School is to provide the highest quality of education, tailored to meet the needs of every child. We strive to develop a thirst for learning, equipping our children with the skills they need to become good citizens and face the challenges of the future.

At Tiger Primary School, we believe in the power of education to transform lives. Our curriculum is designed to provide a broad and balanced education, rich in real-life experiences and opportunities. We understand that every child deserves to experience a sense of accomplishment in a wide range of areas. Our enriched curriculum reflects this belief, offering an excellent balance between academic and personal development.

We value each and every child as an individual, ensuring that they are supported throughout their own unique educational journey. Our children and staff share a genuine love of learning, thriving in an environment built upon our school values (Teamwork, Independence, Going beyond the expected, Empathy, Resilience).

At Tiger Primary School, we offer a welcoming and inviting space where enthusiastic and happy children fill our classrooms. Our passion for learning is evident in our commitment to enable ALL children to achieve their very best. The staff at Tiger care deeply about the wellbeing and development of our young people, fostering a love for teaching and learning that is truly inspirational.

In partnership with our parents/carers and extended family members, we forge strong relationships that support the growth and success of our children.

Our children and community are the driving force behind every decision we make. Their needs and aspirations are at the core of our approach. We want them to take pride in their unique talents and achievements, fostering a sense of self-worth and confidence.

I invite you to discover more about Tiger Primary School, and if you are considering joining our fantastic community, we would be delighted to arrange a visit and tour of our wonderful school grounds.

Together, let's create an educational journey filled with care, warmth, and limitless possibilities.

Dan Siggs

Post:	Administration Assistant
School:	Tiger Primary School
Department:	Support
Responsible to:	Deputy Headteacher
Compensation:	FST Scheme C

Act as first point of contact on the telephone and for all visitors to the school. Perform the reception duties in an efficient, professional and courteous manner at all times. Provide a diverse range of administrative duties as required to ensure the effective running of the school administration.

Main duties and responsibilities

- Act as first point of contact for all visitors to the school at all times promoting a positive, welcoming and happy image of the school.
- Ensure Reception is a welcoming environment and all visitors are compliant to the Academy's policies.
- Ensure all visitors sign in and out of the premises, ensuring compliance with vetting and safeguarding procedures and other related school policies. Direct all visitors to their destination, liaising with the appropriate member of staff upon their arrival.
- Answer all incoming calls in a professional, efficient, prompt manner filtering enquiries as appropriate, taking and passing on accurate messages.
- Receive and route incoming mail and courier packages in a timely manner. Process outgoing mail.
- Produce reports, letters and other documents as directed by the Office Manager.
- Carry out general administrative tasks such as laminating, shredding and scanning files, mail merge for letters, addressing postcards and photocopying.
- Manage the copying, collation, preparation of labels and envelopes for school mail outs to parents and students.

Job Description

- To prepare materials and resources for school events and be involved in the organisation on the day.
- Provide practical support in the absence of any member of the support staff to ensure their critical duties are carried out.
- Generates registers for school dinners including managing payments and late payments
- Ordering of school resources and office supplies
- Managing deliveries and liaising with the finance department to ensure all details are accurate.
- Any other duties within the capacity of the post holder as may be reasonably requested by the Headteacher.

Person Specification

Essential Criteria

- Strong communication skills, both written and verbal
- Computer literate with Microsoft Office to an advanced level (Word, Excel, Powerpoint, Outlook)
- Ability to work under pressure and to deadlines
- Ability to work as part of a team
- Self-motivated with the ability to work on own initiative and prioritise workload
- Experience in an administrative environment
- Ability to find solutions to administrative problems

Desirable Criteria

- Experience of using SIMS database
- Working knowledge of the Data Protection Act
- Qualified First aider / Willing to train to be a qualified first aider

The postholder will be line managed by the Office Manager and will be expected to participate in the performance management process.

Welcome from the Chief Executive Officer

Isabelle Linney-Drouet
BA (Hons) | NPQH | NPQEL



Welcome to Future Schools Trust: Relentless Ambition for Young People.

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at www.tigerprimary.com/vacancies.

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet', written over a light blue abstract background shape.

Isabelle Linney-Drouet
Chief Executive Officer

Application:

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.tigerprimary.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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