



Administrative Assistant Applicant Pack





“Together we engage, thrive and achieve”

Executive Head Teacher: Lori Ann Mackey MA (Ed)

Head of School Primary: Meena Malhi MA (Ed)

Head of School Secondary: Emma Partington BA (Ed)

Primary: Sidcup and Crayford Secondary/Shenstone co Jubilee

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<https://www.shenstone-tkat.org/>



Dear Applicant

Thank you for showing interest in the **Administrative Assistant** position at Shenstone School.

We have devised this applicant pack to give you a glimpse of what makes us proud to be part of the Shenstone School community. Please take time to read through the literature provided. In addition, we encourage you to explore the school's website and take a tour, as detailed on the job advert page.

Our website, www.shenstone-tkat.org, contains further information about our vision and values, policies and procedures, health and wellbeing, the Shenstone curriculum offer, School Development Plan, Ofsted report, and video about our fantastic school in general.

The school has an ethos of ***“Together we engage, thrive and achieve”***. This is genuinely embedded into all we do at Shenstone, and it begins with the staff team and the passion, commitment and dedication they offer. Without our fantastic and dedicated staff, we could not provide such a wonderful experience to the exceptional Shenstone children.

If, after reading through the applicant pack, you still feel that Shenstone is the place for you, we welcome you to apply. Please use your application to showcase your experience and how it reflects the role's job description and person specification. We would also like to hear why you have chosen Shenstone School and what you can bring to this exciting role.

We hope that we have inspired you to apply to join the staff at Shenstone School just as much as our pupils inspire us with their achievements every day.

If you require any further information or have any queries, please do not hesitate to contact the school office at 01322 524145 or via e-mail at hr@shenstone-tkat.org.

Yours faithfully

Lori Mackey
Executive Head Teacher





"Together we engage, thrive and achieve."

About Shenstone School

Welcome to Shenstone from Lori Mackey - Executive Head Teacher

Shenstone School is an all-through school for children with severe or complex learning difficulties within the London Borough of Bexley. All pupils who attend Shenstone School have Education and Health Care Plans. We are one of two special schools within The Kemnal Academies Trust (TKAT).

Shenstone School is based across three sites: Sidcup, Crayford, and Thamesmead. For the academic year 2024-2025, we will have a Key Stage 3 group at a temporary site in Thamesmead while we wait for the completion of the new permanent building in Halt Robin Road, Belvedere. We will introduce a new secondary year group every year. By 2029-2030, Shenstone will accommodate children aged 3 -19 across our three school sites.

Every child is an individual, and as such, we diligently work as a school team and with wider multi-agency support teams to ensure that our curriculum delivery recognises this individual support, supporting each child with their life-long learning journey.

Paramount to our ethos is the belief in "support for all", which ensures that engagement with the pupils, their families, and our staff team is at the heart of all we strive to achieve. We work hard to ensure that Shenstone is a safe, happy, welcoming, and truly outstanding place where our pupils will thrive. Our school benefits from impressive facilities across all school sites, enabling us to offer a wide range of opportunities and activities to enhance learning both inside and outside the classroom.

Our pupils are amazing, and their progress is inspiring. Regardless of how big or small their successes are, we are very proud of the children and pleased to contribute to and support their achievements. The values and ethos of "together we engage, thrive, and achieve" are entwined through all that we do at Shenstone School.

"Trees grow and so do we"

**..when asked about why the Shenstone Logo has a tree...
Bryce, Year 7**

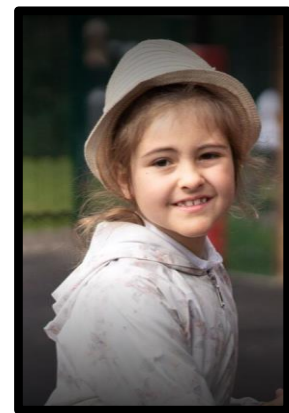


Please visit our website (Welcome Page) or click the link below to view a video which showcases our amazing school: [Shenstone Showcase Video](#)

Staff at Shenstone School can access the following benefits: excellent induction and probation processes, comprehensive in-house training, competitive pension scheme, employee counselling services, vaccination programmes, on-site mental health first aid team and various other well-being and social activities.

We are very proud of Shenstone School and our achievements, which include autism accreditation through the National Autistic Society, The Wellbeing Award for Schools, Outstandingly Happy School status, Move Centre of Excellence Award, National Online Safety Certified School status, and we are also an accredited Arts Award Centre. We continue to expand with new ideas and initiatives to maintain and improve services for students and staff.

Meet some of our Pupils and Staff





About TKAT

Shenstone School is part of the TKAT academy (The Kemnal Academies Trust). TKAT is one of the largest Multi-Academy Trusts in the South and East of England, with 45 Primary and Secondary Academies in the TKAT Family. Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all.

Our leaders focus on student progress and attainment and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our students are at the heart of everything we do, and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Via our website www.tkat.org, you can read our Welcome Brochure, which gives lots of information about:

- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies

Working for Shenstone School:

In return for working for Shenstone, as an employee, you will benefit from:

- Local Government Pension Scheme
- Competitive salary
- 24 days annual leave, rising to 27 after 5 years' service plus bank holidays (pro-rata for part-time)
- Cycle to work scheme
- Long service Awards
- Vaccination programme (Flu and Hep B)
- Free eye test
- Discount opportunities via the Wider Wallet
- Access to Counselling Services.
- A range of family friendly policies.
- Opportunities for flexible working (where possible)
- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy.
- Extensive well-being programme.
- The rewards of working to improve the life chances of our students.

What we do well

The following statements have been obtained from staff via questionnaires or feedback requests.

Shenstone has provided me with so many opportunities for progression.

I have settled in well and look forward to coming in every day to work with the amazing team and children at Shenstone.

The induction I received was thorough & the staff on site have all supported me with my ongoing learning within the job.

Shenstone is one big team

I felt like I achieved so much.

It is a rewarding job with beautiful friendly staff and children.

I most enjoy working alongside amazing children and being part of a team.

I loved working at Shenstone, the staff were friendly and the children were lovely.

I like working at Shenstone, the SLT and all the staff are lovely.

Job Advert

- Post Title:** **Administrative Assistant**
- Post Location:** This position will be based at our Primary provision in Crayford.
However, Shenstone School is an all-through school, split over three local sites. Please be aware that you will need to work at all of our sites.
- Contract Type:** **Permanent**
- Hours/Weeks:** 35 hours per week/40 weeks per year (term-time plus 2 weeks).
8:30 a.m. – 4:30 p.m. (ideally but there could be slight amendment to these hours e.g. 8:00 a.m. – 4:00 p.m. or 8:15 a.m. – 4:15 p.m.)
- Salary/Grade:** Bexley 5 £28,521 full-time equivalent
£24,354 actual salary
- Post Start Date:** ASAP
- Tour** If you are interested in applying, we strongly encourage you to arrange a tour of our amazing school. To arrange this please e-mail hr@shenstone-tkat.org
- Closing Date:** **Midnight Friday 11th April 2025.**
- Interview Date:** 30th April 2025

About the Role

As an Administrative Assistant at Shenstone School, you will be part of a supportive and dedicated team providing a positive, professional and welcoming environment to all members of the school community.

You will provide efficient and timely administrative support to the Senior Leadership Team in all areas including Pupil Attendance & Welfare, Finance and Human Resources.

A flexible attitude towards work is essential, along with an ability to communicate effectively with pupils, staff, parents and visitors. You must have excellent attention to detail and the ability to work using your own initiative as well as work as an effective team member. You should have a strong customer service ethos and be able to cope with conflicting demands.

The post will be 5 days each week, term time only (plus 2 weeks) initially based at the Crayford site, however the successful candidate must be prepared to work flexibly in hours and location.

It is paramount that you feel confident and resilient in working with pupils with challenging behaviour. As individuals, each pupil presents with different abilities and behavioural needs which vary from child to child. If you are interested in applying, we strongly encourage you to arrange a tour of our amazing school.

JOB DESCRIPTION – Administrative Assistant

Accountable To	Schools Business Manager / SLT
Scale	Bexley 05
Job Purpose	<ul style="list-style-type: none"> ● Promote a positive and professional environment through presentation, organisation and communication with all members of the school community, visitors and outside agencies. ● Support the leadership and management of the school in ensuring outstanding outcomes for pupils, through providing efficient and timely administrative support. ● Provide administrative support in all areas including Pupil Attendance & Welfare, Finance and Human Resources. ● All matters of office administration, including operation of Arbor, Google, Microsoft applications, CPOMS, effective use of communication via telephone, e-mail and face-to-face.
Responsibilities	<ul style="list-style-type: none"> ● Provide an efficient and professional reception service: greeting visitors, staff and pupils and ensuring they sign in/out in accordance with school/safeguarding procedures. ● Answer enquiries received in person/by phone/via emails – responding to queries/relaying messages and acting on instructions as needed and referring on where appropriate ● Prepare and distribute school correspondence as requested by the SLT. ● Work as part of the wider school business support team, carrying out administrative duties as required. ● Ensure monies received via ParentPay are recorded as necessary. To liaise with parents about outstanding monies ● Assist with the organisation of school trips providing administrative support to the Trip Leader and ensuring all required records and permission slips are in place. ● Record and post all outgoing mail and receive/open and distribute all incoming mail and deliveries. ● Maintain school diary and arrange meetings/room bookings/visits from external agencies plus carry out relevant safeguarding checks as required. ● Undertake a range of administrative tasks to support the efficient operation of the school – including word processing/data entry/filing/photocopying/scanning. ● Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ● Devise and produce routine and ad-hoc reports as requested by the Head teacher and SLT. ● Maintain accurate records on Arbor – including preparing registers, entering dinner numbers, form lists, emergency contact lists etc. ● Undertake First Aid duties for staff and pupils when required ● Organise and support meetings, preparing agendas and minutes as required.
Review of job description	<p>This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Executive Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.</p>

PERSON SPECIFICATION - Admin Assistant

		Essential (E) or Desirable (D)
Education & Training	<ul style="list-style-type: none"> GCSE/O level English and Maths pass or an equivalent relevant Level 2 qualification (e.g. Business Administration or Customer Services) 	E
Experience	<ul style="list-style-type: none"> Experience of working in an office environment in an Admin or Customer Service role Previous office work within a school environment Confident use of computer applications such as: Word, Excel and Google. 	E D E
Knowledge & Skills	<ul style="list-style-type: none"> Ability to deal calmly, tactfully and effectively with staff, visitors and pupils. High Level of Customer Service Ability to convey information clearly and accurately verbally and in writing. Ability to plan and take responsibility for organising day-to-day workload. Facility to work in an organised/methodical manner. Able to use own initiative to solve problems and respond proactively to unexpected situations. Demonstrate an understanding of confidentiality and child protection issues within a school setting Knowledge of school management information systems such as Arbor, CPOMS. 	E E E E E E E D
Personal Qualities	<ul style="list-style-type: none"> Commitment to providing a high quality service. Ability to maintain confidentiality. Proactive approach to work – being responsive, empathetic and supportive to all of the school community. Be flexible. Hard working and enthusiastic, presenting a professional manner at all times. Have a sense of humour and have a team centred approach. Understand and be resilient in working with pupils with challenging behaviour. 	E E E E E E E
Other	<ul style="list-style-type: none"> Qualified First Aider (or be willing to work towards) 	E

Offers of Employment

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including:

- an enhanced DBS check and barring service check,
- verification of your entitlement to work in the UK,
- verification of relevant qualifications,
- receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.
- We will also undertake an online search as part of our diligence.

Safeguarding

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full safer recruitment process, including an enhanced disclosure and barring service check.

Flexible Working

TKAT recognises the value of enabling our employees to develop their career and balance this with their commitments and interests outside of work. In TKAT we promote flexible working practices and opportunities to promote a positive work life balance.

Our Commitment – Equity, Inclusion, Diversity and Belonging

At TKAT, we are committed to Equity, Inclusion, Diversity, and Belonging. We embrace and celebrate differences, value individual experiences, aspirations, and achievements, and continuously learn how to grow better together. We actively encourage applications from candidates of all backgrounds, as we believe diversity strengthens our community and drives us forward.

Access to Interview

Be Who You Are at TKAT - should you be selected and invited to interview please let us know if you require us to adapt the recruitment process to enable you to participate as your authentic self. We want applicants to be able to engage with us in ways that support who they are and we are committed to making adjustments within the recruitment process and within the workplace.



To apply for this vacancy, please download and fully complete the TKAT application form. Once completed please return to hr@shenstone-tkat.org

Please be advised that references will be taken for all shortlisted candidates prior to interview and in accordance with the terms stated on the application form.

Only those shortlisted for interview will be contacted.