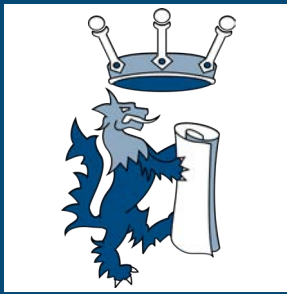




The
Sittingbourne School

Receptionist/Admin Assistant
The Sittingbourne School
Information



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Welcome

Thank you for expressing an interest in the advertised Receptionist/Administration Assistant post. We hope that this pack gives you all the information you need to decide if The Sittingbourne School is the school for you. However, please do not hesitate to contact us to arrange a visit to see for yourself what life at the school is like.

The Sittingbourne School is a large, oversubscribed school built on a strong sense of community, making us a warm and very special place to be part of. Students and staff feel proud to belong to The Sittingbourne School. Our staff work tirelessly to ensure the wellbeing and happiness of every child.

However, we are not a school where we allow ourselves to be defined or limited by the pastoral care we offer. We never forget that teaching and learning is our core business. Our motto is “Empowered through learning” because we believe that through excellent teaching and a fantastic curriculum every child can succeed, be happy and change their lives. We do everything we can to ensure every child consistently receives high quality teaching and learning in every lesson and engages in a challenging and relevant curriculum.

Our drive and ambition for our students was recognised by Ofsted, who in their March 2023 inspection report stated how, “Staff have high aspirations for what all pupils can learn and achieve. This level of ambition is evident throughout the school”. They also commented on how, “Pupils are proud of how tolerant and supportive their school is” and that, “The vast majority of pupils behave well in school”. The school was graded as “Good” for the third successive inspection.

We have a strong and supportive senior leadership team for whom staff wellbeing is a priority. We appreciate the challenges teachers and support staff face and we do all we can to reduce unnecessary workload and cut down on bureaucracy. We take a zero tolerance approach to rudeness and defiance to staff and we make sure that no member of staff feels alone when things are tough. Staff also benefit from a wide ranging programme of ongoing staff development. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school.

In addition, the school also profits from the collaborative support of Swale Academies Trust, whereby close working networks continue to drive improvements to all aspects of school life. If you think The Sittingbourne School could be the school for you, please email Sarah Scott-Drysdale (sarah.scottdrysdale@swale.at) for more information and to arrange a visit. We look forward to seeing you soon.

Yours Sincerely



Mr Nick Smith
Headteacher

Job Description

Job Title: Receptionist/ Admin Assistant
Grade: SAT B
Responsible to: School Office Manager

Purpose of the Job:

To be responsible directly to the school Office Manager for the efficient operation of administration functions of the school.

The post holder has day to day contact with the Headteacher, staff, pupils, parents and Governors, as well as staff from Swale Academies Trust, other agencies, other schools, the local community and representatives of a wide variety of goods and services.

Main duties and responsibilities (Accountabilities):

- Provide a first point of contact for pupils, parents, visitors at reception to deal with any queries that arise in the first instance or refer them on to ensure that problems are dealt with effectively.
- Effectively communicate with parents through email, paperwork, texting system and other methods.
- Perform daily clerical tasks, including dealing with emails, post, messages, etc.
- Undertake a range of secretarial duties as directed by the Office Manager to ensure well-presented and accurate correspondence, reports, letters and other documentation.
- Assist in maintaining the Team's central filing system archiving/destroying documents as necessary to ensure that the school's Document Retention Policy is adhered to.
- Assist in maintaining and updating pupil paper files and electronic pupil profiles where required.
- Deal with any emergency issues in the absence of office colleagues to ensure the efficient running of the school office is maintained.
- Assist in administration of pupil attendance and absence.
- Assist to maintain general office systems.
- To carry out duties as requested by the Office Manager and Senior Leadership Team.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

Job Description

Qualifications	ESSENTIAL/ DESIRABLE
A good standard of education with English and mathematics GCSE or equivalent level.	E
NVQ 2 Business Administration or equivalent.	D
Experience	
Experience of working in a very fast paced office where the ability to prioritise workload is key.	E
Experience of working and supporting within a team.	E
Knowledge and Skills	
Good literacy and numeracy skills.	E
Ability to communicate effectively, in a friendly and helpful manner with staff, students, parents and members of the general public, both in person and over the telephone.	E
Cope with interruptions.	E
Remain calm under pressure and handle a range of situations.	E
Be adaptable and flexible with a “can do” attitude.	E
Good interpersonal skills.	E
Work efficiently and accurately, with excellent attention to detail.	E
Willingness to learn.	E
Ability to develop and maintain effective computerised and manual filing systems.	E
Ability to work on own initiative and prioritise personal workload to meet deadlines.	E
Good working knowledge of Microsoft packages, Word, Excel, Powerpoint, Google Suite including Gmail, Drive, and use of email.	E
Awareness of Data Protection and confidentiality issues.	E
An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Experience of using school systems such as:- SIMS, Brom Com, would be a distinct advantage.	D
Personal Qualities	
Smart, professional appearance.	E
The ability to maintain confidentiality and discretion in all situations.	E
Organised, methodical and adaptable.	E
Conscientious, polite and calm.	E
Obvious enthusiasm and energy.	E



Working at The Sittingbourne School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

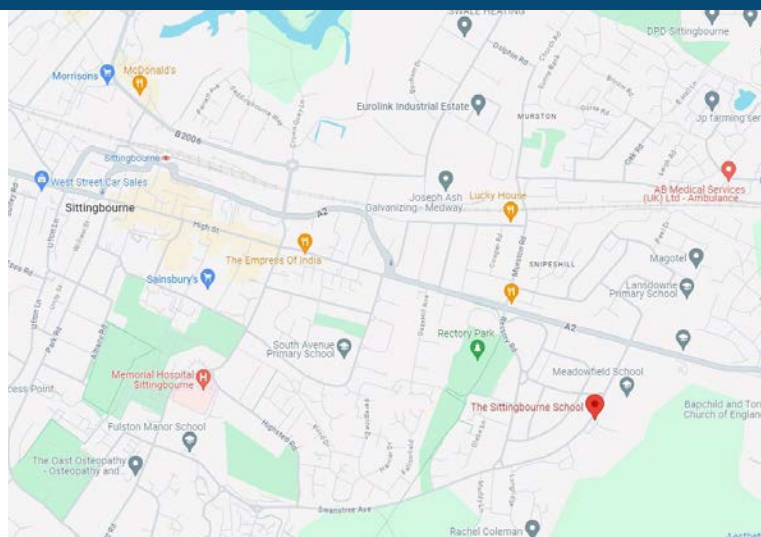
Finding Us

The Sittingbourne School
Swanstree Ave, Sittingbourne ME10 4NL

01795472449
tss-office@swale.at

Closest Train Station: Sittingbourne Station
Approx. 29-minute walk or 15-minute Bus

Closest Bus stop:
The Sittingbourne School - 355, 371F, 371Q, 371S
Vincent Road - 355, X3
Swanstree Avenue - 328, 334, 370S, 371R, 372U, 647, IB2





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to sarah.scottdrysdale@swale.at or by post to the following address:

Miss Sarah Scott-Drysdale
The Sittingbourne School
Swanstree Avenue,
Sittingbourne
Kent
ME10 4NL

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Sittingbourne School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

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

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any 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, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous 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 a teaching role in past employment.



Safeguarding

Our Trust 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.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

