

ADMINISTRATIVE ASSISTANT

VACANCY

Borden Church of England Primary School
School Lane
Borden
Sittingbourne
Kent
ME9 8JS

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Dear Applicant

Thank you for expressing an interest in joining us at Borden Church of England Primary 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 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.

We are a small school of 140 pupils with a cohort intake of just 20. In Year 2 and Year 5, our children are split between two classes. We make the decision on which class the children will join based on our expert knowledge of each individual - academically, socially and emotionally. Our teachers are skilled and experienced in planning for mixed age range classes and work closely to plan programmes within their phase that meet the needs of each child as an individual. Our small size and small cohorts ensure that our staff know every single child extremely well. We know their interests, their likes and dislikes, their strengths and areas for development. Every child in our school knows that they are valued in our school family and that they are loved. For their first year at school, being in the small cohort size helps our children manage the transition to primary school with ease and provides them with space to learn and grow. In such a small class, they receive a great deal of teacher time all year, but particularly during those first few weeks to help them settle to the new routines of school. 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 Borden CE Primary 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.borden.kent.sch.uk or contact the office: office@borden.kent.sch.uk (t: 01705 472593).

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

Yours faithfully

Mrs Jennifer Linton
Head of School



Miss Georgie Ingram
Executive Headteacher



Advert

Job Title: Administrative Assistant – part time / term time only

Grade: Kent Scheme A

Salary: £6,754 pro rata (£24,522 FTE)

Hours: Monday to Thursday, 9.00am to 12.00pm (12 hours per week over 4 days, 38 weeks per year)

This is a permanent position subject to a six month probation period

This is a fabulous opportunity for a dedicated and organised person to join the school office team at Borden CE Primary School which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic and experienced Administration Assistant) to join the school's successful and supportive team.

Borden Church of England is one of ten schools within Our Community Multi Academy Trust. We are a primary school with 140 of pupils on our roll.

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 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.

Applications to be made via Kent Teach.

For further information about the role, please contact Josie Boland, via telephone on 01795 4725993, or office@borden.kent.sch.uk.

Job Description

Purpose of the job

To support the office manager to ensure the smooth running of the school office on a day to day basis.

To provide administrative support for the school under the direction of the office manager and other senior staff.

Key duties and responsibilities

- Act as first point of contact for the school dealing with face to face enquiries, welcoming and providing refreshments to visitors, parents, pupils, staff and contractors to the school.
- Ensure visitors, pupils, parents, staff and contractors sign in/out in accordance with school procedures
- Manage incoming and outgoing delivery and collection of mail and parcels. Open, sort, distribute and deliver incoming mail.
- Answer enquiries received in person/by phone or via emails referring any complex queries to the office manager and acting on instructions appropriately
- Print and distribute letters as to parents as and when required
- Send any parent communication via school communication system
- Support the office manager with other general administrative duties such as scanning, photo copying and filing.
- Greet and register daily breakfast club children
- Under direction of the Office Manager, record daily attendance registers, make initial enquiries with parents regarding unexplained pupil absence/lateness – including first day calling/texting
- Processing of dinner registers each morning and liaising with the catering provider
- Support office manager with stock check, advising when orders need to be placed
- Support office manager with financial procedures as and when required, check against delivery notes when taking in orders
- Support office manager in maintaining school diary and arrange meetings/room bookings/visits from external agencies as required
- Provide administrative support and maintenance of school management information systems under the instruction of the office manager
- Support the office manager in organising school clubs and extended services.
- Collate and send payroll related forms as and when required
- Support in organising ad-hoc events such as school photos, PTA events and parents' evenings
- 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.

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

Potential in Everyone Academy Trust is committed to safeguarding and promoting the welfare of children

Any other work requested by, and deemed appropriate by, strategic leaders

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.

Person Specification

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> NVQ Level 2 or equivalent experience with proficient knowledge/skills in business administration GCSE grade A*-C in English and mathematics 	
Experience	<ul style="list-style-type: none"> Some experience of working in an office environment Experience of a range of computer applications including Microsoft Word and Outlook Previous experience of reception work or working in a customer service role 	<ul style="list-style-type: none"> Knowledge of school administrative systems EG SIMs, RM Integris, Arbor
Skills	<ul style="list-style-type: none"> Able to provide a high level of customer service Able to deal calmly, tactfully and effectively a range of people Able to communicate and convey information clearly and accurately both orally and in writing to a range of people Able to work in an organised and methodical manner Good IT skills, able to type quickly and accurately Able to take personal responsibility for organising day to day workload Confident telephone manner, able to write down and convey accurate messages Able to work effectively and supportively as a member of the school team Able to use own initiative to solve problems and respond proactively to unexpected situations Able to work confidentially, keeping work-related issues and discussions confidential 	<ul style="list-style-type: none"> Knowledge of relevant child protection policies which keep children safe in a school setting Skills and confidence to provide first aid in a real-life situation
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 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 	

Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

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 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

We will ultimately achieve this through being Collaborative leaders**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.

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

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through 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 candidate's 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 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- 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
 c/o Lynsted & Norton Primary School
 Lynsted Lane
 Sittingbourne
 Kent
 ME9 0RL

Company No: 10842747