



**Swale**  
ACADEMIES  
TRUST

## **SITTINGBOURNE COMMUNITY COLLEGE**

### **Recruitment Pack**

# **ADMINISTRATION ASSISTANT**



**Swanstree Avenue**

**Sittingbourne**

**Kent**

**ME10 4NL**

## **Job Description**

<b>Job Title:</b>	Administrative Assistant
<b>Grade:</b>	SAT 3
<b>Responsible to:</b>	Senior Leadership Team Administrator

### **Purpose of the Job:**

To be responsible directly to the Senior Leadership Team Administrator for the efficient operation of administration functions within the school.

### **Main duties and responsibilities (Accountabilities):**

- Student support administration.
- Administration including dealing with outside agencies and arranging meetings, booking rooms and liaising with students.
- Perform daily clerical tasks.
- Undertake a diverse range of secretarial and administration duties as directed by the Senior Leadership Team Administrator to ensure well-presented and accurate correspondence, reports, letters and other documentation as required.
- Maintain any relevant filing systems archiving/destroying documents as necessary to ensure that the school's Document Retention Policy is adhered to.
- Maintain and update Sixth Form student information on SIMS as required.
- Deal with any emergency issues in the absence of office colleagues to ensure the efficient running of the school office is maintained.

### **General accountabilities:**

- To carry out duties as requested by the Senior Leadership Team Administrator and senior staff.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

**Job Title:** Administrative Assistant

**Grade:** SAT 3

**Responsible to:** Senior Leadership Team Administrator

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE or equivalent level</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Office Administration experience</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good Literacy and numeracy skills</li> <li>• Cope with interruptions</li> <li>• Be a strong team player and work well with other members of staff</li> <li>• Be adaptable and flexible, with a “can do” attitude</li> <li>• Good interpersonal skills</li> <li>• Work efficiently and accurately, with excellent attention to detail</li> <li>• Willingness to learn</li> <li>• Ability to develop and maintain effective computerised and manual filing systems</li> <li>• Ability to work on own initiative and prioritise personal workload to meet deadlines</li> <li>• Experience of working to tight timescales and sometimes under pressure.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of administration procedures</li> <li>• Good working knowledge of Google Drive as well as Microsoft packages, Word, Excel and Power Point and use of email.</li> <li>• Awareness of Data Protection and confidentiality issues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using SIMS, (or a similar database) would be a distinct advantage, although training will be provided</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Remain calm under pressure and handle a wide range of situations</li> <li>• Communicate in a friendly and helpful manner with staff, students, parents and members of the general public, both in person and over the telephone</li> </ul>	

## Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of fifteen primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

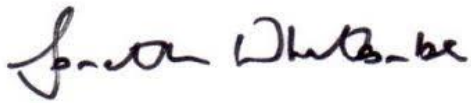
Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared

values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Jon Whitcombe". The signature is fluid and cursive, with the first name "Jon" and the last name "Whitcombe" clearly distinguishable.

**Jon Whitcombe**  
Trust Principal

## Welcome Letter from Headteacher

May 2019

Dear Applicant

Thank you for showing interest in our advertised vacancy for an Administration Assistant.

As a school, we are extremely proud of the rapid developments we are making. There are exciting new building projects underway and we are very much looking forward to the new look of our substantial site. The school received a 'Good' Ofsted judgment in our last two inspections and our ethos is fixed on continual improvement. Therefore, we very much welcome applications from dedicated individuals who would like to join our highly skilled and committed staff.

Should you wish to apply, we would be grateful if you could complete the application form and return it with a covering letter on not more than one sheet of A4, outlining why, in your opinion, you would be the right person for this post.

Sittingbourne Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, all posts are subject to an enhanced DBS check.

As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all, regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

In view of the large number of applications received, we are unable to reply to each applicant individually. If you have had no response from us within four weeks of the closing date, please assume you have been unsuccessful. Please be assured however that each application is very carefully considered.

Thank you again for your interest in Sittingbourne Community College. We look forward to receiving your application.

Yours sincerely



Ms Y Peden  
Headteacher  
Sittingbourne Community College

## Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of five secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. 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.

## **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
- Sittingbourne Community College, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

### **Central Support Services**

- Ashdown House, Sittingbourne



## **Extract from Safeguarding Policy**

### **Introduction and Ethos**

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

### **Recruitment of ex-offenders**

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

## **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 all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team  
Swale Academies Trust  
Ashdown House  
Johnson Road  
Sittingbourne  
Kent  
ME10 1JS

## **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.

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
- Documentary evidence of identity that will satisfy DBS requirements
- 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.

## 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. This can be downloaded here:

<https://www.swaleacademiestrust.org.uk/about.php?i=19>

