



# Job Pack

## Senior Administration Officer

Full Time Hours, Term Time plus 10 days

Start Date: ASAP

Kent Range 6 - 7 (£20,222 - £25,112)



**Weald of Kent**  
Grammar School

About Us  
The Team  
The Post  
About You  
The Package  
The Application Process



## About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1450 students including our co-educational 6th Form. The school is one of the highest performing schools in the Country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style 6th Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

## Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 100% of students achieved Grade 9-5 in English and Mathematics, as well as 51% of all grades at A\*-A or Grades 9-7. Our Progress 8 score was +0.5 for the second year in a row. We also enjoyed excellent A Level results with 34% A\*-A and 68% A\*-B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

## Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

## Staff Development Opportunities

At Weald, we are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme	Mentoring-Coaching programme
CPD days and a range of workshops	Relevant external courses and training
Performance development programme	

## The Team

The Administration Team provides administrative support for a range of business services including central administration and operations, admissions, events and marketing. We are an extremely hardworking and dedicated team; passionate about supporting teaching and learning and playing our part to help improve student outcomes.

## The Post

<b>Job Title:</b>	Senior Administration Officer	<b>Reports to:</b>	Operations Manager
<b>Team:</b>	Administration	<b>Start date:</b>	asap
<b>Grade:</b>	Kent Range 6-7	<b>Hours:</b>	37 hours per week Term time, plus 10 days

### Purpose

We are seeking to appoint an enthusiastic forward thinking and talented Senior Administration Officer. The Senior Administration Officer will take responsibility for leading, organising and supervising the Administration Team to deliver a professional, efficient and cost effective administrative and communication service. A proactive approach to developing the team members' ability to achieve high professional standards within the team, both individually and collectively, is a core focus. The ability to multi-task whilst keeping a calm nature and positive outlook will be essential. Regular meetings will occur with the Operations Manager, however the post holder will be expected to organise their own workload and that of the Administration team

### Accountabilities

Working within the strategic direction set by the school on administration, communication and customer service

- Finding efficient solutions to all aspects of the administrative and communications processes.
- Proactive development to increase cost effective efficiency through the use of alternative processes or technology.

Lead, develop and enhance the practice of all members of the administrative team

- Develop teams and individuals to enhance their performance through their ownership of their professional development plans and through the school's performance development system.
- Create, maintain and facilitate effective relationships.

Be accountable for leading, managing and developing the administrative, communication and customer service process within the school

- Operation and control of all relevant budgets.
- Providing a professional efficient and cost effective service, with a 'right first time mentality' and minimal errors.
- Bring about, monitor and evaluate a culture that will bring positive benefits to student learning.

### Specific Duties:

- To provide administrative support to the school. This may include, for example:
  - Planning and delivering events and training courses

- Teaching Schools
- Duke of Edinburgh
- Lettings
- Communications and Marketing
- Admissions
- To operate and keep up to date the administrative systems within the school
- To direct and monitor an effective reception service for the school
- To line manage the Administration team
- To oversee the annual Pupil Data Check process
- To keep abreast of new technologies and ICT developments
- To be involved in all communications within the school and with the immediate community
- To manage the preparation of the school annual surveys

**Personal Development:**

- Undertake appropriate and regular training to maintain his/her knowledge base.
- Attend briefings and performance monitoring meetings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation.

## About You (Person Specification)

	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Educated to at least GCSE Grade C standard or equivalent in English or Maths	✓	
Experience of working in busy, sometimes pressurised, office environment	✓	
Experience of managing and maintaining accurate records and filing systems		✓
Further education qualification/s in relevant field		✓
Experience of working in a school or similar establishment in the role of an Office Manager		✓
<b>Skills &amp; Knowledge</b>		
Excellent people skills with an ability to build and form good relationships with students, colleagues and other professionals	✓	
Ability to organise tasks with minimum supervision	✓	
Ability to deal with unexpected / difficult situations	✓	
Ability to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities	✓	
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals	✓	
Good standard of numeracy and literacy skills	✓	
Ability to absorb and understand a wide range of information	✓	
Ability to manage and deal with confidential data / issues appropriately	✓	
Excellent IT skills with clear working knowledge of Word, Excel and Powerpoint, databases and internet systems	✓	
Knowledge and understanding of Safer Recruitment requirements in schools		✓
Operating and monitoring budgets, and providing required reports		✓
<b>Personal Attributes</b>		
Ability to inspire, challenge and motivate	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
<b>Equal Opportunities</b>		
A commitment to inclusive education	✓	

## The Package

**Salary:** Kent Range 6 – 7: £20,222 - £25,112 *Actual salary for term time plus 10 days: £17,895.08 - £22,222.40*

### Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

\*Available upon successful completion of probation

\*\*See Admission Policy on the School Website

---

## The Application Process

Application forms can be found on our website and should be sent to [HR@wealdgs.org](mailto:HR@wealdgs.org) or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

### Dates:

Closing date for applications: Monday 1 July 2019, 9am

Interview day: Thursday 4 July 2019

*\*Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

