



THE
HOLMESDALE
SCHOOL

Swale
ACADEMIES
TRUST

The Holmesdale School

Recruitment Pack

Administration Assistant

Part-Time



The Holmesdale School

Malling Road

Snodland

Kent

ME6 5HS

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Letter from Glenn Prebble – Head of School

Dear Applicant

Part-Time Administration Assistant

Thank you for expressing an interest in the advertised Administration Assistant post. We hope you will take a look at the information enclosed with this letter and, should you wish, visit our school prior to applying.

I have recently joined the school as Head of School and look forward to taking the school from being in a category to good. I am an experienced school leader who has supported a range of schools within Swale Academies Trust to improve Ofsted grading. To achieve this we ensured that expectations were high and we prioritised support and development for teachers and are proud of the fact that teachers there have become recognised experts in their fields and have gone on to support other schools and departments.

The Holmesdale School is a small school with excellent facilities and a new dynamic leadership team that is already driving up standards. Pupils are keen to learn, come to school regularly and are rarely late. The school has a staff body that are committed to improvement and are keen to welcome new teachers into their team. This school provides an exciting opportunity for teaching professionals to make a significant difference to pupils lives and also to develop their own career.

At The Holmesdale School, we recognise that there is much work to be done and we are now working with the Swale Academies Trust to rapidly improve the progress of pupils. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. Swale Academies Trust consists of a group of fifteen primary and secondary schools based in Kent and East Sussex. 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.

The successful applicants will therefore join a large dynamic organisation that puts learning at the centre of all that we do. At the heart of our desire to improve is a relentless drive to ensure that students make exceptional levels of progress. We therefore seek well-qualified, highly skilled, and enthusiastic leaders, who have the highest of expectations of both themselves, the staff and the students in their classes. We want leaders who enjoy working with a diverse staff and young people of all abilities and differing needs. If you became part of our team we believe we could offer you a number of benefits. You would become part of something unique and successful and we can offer an exceptional package of professional development, ranging from a Master's Degree, an improving leadership programme, and support for aspiring heads to obtain the NPQH qualification.

We want to appoint teachers of the highest calibre and realise that we also have to offer a substantial remuneration package, including enhancements for working in a challenging context. Finally, should you join us, you will be working alongside Swale Academies Trust. Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and references.

As a Trust 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.

We very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Prebble', written in a cursive style.

Mr Glenn Prebble
Head of School

Extract from Safeguarding Policy

Introduction and Ethos

The Holmesdale School 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. The Holmesdale School recognises our moral and statutory responsibility to safeguard and promote the welfare of all children with their best interests at the centre of our work.

The Holmesdale School recognises the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected. As a staff, we are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Our school core safeguarding principles are:

- We are an important part of the wider safeguarding system for children.
- It is a whole school responsibility to safeguard and promote the welfare of children as its paramount concern.
- 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 (including temporary staff and volunteers) and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

Job Description

School:	The Holmesdale School
Job Title:	Part-Time Administration Assistant
Grade:	KR3
Responsible to:	PA to Head of School
Hours:	25 hours per week (term-time only) + 5 INSET days – these hours may increase in the future. 9.30am – 2.30pm Monday to Friday

JOB PURPOSE:

To assist with general office duties in the busy school office to include assisting with cover on reception, reprographics and filing.

To provide a high-quality administrative service to staff.

Key Accountabilities:

General Administration

- General office duties, including but not limited to; answering telephone enquiries including taking messages, typing of documents to include letters and reports, photocopying, reprographics and Laminating and fault reporting to IT department.
- To assist with cover on reception when necessary and provide a professional service to visitors/parents, staff and students.
- To check and process emails from the Office email account.
- To assist members of the Admin team to ensure the smooth running of the school office.
- To assist with maintaining data on the School Information Management System when necessary (SIMS).
- To assist with Events Management – help to organise and facilitate hospitality within the school.
- To work after school hours for Open Evenings and parent events when needed.
- Liaise with Mitie (caretakers) as and when required.
- Order catering and stationery supplies.
- Record deliveries and liaise with finance and the site team for distribution.
- General Finance Admin & Banking

Other School Duties

- To understand and promote the aims and objectives of The Holmesdale School.
- To work within school policies and procedures and Code of Conduct.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues.

Health & Safety

- To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

Safeguarding

The Holmesdale School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Holmesdale School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Person Specification

Job Title: Administration Assistant

Grade: KR3

Responsible to: PA to Head of School

	CRITERIA
QUALIFICATIONS	Level 2 English & Maths
EXPERIENCE	<p>Proven administration experience.</p> <p>Previous experience of working with young people and their families.</p> <p>Experience of using Admissions Modules in SIMS – desirable.</p>
SKILLS AND ABILITIES	<p>Ability to work in an organised and methodical manner and maintain accurate records.</p> <p>Display a high level of grammar and spelling.</p> <p>Ability to convey information clearly and accurately orally and in writing to a range of people.</p> <p>Ability to take personal responsibility for organising day to day workload.</p> <p>Ability to work effectively and supportively as a member of the school team.</p> <p>Able to use own initiative to solve problems and respond proactively to unexpected situations.</p> <p>Able to deal calmly, tactfully and effectively a range of people.</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues.</p>
KNOWLEDGE	<p>Demonstrate a basic understanding of the work of a school.</p> <p>Demonstrate a good understanding of the application of the school's admissions policies.</p> <p>Knowledge of a range of computer applications – including work Word / Excel / PowerPoint / SIMS.</p> <p>Demonstrate an understanding of confidentiality and child protection issues in a school setting.</p>

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.

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 four weeks 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 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
- Satisfactory completion of a Health Assessment
- Satisfactory completion of six-month probation period (where relevant)
- Satisfactory checks, as may be required in accordance with statutory guidance, if you have worked or been resident overseas in the previous five years.

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.