



Regis Manor Primary School
Recruitment Pack
Administration Assistant (maternity
cover)



North Street

Milton Regis

Sittingbourne

Kent

ME10 2HW

Administrative Assistant (maternity cover)
Required for September 2021
SAT4 £15,670 - £16,447
37 hours per week, term time plus 5 training days

We are looking to appoint an administrative assistant to cover maternity leave in our office. Previous experience of working within an administrative setting would be useful but is not essential; full training will be provided.

Above all, we are seeking to appoint a hardworking, committed and reliable individual who is able to work to deadlines.

The work of our office staff is highly valued by the leadership team and is integral to our success as we continue on our journey towards becoming an outstanding school.

Regis Manor Primary School is a growing school changing from a two form entry to three form entry primary school. We are based in the Milton Regis area of Swale on a large site with extensive playing fields and play areas. The school itself is housed in a two floor building. The school works closely with its sister school – Westlands Primary School and the other primary schools within the Trust – to ensure that the best possible provision is made.

The school's ultimate aim is to ensure that all children leave well prepared for secondary school – this agenda is addressed by prioritising both well-being and learning. All children are taught phonics through the Read Write Inc. scheme and additional investments have been made in high quality guided reading, writing and numeracy resources. In addition, there is a range of extra-curricular activities and a variety of opportunities to develop a broad and enriching learning experience for all pupils.

High expectations are made of all pupils to achieve and attain the very best outcomes and visitors to the school often comment on its focused yet enjoyable learning environment. Strong community links and a supportive parent / carer body contribute to the school's journey to provide an outstanding provision for all.

Regis Manor was judged "good" at our last Ofsted inspection in March 2018 and the school continues to improve and develop.

Full details of the requirements of the post can be found in the accompanying recruitment pack.

Applications should be made via [Kent Teach](#). Please note, we cannot accept CVs.

If you experience any difficulty in completing the application form, please contact recruitment@swale.at or 01795 426091 (option 2)

In accordance with current GDPR compliance we will not keep any details/application forms on file once the position is filled.

Interested applicants are welcome to contact (Mrs Sharon Roe, Office Manager, at the school for an informal discussion regarding the post rmpoffice@swale.at , 01795 472971

Interview date: w/c 7th June 2021

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. This post is exempt from ROA and will require an enhanced DBS disclosure

Head of School: Mr Matthew Perry

Job Description

Job Title: Administration Assistant

Grade: SAT 4

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 within 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 and 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 problems 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 update pupil paper files and online 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 SLT.

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 5

Responsible to: School Office Manager

| | Essential | Desirable |
|-----------------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> A good standard of education with English and Mathematics GCSE or equivalent level | |
| Experience | <ul style="list-style-type: none"> Experience of working in a very fast paced office where the ability to prioritise workload is key Experience of working and supporting within a team | <ul style="list-style-type: none"> Experience of working in a very busy school office |
| Skills and Abilities | <ul style="list-style-type: none"> Good literacy and numeracy skills 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 Cope with interruptions Remain calm under pressure and handle a range of situations Be adaptable and flexible with a “can do” attitude Good interpersonal skills Work efficiently and accurately, with excellent attention to detail Willingness to learn Ability to develop and maintain effective computerised and manual filing system Ability to work on own initiative and prioritise personal workload to meet deadlines | |
| Knowledge | <ul style="list-style-type: none"> Good working knowledge of Microsoft packages, Word, Excel, Powerpoint and use of email Good typing skills | <ul style="list-style-type: none"> Experience of using an MIS would be a distinct advantage Good working knowledge of Google Suite – sheets, docs, calendar, etc |

| | | |
|---------------------------|---|--|
| | <ul style="list-style-type: none"> • Awareness of Data Protection and confidentiality issues • An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety | |
| Personal qualities | <ul style="list-style-type: none"> • Smart, professional appearance • The ability to maintain confidentiality and discretion in all situations • Organised, methodical and adaptable • Conscientious, polite and calm, with a good sense of humour • Obvious enthusiasm and energy | |

Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

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 our most recent Ofsted reports will 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.

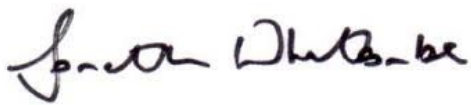
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud.

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 who 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 black ink, appearing to read 'Jon Whitcombe', written in a cursive style.

Jon Whitcombe
Trust Principal

Welcome from Head of School

Dear Applicant

On behalf of all the children, staff and Governors, I'd like to thank you for your interest in the role of the efficient operation of Administration Assistant at Regis Manor Primary School.

We are a school that likes to celebrate success at every level. Our children are hard-working, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds. Working in partnership with parents, carers and other key members of the community we work together on the school's journey to provide an outstanding provision for all.

Regis Manor is part of 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. The Trust consists of a group of fifteen primary and secondary schools based in Kent, East Sussex and South London.

Regis Manor was judged "good" at its last Ofsted inspection in March 2018 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

We seek to appoint an excellent practitioner who thrives on challenge, is passionate about improving the life chances of pupils, enjoys working as part of a team and feels confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application. Due to the current circumstances we are unable to invite you to visit the school but would encourage you to look at our website and Facebook page to help you get a feel for our school. If you would like the opportunity to talk to a senior member of staff please contact the school office and we will be happy to talk to you and answer any questions you may have. Interviews will likely take place via videolink.

Yours sincerely



Mr M Perry
Head of School



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 six 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
- Peacehaven Community School, Peacehaven

Secondary

- Causeway School, Eastbourne
- Meopham Secondary School, Meopham
- The Eastbourne Academy, Eastbourne
- The Sittingbourne School, Sittingbourne
- The Whitstable School, Whitstable
- Westlands 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.swale.at/page/?title=Privacy+Notice&pid=33>

