



Swale
ACADEMIES
TRUST

The Whitstable School
Recruitment Pack

Administration Assistant



Bellevue Road
Whitstable
Kent
CT5 1PX

Administration Assistant

Salary: £16,003 to £16,777 pro rata (SAT 4 £18,607 to £19,506 FTE)

Required for: August 2021

Permanent position. Term Time only – 39 weeks a year (38 weeks plus 5 staff development days)

37 hours per week.

An opportunity has arisen to join our school admin team.

The successful applicant will be a key member of the team with responsibility for administration relating to behaviour and safeguarding.

Tasks will include:

- Administer the behaviour reporting system accurately and in line with school protocols.
- Be a central liaison for all staff behaviour support requests.
- Produce and distribute regular reports to Senior Leadership and Pastoral Teams.
- Ensure student files (electronic and paper) are kept up to date.
- Administer the safeguarding reporting system taking direction from the Designated Safeguarding Lead.
- Working flexibly across a range of functions.

The successful candidate will:

- Be professional, friendly and a good role model for pupils.
- Have a strong, administrative skills, especially around data management.
- Have the ability to multitask and prioritise workload.
- Have good working knowledge of Google Workspace or a desire to learn.
- Understand school management systems.

In return, we offer development opportunities to all our staff, an Employee Assistance Programme, free parking and a supportive and friendly environment.

Our school is part of Swale Academies Trust, a leading Multi-Academy Trust for school improvement. We are privileged to be able to offer our staff a vibrant and ICT-rich working environment, situated in the highly desirable location of Whitstable, Kent.

Please visit www.thewhitstableschool.org.uk and our twitter page @theWhitSchool for more about our school.

Applications are welcome from anyone that meets the stated requirements in the person specification. We are an Equal Opportunities employer and seek to reflect the diverse community we serve.

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 Debbie Posse at the school for an informal discussion regarding the post debbie.posse@swale.at and 01227 931300

Closing Date: 30th June 2021

Interview Date: Week Commencing 5th July 2021

Start Date: August 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

Letter from Ana Gibson – Headteacher

Dear Applicant

Thank you for expressing an interest in the advertised post. We hope that you will take a look at the information about the role and, should you wish, contact our school prior to applying.

As a school, we are extremely proud of the rapid developments we are making. We have received a 'Good' Ofsted judgment in our last inspections and our ethos is fixed on continual improvement. The school has exciting plans to expand and become a flagship school that promotes the arts.

The Pastoral Support Manager is a key role within the school, working alongside the Pastoral Support team and teaching staff you will contribute to the pastoral care of all students.

The Whitstable School joined Swale Academies Trust in September 2018. Strong teaching and learning networks across the schools allow for constant sharing of expertise and good practice. At the heart of our desire to improve is a relentless drive to ensure that students make exceptional levels of progress.

Details of this role are available from www.swaleacademiestrust.org, together with further information about the school and an application form.

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.

In light of the large number of applications that we receive we are unable to reply to each individual applicant. If you have not had a response from us within four weeks of the closing date please assume you have been unsuccessful. Please be assured however, that every application will be carefully considered.

Thank you for your interest in The Whitstable School.

Yours faithfully

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

Mrs A M Gibson
Headteacher

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

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 of 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, 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 queries 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 updating pupil paper files and electronic 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 Senior Leadership Team.

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 4

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, Google Workspace including Gmail, Drive, and use of email 	<ul style="list-style-type: none"> • Experience of using school systems such as:- SIMS, Brom Com, would be a distinct advantage

	<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, ● Obvious enthusiasm and energy 	

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 seven 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

- Causeway School, Eastbourne
- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Sittingbourne School, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Ashdown House, Sittingbourne

SWALE ACADEMIES TRUST SAFEGUARDING POSITION

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 our policy apply to all staff and governors and are consistent with those of each school's local safeguarding boards.

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 applications 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>

