



**Regis Manor  
Primary School**

**-Administrative Assistant-  
INFORMATION**



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Dear Applicant

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

We are a school that likes to celebrate success at every level. Our children are hardworking, 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 seventeen 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

# WELCOME

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 seventeen 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.

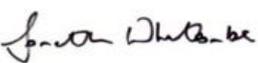
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, 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,



Jon Whitcombe  
Chief Executive Officer

# 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.



# JOB DESCRIPTION



The duties/responsibilities of this post may vary from time to time according to the changing needs of the Trust. The job description may be reviewed at the reasonable discretion of the Trust Principal in the light of those changing requirements and in consultation with the post holder.



# PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>A good standard of education with English and mathematics GCSE or equivalent level.</li> </ul>	E
Experience	<ul style="list-style-type: none"> <li>Experience of working in a very fast paced office where the ability to prioritise workload is key.</li> <li>Experience of working and supporting within a team.</li> </ul>	D
	<ul style="list-style-type: none"> <li>Experience of working in a very busy school office.</li> </ul>	D
Skills and Abilities	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills.</li> <li>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.</li> <li>Cope with interruptions.</li> <li>Remain calm under pressure and handle a range of situations.</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 system.</li> <li>Ability to work on own initiative and prioritise personal workload to meet deadlines.</li> </ul>	E
Knowledge	<ul style="list-style-type: none"> <li>Good working knowledge of Microsoft packages, Word, Excel, Powerpoint, Google Workspace including Gmail, Drive, and use of email.</li> <li>Awareness of Data Protection and confidentiality issues.</li> <li>An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of using school systems such as:- Brom Com, would be a distinct advantage.</li> </ul>	D
Personal qualities	<ul style="list-style-type: none"> <li>Smart, professional appearance.</li> <li>The ability to maintain confidentiality and discretion in all situations.</li> <li>Organised, methodical and adaptable.</li> <li>Conscientious, polite and calm.</li> <li>Obvious enthusiasm and energy.</li> </ul>	E



## 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:

Mrs Sharon Roe  
Regis Manor Primary School,  
North Street,  
Milton Regis,  
Sittingbourne  
Kent  
ME10 2HW

## 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

# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts comprising of seventeen schools.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. 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.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## 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, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Sittingbourne School, Sittingbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building/Estate Management



# 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.

## 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>

