



# Administration Assistant

## Candidate Pack

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# Letter from the Headteacher



Dear Applicant

## **Administration and EHCP Assistant**

The Beacon Folkestone is a 3-19 special school for students with Profound, Severe and Complex needs. The school has approximately 370 pupils on roll who come from a wide catchment area, mainly across the South and East of the County. In April 2021, we opened a new Early Years/Key Stage 1 provision in Walmer, with exciting plans for the development of the satellite to take 248 3-19-year-old pupils by September 2023.

Students at The Beacon are committed to their learning, are enthusiastic and keen to do well and have very supportive parents/carers. Attitudes to learning in lessons and around the school are very good, allowing students to make good and outstanding progress. Although we are a large special school, we pride ourselves on developing positive relationships with all stakeholders and have developed smaller zones with shared resources, heart spaces and identities which allows pupils and staff to develop an ownership and sense of belonging.

We have an engaged staff team who know and support each other well. Professional development of staff is taken seriously and a range of opportunities are offered, both internally and externally, in order to ensure we recruit, retain and develop outstanding staff for the school. We have built a strong coaching and peer support culture and all staff engage in reflective professional dialogues throughout the year through our Achieving Excellence Framework. The wellbeing of students, staff and parents/carers is paramount and the school is very proud of the various forums which contribute to improving the provision.

As part of a cooperative trust of all 26 special schools across the county, we have a strong collaborative network of support and the successful post holder will be expected to utilise these networks to develop the school's contribution to system leadership across the landscape of SEND in Kent.

The school's most recent Ofsted inspection in February 2019 graded the school as 'Outstanding', building upon the 'Outstanding' judgements achieved by the two previous schools, that merged to form The Beacon in September 2016. However, this school doesn't operate to achieve an Ofsted grading. We have a firm belief that we will continue our quest for collective excellence by supporting

our staff and trusting them to be innovative to create exciting educational opportunities whilst developing a culture of high expectations of ourselves and each other.

For more information, to arrange a call or a visit to the school, please email [hr@thebeacon.kent.sch.uk](mailto:hr@thebeacon.kent.sch.uk) or contact Katie Lonergan, HR Manager on 01303 847555.

Yours faithfully

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

**Ady Young**  
**Headteacher**

## About The School



The Beacon is a modern, rapidly growing all age special education needs school catering for 354 pupils, aged between 3 and 19 years, with Profound Severe and Complex learning needs.

The school is a brand new purpose built centre of excellence for learning, with outstanding facilities including hydro pool, hi-tech sensory rooms, soft play areas, state of the art PE hall, specialist subject rooms, sensory garden, grassed amphitheatre, cycle track and life skills house. The Beacon is a mixed special school with 380 pupils aged between 3 and 19.



We cater for students with profound and severe needs together with children experiencing moderate and complex learning needs arising out of a combination of needs in addition to cognition and learning. Pupils have one or more additional special needs including speech and language; social, emotional and behaviour difficulties and autistic spectrum disorders in addition to their cognition difficulties. Class sizes average 10 pupils in the primary department and 12 pupils at secondary level. Classes are supported with teaching assistants.



## Local Area



Folkestone is a port town on the English Channel, in Kent south-east England. The town lies on the southern edge of the North Downs and was an important harbour and shipping port for most of the 19th and 20th century.

The town is located at the eastern end of the M20 which provides fast access to Ashford, Maidstone, London and also to the M25. The High Speed Rail Link HS1, previously known as the Channel Tunnel Rail Link, is a commuter service from Dover that calls at Folkestone and then using the South Eastern Main Line travels through Ashford International. The services join HS1 for the journey to Ebbsfleet, Stratford and London St Pancras. The journey time via this route from Folkestone West takes as little as 52 minutes to reach London.

Folkestone enjoys views of the surrounding countryside and the coast of France, a mere 24 miles (39 km) away. The cliffs are a magnet for passing migrating birds. There are two major long distance public footpaths through the town.

Folkestone is also home to The Lees Cliff Hall which is a Theatre and Concert venue and there is a thriving Creative Quarter in the heart of Folkestone old town where you can find diverse shops, cafes and creative businesses.

## How To Apply



Applications will only be accepted from candidates completing the appropriate application form on the Kent-Teach website. All sections of the form must be completed as fully as possible. Before applying for this vacancy please ensure you have read all the relevant documents contained in this site.

Please only enclose a CV if it contains additional, relevant information that is not included on your application form. A CV will not be accepted in place of a completed application form. Please limit any additional material to two single sides of A4 paper, typed in black for photocopying purposes.

We value diversity in our workforce – fair treatment for all is vital to the quality of services to the public. Kent County Council has an **equality policy** to ensure that all groups and individuals within the community are given full opportunity to benefit from the services and jobs we provide.

If you have any difficulties uploading your application form please contact Kent-Teach on 03000 410203 or email **kent.teach@kent.gov.uk**. Please note that applications should not be sent directly to the school.

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. Whether or not you are selected for interview will be determined solely on the information provided in your application form. It is very important that the form you return to us contains the information that the selectors want and the information that you want to give us. Please ensure that you fully read the Job Description and Person Specification prior to completing your form.

If you apply for this post and are shortlisted, any discrepancies or anomalies in the information you provide, and any relevant issues arising from your references will be taken up at interview. All candidates will be notified of the result of their application after the shortlisting stage. If you are shortlisted we will write to your referees, and references will be considered at the interview stage.

All candidates who are invited to interview must bring the following original documents:

- Original document to verify right to work in the UK
- Original documents of identity that will satisfy DBS requirements
- Proof of current address
- Where appropriate any documentation evidencing change of name
- Relevant certificates or qualifications

All posts are subject to a satisfactory Disclosure and Barring Service Check, satisfactory pre-employment health clearance, receipt of two satisfactory references and verification of your entitlement to work within the UK. Please note, copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. In addition, teaching roles are subject to a check against the Teacher Service Register for any teaching prohibition or restriction orders.



**JOB TITLE:** Administration Assistant  
**SCALE:** Kent Range 4  
**RESPONSIBILITY TO:** Office Manager

### **RESPONSIBILITIES AND DUTIES**

Work as part of the school administration team to ensure effective working practices and efficient running of the school, in addition to assisting with Education and Health Care Plan administration for our students.

#### **Principal Duties and Responsibilities:**

- To provide general administrative support, such as message taking, form management, case file administration/storage/retrieval/destruction and word processing/data entry/filing/photocopying/scanning.
- Answer enquiries received in person/by phone or via emails – responding to queries/relaying messages and acting on instructions as needed and referring on when appropriate.
- Provide an efficient and professional service to visitors, staff and pupils.
- Assist with the preparation and distribution of routine home/school correspondence
- Assist with the organisations of school trips/clubs – ensuring all required records and permission slips are available to the teacher.
- Support the annual review cycle of Education, Health and Care Plans (EHC).
- To act as the first point of contact for Education, Health and Care Plans related queries and to offer advice and support relating to applications for assessment of SEN.
- To assist with the organisation of Education and Health Care Plan reviews for the academic year, liaising with the teachers and external parties.
- To meet deadlines for collating documentation from all parties involved.
- To notify parents and carers of forthcoming reviews and sending out all documentation within a given time frame.
- Ensure all pupil information is kept up to date.
- Assist with admissions of pupils to the School and Nursery.
- Update manual and computerised records/management information systems (SIMS).
- To build and maintain effective working relationships with internal and external partners, parents/carers and service users to support the provision of an effective, efficient and responsive service.
- To operate any SEN databases as required.
- To undertake other reasonable duties which are requested by line management.



## The Beacon SCHOOL

### JOB SPECIFICATION: Administration Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 2/GCSE grade C/4 above in literacy and numeracy</li> <li>• Relevant qualification</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven administration experience</li> <li>• Able to communicate factual information politely and courteously and has everyday spoken skills e.g. telephone and face-to-face conversations</li> <li>• Experience of completing Education and Health Care Plans conversions and renewals</li> <li>• Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions.</li> <li>• Knowledge of confidentiality and safeguarding (child protection) issues in a school setting.</li> <li>• Knowledge of computerised and manual filing systems.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to deal calmly, tactfully and effectively with a range of people</li> <li>• Ability to organise and prioritise workload to achieve deadlines.</li> <li>• Ability to investigate complex queries and anomalies when required.</li> <li>• Ability to take accurate notes and minutes of meetings.</li> <li>• Able to communicate factual information politely and courteously and has everyday spoken skills e.g. telephone and face-to-face conversations.</li> <li>• Ability to organise and prioritise workload to achieve deadlines.</li> <li>• Ability to work effectively and supportively as a member of the school team.</li> <li>• Able to deal with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

