

Admin Officer

Application Pack

Location: **The Limes Primary Academy**

Lime Avenue

Oulton

Lowestoft

Suffolk

REAch2 Registered address:

REAch2 Academy Trust

Scientia Academy

Mona Road

Burton Upon Trent

Staffordshire

DE13 0UF

www.reach2.org

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Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust has academies based all across England and includes schools at various stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust

The application process and timetable

Closing date for applications – Monday 16th July 2018 at 9am

Interviews – Wednesday 18th July 2018

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

The application

You are invited to submit an application form, which is available together with this document.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Tim Marjoram, Business Manager of The Limes, on office@thelimesacademy.org or 01502 584661

Completed application forms should be sent to: Mr T Marjoram, The Limes Primary Academy, c/o Gunton Primary Academy, Gainsborough Drive, Lowestoft, Suffolk. NR32 4LX or office@thelimesacademy.org

Completed equal opportunities monitoring forms should be sent to:

REAch2 HR DEPARTMENT e-mail: recruitment@reach2.org

About the role

Are you:

- Well organised, hardworking and ready for a challenge?
- Solutions focused, proactive and able to use your initiative to solve problems?
- Experienced in working in a busy office environment?
- An excellent communicator, able to relate equally to children and adults alike?
- Skilled in the use of databases and Microsoft Office?
- Flexible in your approach to planning the working day?
- Child centred, putting the pupils at the heart of what you do?

If so, you'll love working at **The Limes Primary Academy!**

The Limes is a brand new, state of the art school being built on the Woods Meadow estate in Oulton, Lowestoft and as our new Admin Officer you will be someone who is up for a challenge and wants to get stuck in with all aspects of our academy life! The Admin Officer is instrumental in the running of the school office, ensuring that school's admin processes are well managed, that databases are accurate and up to date and that visitors to the school receive an excellent service. As the school grows, there is the possibility for the role to be regraded to a higher pay range for the right candidate. In return, we can offer you:

- A firm commitment to you and your professional development.
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and governors.
- A growing learning community.
- Encouragement to develop new ideas and the opportunity to make a real difference.
- Opportunities to further develop your career within our Multi Academy Trust, REAch2, the largest primary-only academy trust in the country.
- The unique opportunity to help develop and shape a brand new school.
- A stunning school environment, with state of the art facilities.
- And, most importantly, AMAZING children just waiting to meet you.

The academy headteacher is looking to appoint permanent staff and join her in having the unique opportunity to build and grow the school from its infancy and be part of the founding team opening the academy in September. There is no doubt about it, setting up the academy from scratch will take vision, dedication and hard-work, but being part of that exciting and rare journey will be very rewarding, seeing the academy take shape over the next few years and being part of that vision and growth from the very start.

Background on REAch2

The REAch2 Academy Trust originated from the successful school improvement and partnership work led by Hillyfield Primary Academy in Waltham Forest, London. The Trust has grown to become a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration across the REAch2 family. Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

REAch2 Trust is part of a teaching school alliance (led by the REAch2 Tidemill Academy in Deptford). As a result, teachers and leaders within the REAch2 family are able to access a range of teacher and leadership development opportunities, including the Improving Teacher Programme and the Outstanding Teacher Programme, as well as programmes for middle leaders and newly qualified teachers.

The Trust is focused on ensuring it supports, develops and empowers its staff so that, in time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. This underpins our approach to school improvement – including the successful improvements that have been achieved so far in many of our schools that have joined the Trust as sponsored academies.

REAch2 benefits from the involvement of leading educationalists, including our board member Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

Our cornerstones and touchstones

REAch2 is a cornerstone of every academy in the Trust: a strong, responsible foundation providing a solid base, from which every academy can build and grow. Defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust: seven principles which make our Academies distinctive. Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

The touchstones are:

- **Learning:** children and adults will flourish in their learning and through learning discover a future that is worth pursuing;
- **Leadership:** we aspire to an unwavering emphasis on the highest quality of leadership at all levels. The Trust seeks out talent, develops potential and spots the “possible” in people as well as the “actual”.
- **Enjoyment:** children deserve enjoyment in their learning and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging will release in children their natural curiosity, fun and determination.
- **Inspiration:** inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.
- **Inclusion:** we celebrate the economic, social and religious differences that serving a range of communities across the country brings and we encourage diversity. Embracing inclusion, particularly those children with special education needs, ensures that the Trust serves all and believes everyone can and must succeed.
- **Responsibility:** we take accountability seriously and by being responsible for every child, we act judiciously with control and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements.
- **Integrity:** we are a trust that has a strong moral purpose. As a Trust we recognise that we lead by example and if we want children to grow up behaving appropriately and with integrity then we must model this behaviour. We welcome the fact that all our decisions and actions are open to scrutiny.

You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website: www.reach2.org

Job Description & Person Specification

Job title	Administration Officer
Salary Scale	Grade 3 above the bar (points 17 - 21)
Responsible to	Senior School Business Manager and Headteacher
Responsible for	Leading the coordination of school administrative functions and office management and working alongside the Headteacher and Senior School Business Manager in maintaining and developing effective administrative systems to assist with the smooth running of the school.

Main Duties and Responsibilities

Administration and Admissions

- Lead in the organisation and monitoring of admin support systems, procedures & policies.
- Administration of all new pupil admissions and leavers, including in-year admissions.
- Maintain a waiting list of pupils/parents wanting to join the school and contact parents to make in-year admission arrangements.
- Nursery admissions – allocating and offering places, organising home visits, liaison with parents on starting arrangements and issuing admission packs.
- Create, maintain and regularly update pupil records using the school's database and maintain a confidential filing system for all children's records in office.
- Collate and provide information to stakeholders as needed e.g. pupils' medical conditions etc.
- Ensure all new staff, visitors and volunteers provide suitable documentation for appropriate checks to be made.
- Ensure that both paper and electronic systems are up to date and accurate and meet data protection and GDPR regulations.
- Use and maintain relevant IT systems, producing reports and information as required.
- Be flexible and proactive in suggesting new or more efficient ways of working and being an advocate of best practice and ongoing professionalism.
- Provide admin support to the Headteacher and Senior School Business Manager.
- Support the organisation and effectiveness of governing body meetings and visits including taking minutes at subcommittee meetings as necessary.

Attendance

- Maintain the school's database of pupil records and be responsible for keeping accurate records of all pupil absences including holiday requests and liaising with external agencies if necessary e.g. Education Welfare Officer.
- Monitor pupil attendance and report patterns of pupil absence that may be a cause of concern to the appropriate person.
- Provide reports on pupil attendance to the Senior Leadership Team.

Data and Communications

- To provide a responsive telephone service, dealing promptly with enquiries and referring callers to the most appropriate member of staff. Take messages in a precise, accurate and courteous manner. Maintain a call log.
- Use tact, empathy and persuasion when dealing with parental concerns.
- Provide a responsive, welcoming and secure service for visitors, ensuring controlled entrance and exit.
- Oversee an efficient mail service for the school, dealing with incoming mail in accordance with school procedures. Ensure that mail is despatched promptly, urgent matters are referred quickly and efficiently and action taken to respond to routine correspondence.
- To provide statistics to official bodies as required, carry out official returns, school census, trust reports etc.
- Be responsible for the monitoring the school's main email address, responding to correspondence or forwarding to relevant staff as appropriate.
- Manage the school's social media accounts and website, uploading/deleting content and responding to comments.
- Ensure effective and efficient communication systems between the school office and stakeholders e.g. staff, parents, governors and parents.
- Develop and maintain constructive relationships with all stakeholders including parents, governors, staff, suppliers and external agencies.
- Ensure all office and administrative functions adhere to Data Protection and GDPR regulations.
- Compile, create and publish the school newsletter.

General Office

- Carry out general office duties such as dealing with enquiries from visitors/parents in person/over the telephone, produce letters to parents, photocopying, filing etc.
- Assisting teachers in all aspects of their role, including contacting parents and pupils where necessary.
- Managing the administration of the recruitment process.
- Support the Senior Business Manager and Headteacher in marketing the school.
- Organise refreshments and hospitality at school events and meetings as required.
- Draft and produce reports, timetables and correspondence.
- Manage and timetable school events e.g. pupil photographs.

Finance

- Administration of school meals, recording payments, chasing parental arrears, liaising with the school kitchen staff and providing reports to external agencies (e.g. Pupil Benefits Section).
- Collection, recording and preparation of banking monies relating school dinners and other school activities including trips, book clubs, fundraising, photographs etc.
- Raising purchase orders and placing orders with suppliers under the direction of the Senior School Business Manager.

Medical/Health and Safety

- Monitor and administer medication for pupils, keeping up to date medical records.
- Provide admin support in organising fire drills.
- Provide basic first aid to pupils and staff.
- Take responsibility for own and others' health and safety, reporting concerns to the appropriate person.

Resources

- Be responsible for the management and audit of office resources, ensuring sufficient stock of materials to ensure the office runs effectively.
- Adhere to best value principles when placing orders.
- Be responsible for the management of expenditure within an agreed budget.
- To check orders against delivery notes as they arrive and report any discrepancies to the Senior School Business Manager.
- Support the Senior School Business Manager in the maintenance of an accurate and up to date asset register.

Person Specification

Qualifications	Essential	Desirable
GCSE Maths and English or equivalent	X	
NVQ Level 4 in a relevant area or equivalent or experience in a relevant discipline		X
Experience		
Experience of working in a busy office environment	X	
Experience of working in a school office environment		X
Experience of school administration policies and procedures		X
Knowledge		
Knowledge of relevant education policies, procedures , codes of practice etc.		X
Knowledge of school IT systems and databases e.g. Arbor, Civica etc.		X
Skills		
Excellent written and numeracy skills	X	
Excellent communication and interpersonal skills	X	
Experience of using the Microsoft range of IT products	X	
Experience of using school IT systems e.g. Arbor, Civica etc.		X
Use of specialist equipment or resources e.g. photocopiers, telephone systems	X	
Ability to organise and prioritise own workload effectively	X	

Ability to use own initiative, solve problems and work effectively with minimal supervision	X	
Ability to plan and develop effective working systems	X	
Ability to relate well to parents and pupils	X	
Work well as part of a team and contribute to the school's development	X	
Ability to develop new skills and actively seek learning opportunities	X	

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the Headteacher and member of staff.

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The Limes Primary Academy 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 classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy's pre-employment checks.

The Limes Primary Academy recognises that all individuals have fundamental human rights and therefore adopts a rights based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion.

We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.