

# Administration Assistant Level 1 Information for Candidates





## SELECTION ARRANGEMENTS - THE PROCESS

Thank you for your interest in the post of **Administration Assistant** for **The Hayes Primary School**.

You can download an application form from our website:

[www.thehayesprimaryschool.co.uk/vacancies/](http://www.thehayesprimaryschool.co.uk/vacancies/)

Please forward your completed application form and supporting statement (following the Person Specification) via email to Miss Claire Slade, Head Teacher:

[head@hayesprimary.croydon.sch.uk](mailto:head@hayesprimary.croydon.sch.uk)

If you are shortlisted, you will be contacted with further details prior to interview via email. If you are unsuccessful, we will also inform via email.

**CLOSING DATE: Monday 16<sup>th</sup> September 2019 – 12.00pm**

**INTERVIEW DATE: Friday 20<sup>th</sup> September 2019**

**Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications will not be accepted.**

### REFEREES

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- \*One reference from your current employer
- \*One reference from your previous employer if employed by them within the last 5 years, otherwise one from another suitable professional.
- \*References must be emailed via a professional email address, as opposed to a personal one.

## LETTER FROM THE HEADTEACHER



Hayes Lane, Kenley  
Surrey CR8 5JN  
T: 020 8660 4863  
F: 020 8660 4870

**Head Teacher:** Claire Slade BA Hons QTS (Mus), NPQH  
Email: [head@hayesprimary.croydon.sch.uk](mailto:head@hayesprimary.croydon.sch.uk)

**Acting Deputy Head Teacher:** Lisa Saunders BA Hons Ed QTS.  
Email: [lsaunders8.306@lgfmail.org](mailto:lsaunders8.306@lgfmail.org)

**Office:** [sec@hayesprimary.croydon.sch.uk](mailto:sec@hayesprimary.croydon.sch.uk)  
**Website:** [www.thehayesprimaryschool.co.uk](http://www.thehayesprimaryschool.co.uk)

September 2019

Dear Applicant,

Thank you for your interest in the post of Administration Assistant at The Hayes Primary School. I hope the enclosed pack will be of interest to you and look forward to receiving your completed application.

The Hayes Primary School is larger than the average-sized primary school. We have 60 children in each year group, with a capacity of 420 pupils. Our school is situated in Kenley and we have a large school field, large hall and swimming pool. We have a strong tradition in sport and the Arts.

Our motto is 'Be the best we can be' and this is what we ask of all our children and staff. We are seeking talented and committed people: go-getters and team players. This is a unique opportunity to join the team in this successful school and work alongside a great administration and premises team.

As part of the school team, you will have the opportunity to work with committed and passionate colleagues and to play an active role. We are looking for a temporary self-motivated Administration Assistant who has a proven track record of working independently on providing administrative support to a school or equivalent.

The school currently uses an external consultant, who specialises in school financial and business management, therefore providing an excellent opportunity for the successful candidate to access training and to develop the role. The ideal candidate must have strong literacy and numeracy skills with excellent attention to detail and interpersonal skills.

I hope that you will find this recruitment pack useful. I would be very happy to meet and talk with you personally if you require any further information. For now, I would like to thank you for expressing an interest in the post.

Yours sincerely  
Miss Claire Slade  
Head Teacher

## Role Profile

<b>Job Title:</b>	<b>Administration Assistant Level 1</b>
<b>Grade Range:</b>	Grade 1 – Scp 9 – 11
<b>Duration:</b>	ASAP
<b>Hours:</b>	20 hours, term time (8:30am-12:30pm)
<b>Reports to:</b>	SBM, Head Teacher
<b>Role Purpose and Role Dimensions:</b>	Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.
<b>Commitment to Diversity:</b>	As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
<b>Key Internal Contacts:</b>	SBM, Head Teacher, Deputy Head Teacher, Administrative Officer
<b>Financial Dimensions:</b>	School dinners
<b>Key Areas for Decision Making:</b>	Organisation Administration Resources
<b>Other Considerations:</b>	To contribute as an effective and collaborative member of the school team.

## Job Description

Key Accountabilities and Result Areas:	Key Elements:
<b>Organisation</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"><li>▪ Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.</li><li>▪ Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc (if First Aid trained).</li><li>▪ Assisting with arrangements for visits by photographer etc.</li></ul>
<b>Administration</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"><li>▪ Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms.</li><li>▪ Produce lists/information/data as required</li><li>▪ Maintain manual and computerised records/management information systems.</li><li>▪ Keep carousel up to date with current letters/trips/ swimming/ newsletters, etc.</li><li>▪ Undertake typing, word-processing and other IT based tasks</li><li>▪ Sort and distribute mail.</li><li>▪ Undertake routine administration e.g. registers/school meals.</li></ul>
<b>Resources</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"><li>▪ Operate office equipment e.g. photocopier, computer, Sims and ParentPay</li><li>▪ Arrange orderly and secure storage of supplies.</li><li>▪ Undertake routine financial administration e.g. collect and record dinner money.</li></ul>
<b>Responsibilities</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"><li>▪ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>▪ Be aware of and support difference and ensure equal opportunities for all.</li><li>▪ Contribute to the overall ethos/work/aims of the school.</li><li>▪ Appreciate and support the role of other professionals.</li><li>▪ Attend and participate in relevant meetings as required.</li><li>▪ Participate in training and other learning activities and performance development as required.</li></ul>
<b>Green Statement</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"><li>▪ Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.</li></ul>

## Key Accountabilities and Result Areas:

## Key Elements:

### Data Protection

#### **This will involve:**

- To be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

### Confidentiality

#### **This will involve:**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### Equalities

#### **This will involve:**

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Customer Care

#### **This will involve:**

- Able to demonstrate a commitment to the council's Customer Care Policy.

### Health and Safety

#### **This will involve:**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

### To contribute as an effective and collaborative member of the School Team

#### **This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School's policies and interventions.

# Person Specification

**Job Title:**

**Administration & Organisation Level 1**

**Essential knowledge:**

- Good understanding and ability to use relevant technology e.g. photocopier, Sims, ParentPay, etc (or equivalent).
- Knowledge of working in an office environment, preferably a school or equivalent.
- Able to provide general clerical and admin support.

**Essential skills and abilities:**

- Induction/basic skills.
- Good numeracy/literacy skills.
- Effective use of ICT packages.
- Good keyboard/computer skills.
- Participate in development and training opportunities.
- Ability to relate well to children and adults.
- Front of house skills and abilities, including answering the phone.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to identify own training and development needs and cooperate with means to address these.

**Essential experience:**

- General clerical/administrative work.

**Desirable knowledge:**

- Appropriate knowledge of first aid.

**Special conditions:**