

Recruitment Job Pack

Admin Assistant



Netley Primary School & Centre for Autism



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Netley Campus, 74 Stanhope Street, London NW1 3EX Tel: 020 3772 0350

email: admin@netley.camden.sch.uk www.netley.camden.sch.uk

Executive Headteacher John Hayes

Head of School: Gareth Morris

5th May 2022

Dear Applicant,

Re: Admin Assistant

Thank you for showing an interest in our school. We are looking for a passionate administrator to join our happy and hardworking office staff team.

The school is set in Netley Campus which includes Woodlands, Robson House PRU, Outreach and Language & Communication Team and an Adult Learning Centre. We are a large, culturally and socially diverse school with a strong inclusive ethos, driven by a committed and happy staff. The school is set in Regents Park estate, an area which has one of the highest poverty indices in England. We are very proud to have a centre for children who have Autism and Acorns, our provision for two year olds.

Please refer to the Person Specification when completing the application form, addressing all of the essential criteria. Reference should also be made to any of the desirable criteria if applicable.

- All completed application forms should be emailed to jobs@netley.camden.sch.uk marked '**Admin Assistant Application**'.
- Alternatively you may post or hand-deliver documents to Netley Primary School, 74 Stanhope Street, NW1 3EX, marked '**Admin Assistant Application**'.

You are strongly encouraged to visit the school and this can be organised by contacting the school on 020 3772 0350 or by emailing jobs@netley.camden.sch.uk.

Completed application forms must be received by **midday on Wednesday 25th May 2022**. Interviews will take place **on the week of 6th June 2022**. The successful applicant will take up the post as soon as notice periods allow.

If you have not heard from us by this time, then please note that on this occasion, your application has not been successful. Good luck!

Yours sincerely



Gareth Morris
Head of School

Netley Campus

JOB DESCRIPTION

POSITION: Admin Assistant
GRADE: Scale 4
HOURS: 35 term time only (Working Hours TBC)
RESPONSIBLE TO: Campus Business Manager

Purpose of the Post

To assist in the management of an effective and efficient administrative service and to be the first point of contact for all visitors and callers to the campus.

The postholder is required to be flexible in their approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.

Duties and responsibilities will include, but are not limited to, the following and may be altered at the request of the Head of School.

Main Responsibilities

1. To provide reception duties for the Campus by being a welcoming first point of contact for all visitors, responding to enquiries where possible or referring to the appropriate member of staff as required.
2. To assist with input of daily attendance and punctuality information into MIS.
3. To monitor access to the site, ensuring visitors sign in and out and are given badges as appropriate, in accordance with safeguarding procedures.
4. To ensure all visitors are aware of safeguarding procedures and security and safety issues, including evacuation procedures
5. To answer the telephone as required and deal with recorded messages. To ensure accurate, timely messages are forwarded to staff in writing (or email).
6. To assist in checking school emails, responding/forwarding as appropriate.
7. To receive, sort and distribute all post coming into the Campus
8. To be prime source of communication between the campus buildings delivering messages and escorting pupils/visitors.
9. To ensure the prompt delivery of messages to school staff and pupils.
10. To maintain a message book, school notice boards, foyer digital sign in screens, website calendar, electronic school calendar and organise appointments as necessary.
11. To ensure public areas present a professional working environment at all times.
12. Communicate to parents using our online messaging and email service
13. To maintain suitable stock levels (including first aid boxes) and assist in the purchase of school supplies. To raise orders, check deliveries against delivery notes, follow up discrepancies and ensure correct distribution.

14. To assist with processing of invoices.
15. To assist with maintaining SIMS Pay, including distribution of uniform, resetting passwords, monitoring school meal accounts.
16. To distribute the school newsletter electronically to parents/governors/staff and stakeholders

Welfare Duties

17. To administer first aid as required, following appropriate training.
18. To assist in the preparation and submission of accident reports.
19. To administer prescription medicines to children in accordance with school policy and guidelines.

Pupil Management

20. To assist in the provision of admission information to parents and carers.
21. To assist with inputting and extracting pupil data on the school's management information system as required.
22. To maintain After School Club registers. Communicating to parents regarding cancellations or changes to clubs.
23. Organising school photos and co-ordinating arrangements for payment.
24. Communicating with class teachers to ensure school pick-ups for appointments and end of school day. Contacting parents of children left at end of school day.
25. Communicate any updates from parents on allergies or medical notes to the Family Support Worker. Administer medication in accordance with parent's or carer's instructions.

Other Duties when required

26. To work as an integral part of the admin team, supporting and covering other members as required.
27. To provide cover as required at Robson House reception desk
28. To use information technology systems as required, to carry out the duties of the post in the most efficient and effective manner.
29. To assist in the planning and organisation of special events across the school, including open days, school community events and school performances.
30. To ensure that all duties are performed in accordance with Netley Primary School policies, the relevant H&S Guidance and LB Camden Financial Regulations.
31. To participate in meetings and briefings, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder
32. To provide support for meetings as required, including organising rooms, refreshments, agenda preparation etc. Meetings will include annual reviews, attendance meetings, inclusion team meetings and governors' committee.
33. To promote the safeguarding of children.
34. To undertake training and professional development as appropriate.
35. To undertake other duties appropriate to the post that may reasonably be required.

Personal Responsibilities

36. To monitor and manage personal workload and keep records in an agreed format under the direction of line manager.
37. To achieve agreed targets and personal appraisal targets as agreed by line manager.

38. To be professional in dress and manner at all times

39. To deal in all matters with confidentiality, tact and discretion when giving or receiving information.

Performance Standards

40. To ensure that the school customer care standards are met and adhered to.

41. To have a kind, nurturing manner and ensure communications are carried out respectfully and politely at all times.

42. At all times to carry out the responsibilities of the post with due regard to the Equalities Act.

Confidentiality

The nature of the job requires initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential. *(A confidentiality agreement will need to be signed by the postholder.)*

PERSON SPECIFICATION

POSITION:	Admin Assistant
GRADE:	Scale 4
HOURS:	35 term time (Working Hours TBC)
RESPONSIBLE TO:	Campus Business Manager

Requirements	Essential Criteria
Education and Experience	E.1. Proven receptionist/clerical/administrative experience
	E.2. Excellent written and oral communication skills and ability to deal sensitively with members of the public, by telephone and in person
	E.3. To have a kind, nurturing manner and ensure communications are carried out respectfully and politely at all times.
Skills, knowledge and abilities	E.4. Familiarity with school MIS Package
	E.5. Ability to work under pressure and meet tight deadlines
	E.6. Experience of using and developing manual and computerised filing systems.
	E.7. Ability to present information (data and text) in a variety of formats
	E.8. Experience of administration including dealing with correspondence and photocopying.
	E.9. The ability to work within set procedures and to maintain confidentiality.
	E.10. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
	E.11. Good numerical skills to record routine statistical information.
	E.12. Ability to work effectively as part of a team.
	E.13. Flexibility to work a changing shift pattern on a rota basis according to the needs of the school.
Desirable Criteria	D.1. Familiarity with SIMS

The Selection Process in Detail

Application Deadline

Completed application forms must be received by **midday on Wednesday 25th May 2022.**

To do this:

- Email to : jobs@netley.camden.sch.uk or
- Post/ hand-deliver documents to: Gareth Morris, Netley Primary School, 74 Stanhope Street, NW1 3EX
marked *Admin Assistant Application form*.

Completing Your Application

Candidates are asked to complete all the standard information required on the application form addressing all of the essential criteria on the person specification in turn. Reference should also be made to any of the desirable criteria.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The post will be offered subject to satisfactory completion of pre-employment checks.

Interview Process

In order to make our recruitment process as effective as possible, we will follow the procedure outlined below:

- Shortlist applications against the criteria
- Shortlisted candidates will be asked to carry out a short administrative task
- This will be followed by an interview with a panel

London Borough of Camden

Please complete in type or black ink and refer to guidance notes.

Confidential

Return completed form to:

Bavaani Nanthabalan, Netley Primary School, 74 Stanhope Street, NW1 3EX or email jobs@netley.camden.sch.uk

Applications to be marked Admin Assistant

Applicant or employee no :	Job reference no :
Post applied for :	
Where did you see this post advertised:	

PART A PERSONAL DETAILS(use block letters)

Last Name:	Home tel. no :
First Name:	Daytime tel. no :
Title:	Mobile phone no :
Current Address :	
Email address :	

Are you applying for this post as a job share? YES NO

Do you require a work permit (please refer to guidance notes)? YES NO

PART B EMPLOYMENT HISTORY, RELEVANT SKILLS & EXPERIENCE

Please tell us about all jobs, both full and part time, you have had since leaving secondary education, including voluntary or unpaid work. Starting with your most recent include details of leaving reasons and periods when you did not work. Continue on a separate sheet if necessary.

Name and address of present or most recent employer :	
Job Title :	Basic Salary:

Basic salary :		
Date started :	Until: Present	
Brief description of duties :		

From: “mmyy”	To: “mmyy”	FT/P T	Employer's name and address	Job title, brief description of duties and reason for leaving

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PART C EDUCATION, QUALIFICATIONS AND TRAINING

Please give brief details of courses attended and examination results.

Secondary, further and professional education and qualifications

Education establishment attended	Date	Examination/Results

Other training courses attended (including short, in-service training)

Course title, level, results (if appropriate)	Date

Membership of professional bodies (including registration numbers)

(Teachers only) DfES no :		(Social Workers only) GSCC registration no :	
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EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION

Please state how your experience, skills, abilities and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid or voluntary work. Please continue/attach a separate sheet if necessary.

PART D REFERENCES

Personal references will not be accepted.

We will approach your last two employers, or your employers for the last five years (whichever is the longer), for references. Please provide contact details for all referees as required, one of which must be your current employer.

If you have not been employed please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

A referee will normally be approached when/if a conditional offer is made.

Name :	Job Title:
Address :	
Email :	
Telephone no :	Fax No.
Name :	Job Title:
Address :	
Email :	
Telephone no:	Fax No.

PART E RELATIVES/OTHER INTERESTS

Canvassing of Councillors or officers in relation to this appointment will disqualify you.

Are you related to a Councillor/employee of the Council or Governor of the school to which you are applying?	Yes		No	
If yes, please give brief details :				
If appointed, do you have any business and/or financial interests which might conflict with the duties of this post?	Yes		No	
If yes, please give brief details :				
Have you left the employment of the London Borough of Camden in the last two years by reason of redundancy?	Yes		No	

PART F CRIMINAL RECORDS DISCLOSURE

Criminal record disclosure for safeguarding roles with Regulated Activity

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure by the applicant to the prospective employer and should not be taken into account by the prospective employer during the recruitment process.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-filtering-guidance

Before answering the question below you will need to visit the website above, (or contact the DBS on 0870 909 0811), to determine whether or not there are matters you may need to disclose.

Do you appear on a barred list prohibiting you from working with children or vulnerable adults?

Children barred list	Yes		No	
Vulnerable Adults barred list	Yes		No	

Do you have any unspent or spent criminal convictions, cautions, reprimands and final warnings or outstanding criminal charges against you?

Yes - No

Have you ever been known by any other names? If yes, you must complete the full name(s):

Surnames:			
Forenames:			
From:		To:	

NOTE: You will also be asked to give full details of any previous names you have held when you complete a DBS application if you are the successful applicant. This will be in compliance with the [DBS Code of Practice](#).

Withholding criminal record information may lead to the withdrawal of an offer of employment or, if following appointment, to disciplinary action which may result in dismissal.

PART G PREVENTION AND DETECTION OF FRAUD

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

PART H DECLARATION

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.

Signed:

Date:

London Borough of Camden

The London Borough of Camden is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

This part of the form will be separated from the rest of your Job Application Form upon receipt and will not be considered as part of the short listing or appointment process.

What is your gender?

Male		Female	
Date of Birth			

Disability:

Under the terms of the Disability Discrimination Act 1995 'a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities'. Individuals with the following conditions can now automatically be classified as having a disability: HIV, cancer, multiple sclerosis, severe disfigurements, certified blindness or partial sightedness.

Do you consider yourself to have a disability as defined above?

Yes		No	
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What is your ethnic group? Please tick (✓)

Our ethnic background describes how we think of ourselves. Ethnic background is not the same as nationality or country of birth. The groups listed below reflect the largest ethnic groups in Camden. You are asked to choose the ethnic group that is closest to how you see yourself and specify a more specific group if you wish.

White:

Albanian (excluding Kosovan)		
Greek or Greek Cypriot		
Kosovan		
Turkish or Turkish Cypriot		
White British		White Irish
Any other White background, please specify:		

Mixed:

White and African	
White and Asian	
White and Caribbean	
Any other Mixed background, please specify:	

Black:

African Congolese		African Nigerian	
African Somalian		Black Caribbean	
Any other African background, please specify:			
Any other Black background, please specify:			

Asian:

Bangladeshi			
Indian		Pakistani	
Any other Asian background, please specify:			

Chinese or other ethnic group:

Chinese	
Any other group, please specify:	