



Rush Common School

Abingdon Learning Trust

**Administrator and Finance Assistant
Recruitment Pack
March 2021**



Rush Common School is a welcoming and popular two-form entry Primary School with a capacity of 420 pupils aged between 4 and 11. The school is split into three stages: Early Years Foundation Stage, Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3, 4, 5 and 6). Rush Common School converted to an Academy in March 2012 and is part of Abingdon Learning Trust. The school was awarded a Good Ofsted Grading in January 2017.

At Rush Common School, we aspire for our pupils to achieve high academic standards, whilst also developing a wide range of learning and thinking characteristics that prepare them well for their future lives. We aim for pupils to grow into effective communicators, critical thinkers, knowledgeable pupils, creative, confident learners and self-aware and empathetic people. To achieve this, our talented and enthusiastic staff provide a broad ranging, balanced and enriching curriculum.

Every pupil's personal development is highly-valued and we are ambitious for our pupils as they build on individual strengths, whether academic, musical, sporting or artistic. We challenge all of our pupils to be the best that they can be, and provide tailored, targeted support for pupils when required.

Our pupils have a real love of learning and a fantastic attitude towards school and their education. They are happy, active and resilient children, who demonstrate exemplary behavior. Their ability to articulate their views and opinions and describe their learning is highly impressive and they are very proud of everything they achieve across the curriculum.

We have a wide range of pupil leadership opportunities across the school; this includes Head boy and girl, House Captains, School Parliament, Eco Council, Digital leaders and Play Leaders. As pupils take on and develop these roles we find it grows confidence, allows children to develop a greater sense of responsibility and cultivates an understanding that pupils have a voice in our school.

We are proud of our curriculum enrichment activities and pupils are excited by the opportunities we offer. We teach Mandarin Chinese across the whole school and have found that pupils engage brilliantly with this challenging language. Pupils also participate in forest school and outdoor learning, choir, orchestra, numerous sports teams, history wow days and musical productions to name but a few. We believe these additional opportunities inspire and motivate pupils even further to follow their passions and dreams.



To ensure a high quality of education, all of our pupils and staff at Rush Common School are expected to:

- Work hard and achieve their very best.
- Show respect for, and tolerance of, others and the world in which we live
- Take personal responsibility for their own learning.
- Display determination, resilience and perseverance and be confident to take 'risks'.
- Be able to respond positively to the challenges they will encounter in the changing landscape of the 21st century.



What the children say about Rush Common School:

Rush Common School is a fun place to be, due to all of the exciting lessons and after school clubs that the teachers plan.

To get the children interested in their lessons, the teachers prepare great activities, which help them to remember the things that they need to learn but in a fun way!

The clubs after school include: sports, cooking, music and art and are all very enjoyable. There is one for everyone!

There are many other things that make Rush Common a fun and enjoyable school, such as dress up days, Rush Common's Got Talent, Summer Fetes, and the Christmas Bazaar!

Rush Common School is also great because....

- It has brilliant teachers
- You learn lots and teachers will always help you
- There are fantastic art lessons and helpful displays
- We have reliable friends who will support us
- You can do lots of different sports
- Children behave really well so that we can learn better
- There is a massive field to play on!



JOB PURPOSE

- To provide general administrative and financial support to the school. This is a varied and challenging role and requires the post-holder to be articulate, confident and methodical with good organisational skills.



KEY RESPONSIBILITIES AND TASKS:

- Use the Trust finance system to place orders for the school, check deliveries or service received and agree invoice for payment.
- Organise competitive quotes for items or services including travel for school trips.
- Provide information for staff on expenditure versus budget in different cost centres using the Trust finance system.
- Track income and expenditure of fundraising streams and provide information and reports.
- Assist in arrangements for educational visits and residential trips via Parentmail and ensure expenditure and income are balanced.
- Manage the organisation of clubs and activities, including enrolment forms, creating registers and liaising with external providers.
- Management of school dinners and payments on Parentmail.
- Undertake varied administrative procedures including school census.
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS) and maintain manual and computerised records.
- Undertake reception duties when required, answering general telephone and face to face enquiries and signing in visitors.
- Provide general admin. support as required e.g. photocopying, filing, emailing, complete standard forms, respond to routine correspondence.



JOB CONTEXT

The jobholder reports directly to the Operations manager or Headteacher and is part of the Administration and Operations team. They will be empowered to make decisions related to their accountabilities and responsibilities. Whilst there will be freedom to act, they should operate within the parameters as agreed by the Headteacher.



CONTACT WITH OTHERS

To include:

- Headteacher; Deputy and Assistant Headteacher
- Other administration and operations staff
- Class teachers and teaching assistants.
- Pupils
- Parents and community.



HOW TO APPLY:

Part time: Term time only 8.00am – 12.30pm

22.5 hours per week

Salary: £20,493 to £22,627 (pro-rata).

Application closing date: Noon, Friday 16th April 2021

Interview date: Week commencing 26th April 2021

Starting date: Tuesday 8th June 2021



1. Please read this application pack carefully. You will find the job description attached and a separate person specification, which lists the key competencies that we are looking for.
2. Complete the enclosed application form; CVs will not be accepted.
3. Please make sure you address the criteria outlined in the job description when writing your personal supporting statement.
4. Should you have any queries on the application, please contact Mrs Kerrie Cox, PA@rushcommonschool.org.
5. Completed applications should be sent by email to: recruitment@abingdonlearningtrust.org

References will be sought for shortlisted candidates prior to the interview date. Abingdon Learning Trust is an equal opportunities employer that recognises the terms and conditions of maintained schools, including maternity benefits. Abingdon Learning Trust has a responsibility for and is committed to safeguarding and promoting the welfare of children and requires all staff to share this commitment. The successful candidate will be required to complete an enhanced DBS check.