

# MURRAY PARK SCHOOL



## APPLICANT INFORMATION PACK

ADMINISTRATION ASSISTANT STUDENT SERVICES & RECEPTION SUPPORT  
20 HOURS PER WEEK – 39 WEEKS PER YEAR (TERM TIME ONLY)

APPLICATION DEADLINE:	MONDAY 13 <sup>TH</sup> JUNE 2022 9AM
INTERVIEW DATE:	THURS 16 <sup>TH</sup> / FRI 17 <sup>TH</sup> JUNE 2022
START DATE:	ASAP SUBJECT TO SAFER RECRUITMENT CHECKS

*Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references*



**Head Teacher:** Mrs N. Caley

**Address:** Murray Road, Mickleover, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Recruitment Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

# OUR HEAD TEACHER



MRS N. CALEY

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. We endeavour to ensure your skills are developed so you can perform at your optimum.

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

We pride ourselves on giving staff the conditions in which to support students without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.



“As a new member of the Murray Park team I was warmly welcomed by the entire school community, students, colleagues and parents alike. We really are proud to be here”. (Mr Hagen - AHT KS3 Achievement)



# AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our curriculum enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own health and wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

*“The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them, gives me a reason to smile every day.” (Miss Dodd - Head of Mathematics)*





# SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

We cater for approximately 1090 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families.



## APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference. Please provide an email address for your referees so that we can contact them.

*Please email your completed application form and letter of application to [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk) The application letter should be no longer than 2 sides of A4, Arial font size 11. CVs only will not be accepted*

*“The School has continuously supported me with my career development. If you wish to challenge yourself to develop as a leader then Murray Park School is the place for you.” (Mr Gregory - AHT KS4 Achievement)*



# JOB ADVERT

**Title:** Administration Assistant Student Services & Reception Support - Term Time only (39 weeks per year)

**Hours:** 20 hours per week (39 weeks/term time only). Hours are normally worked Monday-Friday 8am-12pm

**Salary:** NJC Points 3-4 : Actual Salary £8781.00-£8960.00

**Responsible to:** Office Manager

**Framework:** to work within the framework of the NJC pay and conditions (20 hours per week 39 weeks per year (term time only), current legislation and policies of the school.

## What are we looking for?

This is an exciting opportunity to join Murray Park School. The school seeks to appoint an enthusiastic, dynamic and committed part-time Administration Assistant to join the Administration team. The ideal candidate will be highly motivated and have excellent organisation and administrative skills to support teaching and learning. The successful candidate will join a hardworking; forward thinking and supportive department at an exciting time.

## Why work at Murray Park School?

As a member of staff at Murray Park School we can offer:

- Excellent professional development opportunities.
- A friendly and supportive working environment.
- Excellent learning resources.

## How to Apply

Candidates should complete a support staff (non teaching) application in full together with a covering letter of no more than 2 sides of A4 paper. <https://www.murraypark.derby.sch.uk/key-information/vacancies/>

**Closing Date:** Monday 13<sup>th</sup> June 2022 9am

**Interview Date:** Thursday 16<sup>th</sup> & Friday 17<sup>th</sup> June 2022

Murray Road, Mickleover, Derby DE3 9LL

Tel: 01332 515921

Email: [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

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# SAFEGUARDING INFORMATION

## Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice
- Recruitment Policy

These documents can be found using following the link:

<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

# JOB DESCRIPTION

**Title:** Administration Assistant Student Services & Reception Support

**Hours:** 20 hours per week (39 weeks: term time only). Hours of work are normally Monday-Friday 8am-12pm

**Salary:** NJC Points 3-4 : Actual Salary £8781.00-£8960.00.

**Responsible to:** Office Manager

**Framework:** to work within the framework of the NJC pay and conditions 20 hours per week for 39 weeks per year (term time only) current legislation and policies of the school.

**Duties of a Administration Assistant Student Services & Reception Support**

## **Key Purpose**

To have a highly organised individual to join our team to provide administrative support services to the school. The successful candidate will work well under pressure, be able to work to strict deadlines and be highly motivated.

## **Key Tasks**

- Responding to administrative tasks related to the input of data to monitor student progress and behaviour.
- Generate a range of reports as required by using the schools management Information System.
- Covering Student Services reception duties including parental telephone calls.
- Providing support to Main Reception.
- Responding to administrative tasks related to pupil records, pupil database and pupil reports.
- Data input using School's Management Systems.
- Dealing with enquiries from parents and students via telephone, reception and letters and responding according.
- Update the MIS system with FSM eligibility for students and deal with parents' queries around eligibility and renewing FSM.
- Provide admin support for the SENDCO lead.
- Assisting First-Aiders in providing cover for the medical room including liaison with the school health team.
- Carrying out other pupil related issues such as uniform sales, lost property etc.
- Ensuring internal mail is distributed.
- Reprographics – document copying and other print related tasks to support teaching and learning.
- Reproducing other forms used in Student Services, ensuring they are available for staff use.
- Liaising with primary schools for Year 6 information and collating data prior to September admission.
- Using various software packages to support teachers' needs in preparing Newsletters, Worksheets etc.
- Typing letters and producing various mail merge documents.
- Assisting with students' timetable process.
- Producing class lists including fire registers
- Record keeping and filing.
- Placing and receiving orders and subsequent control of stocks.
- Preparing, organising and storing resources.
- Assisting in the organisation of school trips.
- Carry out an other administrative duties as requested by the Office Manager or Senior Administrator in Student Services.

The post-holder will be expected to carry out other tasks/duties as directed by their Line Manager that are commensurate with the responsibilities of a Administration Assistant. To work within the framework of the NJC pay and conditions (20 hours per week for 39 weeks per year term –time only) current legislation and policies of the school.

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# PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>○ Experience in operation of administrative systems</li> <li>○ Experience of working in a school environment</li> </ul>	✓	✓
<b>Qualifications</b> <ul style="list-style-type: none"> <li>○ GCSE or equivalent at grade C or above in English and Maths</li> <li>○ Recognised IT qualification</li> <li>○ Valid First Aid Certificate</li> </ul>	✓	✓ ✓
<b>Knowledge</b> <ul style="list-style-type: none"> <li>○ Awareness of policies/codes of practice and legislation applicable to the position</li> <li>○ Knowledge of SIMS or similar management system.</li> </ul>		✓ ✓
<b>Skills/Abilities</b> <ul style="list-style-type: none"> <li>○ Good numeracy/literacy skills</li> <li>○ Good ICT skills including Microsoft packages</li> <li>○ Ability to work constructively as part of a team, understanding the school's roles and responsibilities, and your own position within these</li> <li>○ Ability to relate well to children and to adults</li> <li>○ Excellent communication and interpersonal skills</li> <li>○ Good organisation skills</li> <li>○ Ability to prioritise effectively</li> <li>○ Ability to work to tight deadlines</li> </ul>	✓ ✓ ✓ ✓  ✓ ✓ ✓	✓
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>○ Accepts, supports and quickly implements change</li> <li>○ Proactively seeks opportunities to increase job knowledge and understanding</li> <li>○ Works with others to resolve differences of opinion</li> <li>○ Requires minimum supervision</li> <li>○ Takes responsibility for own actions</li> <li>○ Identifies and overcomes barriers</li> <li>○ Takes quick and effective action</li> <li>○ Demonstrates focused implementation of role and responsibilities</li> <li>○ Contributes to a team ethos where everyone feels valued</li> <li>○ Is accountable for own development.</li> <li>○ Is of smart appearance</li> </ul>	✓    ✓  ✓ ✓ ✓  ✓ ✓ ✓	✓  ✓ ✓  ✓







# MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,  
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

"PROUD TO BE HERE"



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