October 2024

Dear Candidate

Thank you for your interest in our Administration Assistant vacancy. I hope that the provided information is helpful in encouraging you to apply for what is a vital role in our school.

We are looking to appoint an Administration Assistant to join our team of admin staff, for:

* 37 hours per week - Monday to Thursday 8:30am to 4:30pm and Friday 8:30am to 4:00pm.
* 39 weeks per year + 5.6 weeks paid holidays.
* Salary point 6 - £20,608 (FTE: £24,027).

The successful candidate will work in the school’s busy reception and will be the first person that visitors to the school will meet, as well as undertaking first aid and general administration tasks.

The school enjoys an outstanding reputation based on academic success and leadership along with a friendly yet positive atmosphere and is a genuinely comprehensive school. The successful candidate will have:

* Strong communication, organisational, and ICT skills.
* Effective time management and prioritising skills.
* The ability to multitask and cope well under pressure.

We offer:

* A school with a genuine welcoming atmosphere.
* A genuinely committed, supportive and successful team.
* Excellent CPD opportunities.
* An outstanding reputation.
* Good work/life balance.

As Headteacher, I am passionate about evidence-informed pedagogy. If you join us, you will be joining a school that believes in investing in you, so you are able to develop your skills as a leader and teacher. We are a friendly, successful and vibrant 11-18 school, with excellent facilities and a genuinely comprehensive intake. We are a rural school, very much at the centre of the local community. We are a growth mindset school and believe that our motto (Believe. Strive. Achieve.) captures our philosophy and energy.

We are a school that cares about its staff. During our recent Ofsted inspection, the Inspector commented that:

“Leaders are considerate and supportive of the workload and well-being of staff. Senior leaders have high expectations of staff and are mindful of staff’s workload.”

“Staff say that they feel valued and appreciated. Morale is high. One member of staff summed up the views of many, by sharing that the school is ‘one big family’.”

The administration team composed of two Administration Assistants, the Reprographics Assistant, two Administrators, and the PA to the Headteacher. The team undertakes a wide range of administration tasks and first aid and is pinnacle to the running of the school.

De Aston is a school with a total commitment to comprehensive education and has an outstanding academic and pastoral record. The school’s ethos is supportive in ensuring students are happy, challenged appropriately, enjoy their learning and achieve well, no matter what their background is.

We are proud of our success at receiving Careers Mark Gold and ESU Affiliate status. This reflects not only the commitment to and from a dedicated and hardworking staff, but also the enthusiasm and involvement of pupils, and the significance of the school to its locality, which it supports through a number of social, cultural and sporting activities at a level which is surprising given the relatively small size of the town.

The successful candidate may be assured that they will be working as part of a committed school staff and will find a good programme of professional support and career development within the department, and the school.

Lincolnshire, as a county, offers excellent value for money in the housing market and consequently our standard of living is higher than in other areas of the country. The countryside around Market Rasen is outstanding as we are situated on the edge of the Lincolnshire Wolds which is fast becoming a popular choice as a holiday destination and a good place to live, whilst also having the benefits of the historic city of Lincoln 30 minutes’ drive away.

Please contact Mrs Alice McNeill, PA to the Headteacher, via [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk) or 01673 840 828, should you require any further information, or you would like to arrange a visit.

If you feel you can inspire, challenge and achieve at De Aston then we would be delighted to hear from you.

The closing date is **9am Monday 21st October 2024**. With shortlisting taking place on Monday 21st October 2024 and the interviews being held on **Wednesday 30th October 2024.**

To apply please complete our [application form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EfeHLZsh-dZNu7b6no0MsHIBg6pdHDwEHbPr7M29Thxgfw?e=eZNKbd) and send it to Mrs Alice McNeill at [vacancies@de-aston.lincs.sch.uk](mailto:vacancies@de-aston.lincs.sch.uk). Please ensure you also include your completed [self-declaration form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EbLj81CAop1HvH8LgPZH9mgBWkUoxBrnWvkfiQqsFiPZWg?e=p021aF) and [equal opportunities monitoring form](https://deastonlincsschuk.sharepoint.com/:w:/s/Documentstore/EbOgfmYxPn5FttwU7gf1a9sB_SDi29kDUzJVlOq9hqvCxg?e=BVHr5s). Please note we do not accept CV’s.

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The School is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive and diverse environment for all employees and students.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Simon Porter

Headteacher

Enc: Job Description, Person Specification

*De Aston School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks.  All pre-employment checks are in line with Keeping Children Safe in Education.*

**Job Description**

Reports to: Administrator

Salary Point: 6

**Main Purpose of the Role:**

* This post has a dual role in order to provide reception duties and first aid within the school.

**Core Responsibilities and Tasks:**

Admin:

* To carry out telephone, reception and messenger duties.
* To provide administrative support, including filing, word processing and reprographics work and data input.
* To open, distribute incoming mail, record and send outgoing mail. Receive incoming goods and check against orders as required.
* To assist the arrangement of routine in school activities such as school photographs, induction evenings, etc.
* To assist in the compilation of such reports and records, and assessment of data as may be required by the school, governors, Education Authority or DfE.
* To maintain such records, as may be required, including admissions, leavers, staff and student records.
* To liaise with parents, as directed, regarding issues relating to individual pupils.
* To input data onto computerized systems e.g. Sims (or other database software), as required.

First Aid:

* To administer first aid to pupils and staff when appropriate and, very occasionally, accompany pupils to medical centres to receive attention, if parents are unavailable.
* To inform parents and staff, as appropriate, of any action taken.
* To undertake requisition of materials and their reception and storage, including those requiring special care, e.g. medicinal drugs.
* To maintain the first aid boxes in a fit state for use.
* To maintain medical records of pupils.
* To telephone parents of sick children to ask for them to be collected.

General:

* The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
* The postholder is required to carry out the duties in accordance with the school’s policies.
* All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.
* The postholder is expected to pursue and promote the achievement and integration of diversity and equality of opportunity throughout their activities.
* The postholder is required to participate in the school’s performance management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
* The postholder is expected to main high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

**Qualifications and Experience:**

* Strong communication, organisational, and ICT skills.
* Effective time management and prioritising skills.
* The ability to multitask and cope well under pressure.

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**Person Specification**

This person specification provides an indication of the skills, experiences, abilities and values that we are seeking for in an Administration Assistant. We are interested in candidates with the potential to make a substantial contribution to De Aston and we are committed to developing, through CPD, the successful candidate.

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| --- | --- | --- | --- |
| **Attributes** | **Criteria** | **How Identified** | **Rank** |
| Education and Training | 1. First Aid training 2. GCSEs grades C/4+ | A  A | Desirable  Desirable |
| Skills and level of experience. | 1. Strong communication, organisational, and ICT skills. 2. Effective time management and prioritising skills. 3. Worked in an office environment/school environment. | A & I  A & I  A | Essential  Essential  Desirable |
| Abilities, behaviours, attitudes and values. | 1. Ability to work in a way that promotes the safety and wellbeing of children and young people. 2. Great degree of resilience. 3. Seek to help children rather than help themselves through children. 4. Self-aware and sees how their behaviour impacts on children. 5. Open to showing ideas and not work in isolation. 6. Courage to take action to protect children from harm. 7. Ability to multitask and cope with interruptions. 8. Able to establish and maintain good professional relationships with learners, parents and colleagues. 9. Experience of working successfully and co-operating as a team member. 10. Able to work on own initiative. 11. Ability to communication effectively and professionally. 12. Commitment to continued personal development. 13. Enthusiastic and hardworking. | A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I  A & I | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| Any Additional Factors | 1. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary | A & I | Essential |

**Key:**

A = Application

I = Interview

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