



Application Pack and Job Description  
Administration Assistant  
Kenn C of E Primary School



## Kenn C of E Primary School

### Administration Assistant

Part-time (12 hours per week)

Immediate start

Ivy Education Trust is seeking to appoint an Administration Assistant. The post holder will be supporting the effective and efficient administrative systems in place at Kenn CofE Primary School.

Being responsible to the Executive Headteacher the post holder will provide:

- Administrative and organisational support
- Support the efficient and effective operation of the school
- Support the delivery of a compliant, professional administrative service for the school
- Support the running of Breakfast Club

The successful candidate will:

- Be highly organised
- Be flexible
- Be self-motivated

Please see the job description and person specification for further details regarding this post.

Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through

school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you share these aspirations, then we very much welcome your application for this post. For an informal discussion please contact Lorraine Curry, Executive Headteacher ([lorraine.curry@ivyeducationtrust.co.uk](mailto:lorraine.curry@ivyeducationtrust.co.uk)).

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk).

Completed application forms should be sent to [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk) before the closing date stated below.

Closing date for applications is Wednesday 9<sup>th</sup> October at 09:00, Interviews will be arranged once applications have been shortlisted.

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

## Job Description

<b>Post Title:</b>	Administration Assistant
<b>Location:</b>	Kenn Church of England Primary School (EX6 7TX)
<b>Working Hours:</b>	12 hours per week, 39 weeks per annum
<b>Salary Grade:</b>	Scale 3, Point 5-7 (Full Time Equivalent £23,500-£24,294 p.a. pro rata)
<b>Contract Type:</b>	Permanent
<b>Responsible to:</b>	Executive Headteacher

### Role Description

- To support the delivery of a comprehensive and professional administration service
- To work in conjunction with other administration staff to ensure the smooth day to day operation of the administrative services to the school and the Trust
- To support the maintenance and devising of efficient and effective administrative processes and procedures

### Duties:

- Provide a high standard of administrative services to the key stakeholders (pupils, parents, staff)
- Deal with sensitive and confidential information regarding staff and pupils.
- Liaise with the Trust People Team and other senior leaders in the monitoring of appropriate issues.
- Maintain and update electronic/hard copy personnel records.
- Maintain data accuracy of school IT systems e.g, SIMS/ARBOR/iTRENT.
- Assist in the maintenance of the Single Central Register and understand the information within the document.
- To support in school-based returns (school census/workforce census)
- To sort, distribute and administer incoming and outgoing mail.
- Offer direct help to staff, pupils and parents where appropriate
- Be flexible and be able to prioritise workload to ensure deadlines are not missed

### Other duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.

- To support the achievement of the school/college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the school/college.
- To follow the school/college's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the school/college as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the codes of conduct, regulations and policies of the school/college and its commitment to equal opportunities
- To comply with the college's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Executive Headteacher.

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

**This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.**

## Person Specification

Criteria	Essential	Desirable
Qualifications		
GCSE English and Maths (grade C/4 or above)	✓	
Level 3 in Certificate in Human Resources Practice		✓
Administration NVQ qualification		✓
First aid training, or willingness to undergo training		✓
Professional Experience and Knowledge		
Work within a previous administration role	✓	
Work in a customer facing role	✓	
Work within an educational setting	✓	
High level of IT skills	✓	
Working in a large and diverse organisation		✓
Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications		✓
Personal Aptitudes, Qualities and Skills		
Excellent standard of verbal and written communication, able to convey advice clearly and concisely	✓	
High level organisational skills to effectively support the day to day operations	✓	
Confidence and excellent inter-personal skills	✓	
Ability to work under pressure	✓	
Be able to maintain confidentiality within role	✓	
Demonstrate an ability to problem solve and provide solutions to key admin issues		✓
A team-based approach to work	✓	
Specific Requirements		

Criteria	Essential	Desirable
Suitability to work with children	✓	
A commitment to and evidence of promoting diversity and equal opportunities within a school, curriculum and in employment practice	✓	
Demonstrate the importance of work life balance and personal well-being	✓	
Flexible and adaptive		✓
Self-motivated and enthusiastic		✓
Sense of humour / positive attitude		✓
Patient, tolerant and understanding		✓

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