Parkland Federation

Administration Officer

INFORMATION

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Parkland Federation

Welcome to The Parkland Federation in Eastbourne

A very warm welcome from The Team at The Parkland Federation. You will find our two schools nestled in the heart of Eastbourne, which is situated on the South East Coast of England. Eastbourne is well known for its Victorian Seafront, 19th-century Pier, our 1930s Bandstand and The Redoubt Fortress, built during the Napoleonic Wars and home to a military museum. The town itself is brimming with culture, including The Towner Art Gallery, multiple theatres and a diverse range of restaurants. We are also famed for the tall chalk cliffs of Beachy Head and its striped lighthouse, built in 1902. The town is awash with parks and walks and also boasts a harbor as well as a variety of gyms and pools for keep fit fans. The schools themselves are a 5 minute walk from Hampton Park Train Station which has fast links to London and Brighton.

At Parkland, we pride ourselves in being one of the top performing schools in the town. Our motto 'Aim high, work hard, Dream BIG' means there are no limits to any child's potential. Our school grounds include a large playing field, two playgrounds, two ponds, a computing suite and a Thrive unit to support children's emotional development. We have a vegetable patch and herb gardens to support children's understanding of sustainability and keep ducks and chickens which we hatch ourselves – one of many awe inspiring aspects of our curriculum. We have a strong team of Pastoral experts, including a School counsellor, a Play Therapist and a Mental Health Practioner. Together they offer a holistic approach to pupil well-being. We also offer Pet Therapy and are an Eco Friendly School.

The teaching team at Parkland is highly passionate about all aspect of learning. Each subject is led by in house experts and the curriculum has been developed by school staff to ensure it is bespoke for the pupils who attend. The curriculum celebrates diversity, educates about a multitude of cultures and promotes equality at every opportunity. Professional Development is strong for those at the early stages of their career and we promote witinh our team the believe that education is lifelong. Teachers at Parkland are at the forefront of developments within Education and ensure they prepare pupils well for an ever evolving picture of the future.

I would like to thank you for your interest in our schools and look forward to meeting you soon.

Yours sincerely

S Simpson

Prentice

Sally Simpson
Head of Schools

Julie Prentice
Executive Headteacher

WELCOME

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

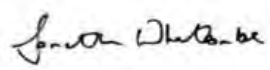
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION

Job Title: **Administration Officer**
Grade: **SAT 5**
Line Manager to: **Office Manager**

Purpose of the Job:

To be responsible directly to the school Office Manager for the running of the school office on a day-to- basis as a welcoming and warm environment, giving the school a positive image in the local community.

To support the smooth running of systems within the office.

Key Accountabilities:

- Provide a first point of contact for pupils, parents, visitors at reception to deal with any problems that arise in the first instance, or refer them on to ensure that problems are dealt with effectively.
- Provide administrative, and organisational services to the school
- Support the Office Manager to plan, develop, organise and monitor support systems, and procedures within the school.
- Contribute to the development of administration policies and procedures
- Contribute to the development of admin staff
- Undertake a diverse range of secretarial duties as directed by the Office Manager to ensure well-presented and accurate correspondence, reports, letters and other documentation.
- Maintain the school's central filing system, archiving/destroying documents as necessary to ensure that SAT's Document Retention Policy is adhered to.
- Maintain and update pupil paper files and BROMCOM pupil profiles.
- Deal with any emergency issues in the absence of office colleagues to ensure the efficient running of the school office is maintained.
- Support the Office Manager to maintain and monitor attendance and absence.
- To be responsible for maintaining general office systems.
- In the absence of the Office Manager, to oversee the smooth running of the admin office.
- Contribute to the marketing and promotion of the school.
- To carry out any other duties requested by the Office Manager and SLT

Other Duties & Responsibilities
The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by SLT.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION

	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	• A good general standard of education, with at least 5 GCSE's or equivalent, including English and Maths. • A levels	E D
Experience	• IT System Management experience within the Education sector (i.e. BROMCOM or SIMS, or similar systems) • Working with database packages and Management Information Systems • Experience of working in a school • Experience of providing support services • Experience of timetables and complex rotas	E E D D D
Skills and Abilities	• Able to understand the flow of data between different areas of school system, SIMS and BROMCOM • Able to prioritise own workload and that of team members to ensure deadlines are met and information communicated effectively • Excellent team working skills • Self-motivated and able to motivate others • Flexible, tolerant and conscientious • Able to maintain confidentiality and handle confidential information correctly • High level of accuracy for inputting and checking data • Able to liaise and communicate effectively with staff, parents and pupils • Able to receive and give clear instructions • Able to follow and adhere to procedures • Able to have an organised/flexible approach to changing priorities • Able to use own initiative to resolve problems • Good numeracy and literacy skills • Able to work independently • Able to follow instructions • Able to effectively maintain all records • Able to file accuarately in numerical, code or subject order • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety	E E E E E E E E E E E E E E E E E E E E E
Personal qualities	• Able to work effectively and calmly in highly under pressured and stressful scenarios • Display the highest levels of integrity and professionalism • Enjoy working with young people showing kindness, empathy, compassion and patience • Able to work constructively, both as part of a team and independently • Confident, flexible and resilient • Positive and optimistic • Tact and diplomacy when dealing with others	E E E E E E E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to dawn.berhane@swale.at or by post to the following address:

Mrs Dawn Berhane
Parkland Federation
Brassey Avenue
Eastbourne
East Sussex
BN22 9QJ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: https://www.swale.at/page/?title=Privacy+Notice&pid=33

SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

COMPANY NUMBER: 7344732