

RECRUITMENT PACK

IVANHOE SCHOOL

Admin Assistant (1-year Temporary Contract)



A journey to excellence

IVANHOE
SCHOOL

Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

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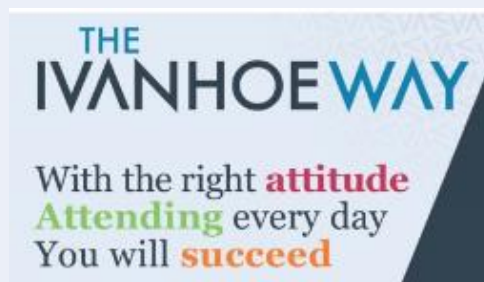
Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford
Headteacher



Administrative Assistant

Grade 6, Points 9 - 10 (£23,898 - £24,300) FTE
Actual Salary £19,348.03 - £19,673.49 per annum
35 hours per week, 39 weeks per annum

We have an exciting vacancy for an Administration Assistant to join Ivanhoe School on a temporary basis. This role is term time only and working 35 hours a week Monday to Friday.

Reporting to the Heads PA, you will be responsible for ensuring administrative processes and systems within the department are adhered to.

Being energetic, approachable and having the necessary IT skills to carry out numerous administrative tasks is essential. As this role will be supporting the departments within the school, managing workloads and working to deadlines is vital in ensuring the smooth running of the School. You will be supported in this role by an experienced Heads PA and be part of a friendly professional team.

The successful candidate would be qualified in Maths and English at GCSE or equivalent level and have experience of administrative work. The successful candidate will have excellent communication skills with a proactive, calm and positive manner is essential for this important position within the school.

If this role sounds like the ideal next step in your career, I hope you will feel encouraged to apply. Please email headspa@ivanhoe.co.uk if you require any further information about the school or the role, or if you would like an application pack posting to you.

Closing date for applications is **4.00pm, Thursday 22nd August 2024**

Application Process

Please visit our website: www.ivanhoe.co.uk/vacancies and download the application form.

Accompanying your application form, please send a letter (maximum 2 sides A4) which specifically addresses the requirements of this post. Please send all completed applications to vacancies@ivanhoe.co.uk. Please do not send a separate CV.

“LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.”

Job Description

Title: Admin Assistant

Salary: Grade 6, Point 9
Full time Salary £23,898
Actual Salary £19,348.03

Hours: Monday to Friday
8.00am – 3.30pm
39 weeks per annum

Responsible to: Heads PA

Job Purpose: To undertake a range of clerical duties which support the management of the school in an effective and positive manner and play a key role in supporting the Headteachers PA in delivering programmes of work which ensure the school continues on our “journey to excellence”

Responsibilities specific to this role:

- Daily administrative tasks to assist the smooth running of the school, as directed by the Heads PA
- To liaise with external agencies with regards to school transport
- Support with School Trips, Duke of Edinburgh and Open Evenings / Parents Evenings / Information Evenings
- Liaise with LiFE Finance Assistant ensure effective arrangements for invoicing and income collection. (Wise Pay)
- Work closely with MAT lettings team to ensure running of bookings.
- Event administration for first aid / fire safety / room scenarios
- To support the Ivanhoe Catering Staff Team, Catering Manager and SLT regards to enquiries and general administration.
- To lead the administration relating to Free School Meals, Wise pay, and to support with Fastrak (catering system) and be point of contact for parents

Person Specification

Personal Attributes	Essential (E) or Desirable (D)
Qualifications	
National qualification at level 2, GCSEs including English & Mathematics Level 4 (Grade C) or above.	E
A willingness to access additional training and development, including qualifications if appropriate.	E
Experience	
Experience of working with an education management information system.	D
Experience of maintaining accurate computerised records and systems including inputting to and maintaining data systems.	E
Evidence of success in building and developing positive working relationships. Experience of dealing with the public either in person or over the phone.	E D
Knowledge/Skills/Abilities	
Knowledge of Arbor or similar education MIS and financial systems.	D
Computer literate, knowledge of word processing and spreadsheets essential.	E
Self-motivation and drive to complete the tasks to the required timescales and quality.	E
Flexibility to adapt to changing workload demands. Very good oral and written communication skills.	E E
Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to colleagues and outside agencies.	E E
Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	E
Other	
Positive recommendation from current employer (if applicable)	E E
Satisfactory medical and DBS clearance and proof of legal working in accordance with the Asylum and Immigration Act 1996	
Satisfactory health and attendance record	E

Safer Recruitment Applicant Information

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

Disclosure and Barring Service (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post