

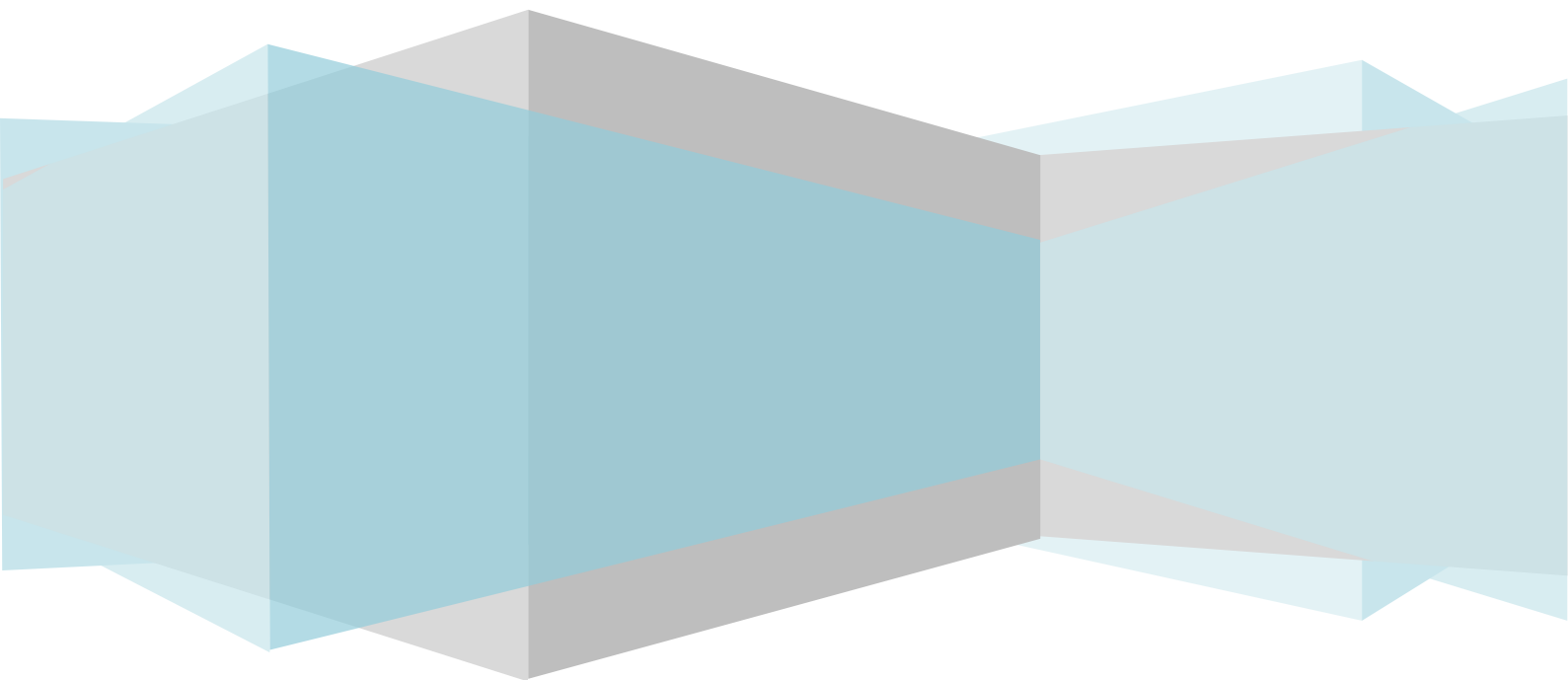
Rye College, Part of Aquinas

[www.aquinastrust.org](http://www.aquinastrust.org)

# Application Pack

**Administrative Assistant**

Required: As soon as possible





# Administrative Assistant

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Rye College is seeking to appoint an enthusiastic, energetic and adaptable Administrative Assistant to join our highly motivated team. We are driven by a pursuit of high academic standards regardless of background and a desire for all pupils to experience an exceptional education. We want every child to grow and flourish in our care.

## **Our ideal candidate will:**

- Have English and Math's GCSEs Grade C, 4 or above.
- Have an A-level in a business-related subject.
- Have experience in working in an administration role.
- Have experience of working in a fast paced, dynamic office environment.
- Have Comprehensive use of all Microsoft Office programmes.
- Have good communication skills with the ability to work as part of a team; and
- Have integrity, optimism and a good sense of humour.

## **In return, we offer:**

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A skilled and experienced team of teachers and other professionals.
- A motivated leadership team leading rapid improvement to the pupils' life chances.
- a college in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavor; and nurture diverse skills, talents and abilities whilst celebrating excellence.



## The Application Process and Timetable

### Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **Friday 7<sup>th</sup> February 2025 midday**

*We reserve the right to withdraw the vacancy, should we find a suitable candidate*

### Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### Interviews

Candidates will be invited for interview.

- Interviews: **Week commencing 10<sup>th</sup> February 2025**

### Appointment

All candidates will be contacted following interview.

- Details of potential appointments will be discussed at the interview.

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [mwebb@ryecollege.co.uk/](mailto:mwebb@ryecollege.co.uk)  
[aquinas.recruitment@aquinatrust.org](mailto:aquinas.recruitment@aquinatrust.org)

Alternatively, submit your application to **Martina Webb, HR Assistant, Rye College, The Grove, RYE TN31 7NQ.**

Shortlisted candidates will be asked to submit appropriate identification. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

**Rye College is committed to safeguarding the young people in our care and we expect all our colleagues to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



September 2024

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. We are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change to improve the standard of education and facilities at Rye College – ideal for ambitious and talented individuals to truly make a difference and build upon our most recent OFSTED good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. At present, we are focused on instilling a sense of responsibility in all our students – a sense of ownership of their learning, of their schools, of their actions and of the consequences. In today's complex world, children need both the knowledge and skills to compete in a global marketplace but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate people.

We are looking to recruit an experienced individual to our associate team who wants to raise standards and continue our transformational journey through the creation of a vibrant and innovative environment. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build amazing schools that provide excellence for every one of our young people.

In your application, please outline why you would like to join us, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward to receiving your completed application.

With thanks,

Dom Downes  
Headteacher



## Job Description

<b>Remit:</b>	<b>Office Administrator</b>
<b>Grade Range:</b>	<b>Single Status 6 Points 14-16</b>
<b>FTE Salary Range:</b>	<b>£25,994.00- £26,835.00 p.a.</b>
<b>Pro-rata Salary Range:</b>	<b>£22,833.24-£23,571.98</b>
<b>Hours:</b>	<b>37 hours per week, Monday to Friday</b>
<b>Weeks:</b>	<b>40 weeks per year</b>
<b>Accountable to:</b>	<b>Personal Assistant to Headteacher</b>

## JOB DESCRIPTION

Perform administrative tasks, such as answering phones, emails, managing schedules, and handling paperwork. Be the first point of contact for parents, governors and visitors. The role will involve working with a wide range of colleagues in the Academy, students from all year groups and outside agencies.

### Main Duties & Responsibilities

- To assist in the gathering and redaction of information in response to Subject Access Requests (SARs)
- To assist in the production of and record keeping for Data Protection Impact Assessments (DPIAs).
- Assist with the organisation of school trips, supporting the EVC.
- To maintain student files, ensuring information is managed in accordance with Academy procedures and data protection policy.
- To create/organise/maintain paper and electronic records in a form which is easily accessible to others who may need to access the information.
- To provide general administrative support across a range of operational areas such as, photocopying, filing, note taking, completing standard forms, responding to routine correspondence.
- To assist in the organisation of events such as Progress evenings, Open Evening and Open Mornings, including welcoming families/external partners as required, non-uniform days, sponsored events, School photographer, vaccinations, performances etc.
- To send out communications to families via the Academy portal.
- To deal with enquiries, by email, telephone and in person, maintaining a high level of discretion and confidentiality.
- To act as parent champion for assistance with various IT apps and systems including; Parentpay, Arbor Parent Portal, Classcharts etc.
- To provide administrative support to the wider professional services team where required e.g. assisting with interview process, adding faults to the site team log, generating orders and goods received.
- To provide cover within the professional services team as required, e.g. undertaking reception duties and providing information and assistance to colleagues and visitors.

### Reprographics:

- To provide support for colleagues using reprographic facilities, ordering consumables, being responsible for stock control of reprographic supplies and coordinating requests for engineering support when necessary.
- To maintain diary of requests, ensuring all requests are scheduled effectively.
- To control work through the section to meet established turnaround times or agreed completion.
- To undertake the production of bulk papers for internal examinations and provide occasional support to the production of materials for teaching and learning.



### **Suspensions/Exclusions:**

- To manage the administration of fixed-period suspensions and permanent exclusions in the role of Academy Exclusions Officer (full training will be provided)
- To ensure procedures are maintained in compliance with relevant statutory guidance.
- To service statutory meetings of Rye College Aquinas Advisory Council for suspensions/exclusions, including the collation and distribution of supporting documentation to all parties in compliance with relevant timescales.
- To attend relevant training and keep knowledge of suspensions/exclusions guidance up to date to be able to advise Head Teacher and AAC members on the effective discharge of their responsibilities.
- In case of absence, to ensure that colleagues covering the administration of fixed period suspensions/permanent exclusions are properly briefed to maintain efficient operations in this area.

### **First Aid**

- To work as part of the first aid team to support the primary first aider in school (full training will be provided).
- To accompany an off-site trip to act as the designated trip first aider as appropriate.

### **Training**

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

### **Safeguarding**

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

### **Other Duties**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## Person Specification

Qualifications and training	
Essential	Desirable
<p><b>GCSEs in English and Math at grade c/4 or above</b></p>	<p><b>Safeguarding training</b></p> <p><b>Data protection training</b></p> <p><b>First Aid training</b></p> <p><b>Additional qualifications and training</b></p>
Skills and experience	
Essential	Desirable
<p><b>Experience:</b></p> <p><b>Working in an administration role</b></p> <p><b>Handling cash</b></p> <p><b>Handling confidential information</b></p> <p><b>Skills:</b></p> <p><b>Comprehensive use of all Microsoft Office programmes</b></p> <p><b>Data analytics</b></p>	<p><b>Experience:</b></p> <p><b>Working in an education setting</b></p> <p><b>Handling complaints and concerns</b></p> <p><b>Dealing with suppliers</b></p> <p><b>Skills:</b></p> <p><b>Calendar management systems</b></p>
Knowledge	
Essential	Desirable
<p><b>Understanding of their statutory requirements relating to safeguarding, equality, health and safety, and data protection.</b></p> <p><b>Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.</b></p> <p><b>Knowledge of how to use computer databases effectively and independently</b></p>	<p><b>Knowledge of education policies and procedures.</b></p>



<b>Personal traits</b>	
<b>The successful candidate will have:</b>	
<p><b>Excellent verbal and written communication skills.</b></p> <p><b>Excellent time management and organisation skills.</b></p> <p><b>The ability to work independently and as part of a team.</b></p> <p><b>The ability to maintain successful professional relationships.</b></p> <p><b>The ability to prioritise tasks and handle a demanding workload.</b></p> <p><b>Good problem-solving skills.</b></p>	





## Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you, if successful in your application, identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<b>X</b>
Working with children/vulnerable adults	<b>X</b>
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	

# Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes:

- Generous **annual leave package of 33 days** (including bank holidays) from day one;
- **Enrolment in the Local Government Pension Scheme** with employer's pension contributions of 20-23% (subject to annual review);
- Maternity, Paternity and Adoption leave;
- Sick pay entitlement rising to 6 months full pay / 6 months half pay after 5 years' service.

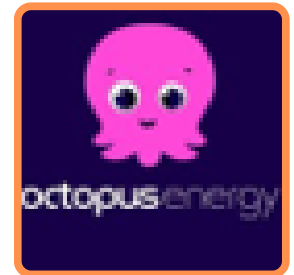


## Lease An Electric Vehicle



We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car.

Available to eligible staff.



## Benefits through Enjoy Benefits



### Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

### Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.

## Blue Light Card

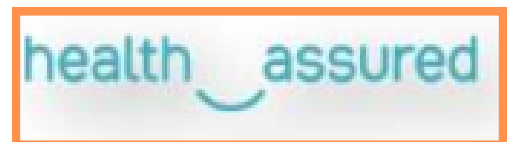


Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years access thousands of amazing discounts online and on the high street.



## Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.



## Supporting you with childcare...

Rye Community Primary School, Starfish Pre-school provides affordable high-quality childcare for the under-fives – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time childcare at our term-time pre-school between 8:30 am and 3:15pm. Starfish Pre-school: "Where the journey begins..."

