



Somers Park Primary School
Part of the Mercian Educational Trust

Administrative Assistant

September 2024

Closing Date: Friday 5th July



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Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Administrative Assistant at our school, Somers Park, part of the Mercian Educational Trust (MET).

Are you motivated, enthusiastic and be able to work with and support a range of people? Have you got excellent interpersonal and communication skills and can be flexible in your approach to the wide range of duties the post entails? Are you flexible, innovative and able to use your initiative?

We are looking for an administrator who will fit into our dynamic and hardworking School Office. Working in the hub of a busy school, we are looking for somebody with great interpersonal and organisational skills; who is flexible in their approach and who is able to prioritise tasks and workload.

The start date is **1st September 2024**. This is a full-time, term time only contract. (Permanent).

If you want to learn more about our school, you may choose to view our website www.somersparkschool.org.uk or visit the school.

We look forward to receiving your application.

Yours faithfully,

Mr Chris Hansen



Are you the Class Teacher we are looking for?

Are you efficient, friendly and passionate about providing an excellent support service to our children, staff and visitors?

Have you got excellent organisational and interpersonal skills?

Do you have the ability to multi-task in a varied role?

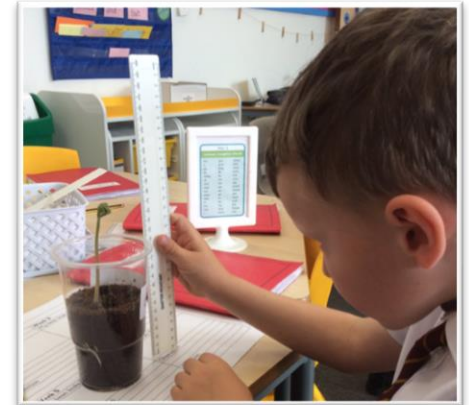


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What does it mean to be an Administrative Assistant at Somers Park?

- ☀ Somers Park Administrative Assistants are excellent communicators, who work efficiently in a team.
- ☀ Somers Park Administrative Assistants are positive people, committed to the school's vision and values, and ultimately, the children in our school.
- ☀ Somers Park Administrative Assistants are personable; they get on very well with colleagues and other stakeholders, and demonstrate excellent problem-solving and organisational skills.





The Recruitment Process

Closing Date: Friday 5th July at 9 am.

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our recruitment coordinator, Claire Evans at cevens@metacademies.org.uk or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all candidates who are shortlisted and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is 9am on Friday 5th July 2024. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Thursday 11th July 2024.

Please contact our recruitment coordinator, Claire Evans, in the school office on 01684 572949 or via email at cevens@metacademies.org.uk for further details or if you have any questions.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check

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About Our School

Somers Park Primary School has grown significantly over recent years following the construction in 2018 of the Malvern Vale satellite expansion site less than a mile from Somers Park. Our two sites work very much as one, with teachers working together and children learning the same curriculum.

Growing a year group at a time, our Malvern Vale site now has Reception, Year 1, 2, 3, 4, and 5 classes, and we will be at the seven-class capacity by September 2024. We have the best of both worlds - fantastic modern facilities with a small school feel at the Malvern Vale site, accompanied by our Somers Park site, which has an established, forward-thinking culture, demonstrating proven success over several years.

We are fully inclusive, holding high expectations and aspirations for all. At our last Ofsted in the summer of 2022, we were graded as a good school, with outstanding judgements for both Early Years, and Personal Development, commenting that 'Pupils thrive at Somers Park Primary School.' We couldn't put it better ourselves!

We are proud of the way our learners are prepared for the next phase of their education and beyond. Our *Think. Know. Explain. Do.* curriculum model encourages inquisitive thinking and independent learning. The curriculum is enhanced by a balanced and interesting enrichment programme of additional experiences and visits.



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Key Information about Somers Park Primary School	
Type of school	Primary Academy - split site
Age Range	2yrs 9months- 11yrs
Location	Malvern, Worcestershire
Trust	Mercian Educational Trust
Number of children	601 (including 61 Nursery children)
Number of classes	22 (including Pre-school and Nursery)
Average class size (primary)	29
Last Ofsted Inspection	July 2022- Good, with Outstanding judgements for Personal Development and Early Years
% eligible for Pupil Premium Funding	19%
% of children with SEN	19%
% of children with EAL	3%



Administrative Assistant- Details of the post

- ☀ Full time, working 35 hours per week: Monday to Friday on our Malvern Vale site initially.
- ☀ Term time only.
- ☀ The role will be offered on a permanent basis. Scale 3 (SCP5-6).





Job Description

Job Title: Administrative Assistant

Salary Scale Point: Scale 3 (SCP5-6)

Employer: Mercian Educational Trust

Job Purpose

To organise and provide school administrative and financial support services to ensure the efficient day-to-day operation of the school.

Main Areas of Responsibilities

- 🌟 Complete tasks which require a good standard of practical knowledge and skills.
- 🌟 Demonstrate creativity within the general framework of recognised procedures.
- 🌟 Have contact with other people relating to issues which are generally not contentious but where the outcome may not be straightforward.
- 🌟 Provide advice and/or guidance to others regarding school issues that are less well established.
- 🌟 Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
- 🌟 Have responsibility for the accurate handling and security of small sums of cash, cheques or financial resources.
- 🌟 Promote and enact safeguarding the welfare of children and young persons with whom you come into contact.

This post requires the ability to perform a role that involves frequent contact with children
This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

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Specific Duties- Administrative Assistant

- 🌟 To promote a friendly, inviting and professional and courteous environment as the first point of contact for visitors to the school.
- 🌟 Deal with complex reception/visitor etc. matters
- 🌟 Organise school trips/events etc.
- 🌟 Administration of recruitment and other personnel procedures
- 🌟 Manage manual and computerised record/information systems
- 🌟 Analyse and evaluate data/information and produce reports/information/data as required
- 🌟 Undertake word-processing and complex IT based tasks
- 🌟 Provide administrative and organisational support to other staff
- 🌟 Undertake administration of procedures
- 🌟 Complete and submit forms, returns i.e. school census and nursery funding portal, including those to outside agencies e.g. DfE
- 🌟 Undertake the administration of Finance systems i.e. Hoge portal and Fees and Charges
- 🌟 Provide advice and guidance to staff, pupils and others
- 🌟 Administrate use of school facilities i.e lettings
- 🌟 Assist with marketing and promotion of the school
- 🌟 Undertake financial administration procedures as per the trust finance & HR handbook
- 🌟 Managing the admin and usage of the minibus
- 🌟 Administrator of school newsletter
- 🌟 Administration of room booking including liaising with outside agencies for pupil health checks done within school
- 🌟 Complete general office duties including school photocopying
- 🌟 Ensure the admin office & reception area is kept tidy and presentable at all times
- 🌟 Update school website

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General Duties- Administrative Assistant

- ☀ To participate in the school's staff appraisal system as appropriate
- ☀ To take responsibility for promoting and safeguarding the welfare of children and young people
- ☀ To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- ☀ To undertake training and staff development as needed and as determined by Trust and school management.
- ☀ To undertake such other duties, commensurate with the post, which your managers, or other members of the Senior Management Team may reasonably and occasionally require.





Supervisory Information

Supervision Received

The postholder is directly responsible to the Senior Administrator

Support and challenge will be provided by:

Headteacher
Phase Leader/Senior Teacher

Senior Leadership Team consisting of Headteacher, Deputy Headteacher, Assistant Headteachers

Principle Contacts

Headteacher

Deputy Headteacher

Assistant Headteachers

Phase Leader/ Senior Teacher

All teaching staff

All support staff within the phase

Parents and Carers

MET colleagues





Person Specification

Training, qualifications and experience

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Training and qualifications	Essential	Desirable
GCSE/O-Level equivalent: Maths and English Grade C+		
Vocational qualification in finance or administration		
Experience, knowledge and understanding		
Good literacy and numeracy skills		
Good organisational skills		
Ability to build effective working relationships with pupils and adults		
Able to communicate efficiently with parents, pupils and other stakeholders as necessary		
Willing to work closely within a team offering support to other team members		
Prepared to learn administration of new software		
Aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, financial standards and data protection		
Able to work well under his/her own initiative		
Accurate and proficient in all tasks demonstrating attention to detail		
Capable of meeting strict deadlines		

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Person Specification

Characteristics and competencies

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Characteristics and competencies	Essential	Desirable
Ability to promote the school's aims positively.		
Ability to develop good personal relationships within a team; making an effective contribution to high morale.		
Commitment to safeguarding pupils' wellbeing and equality		
Boundless enthusiasm, determination and drive to inspire others to achieve high standards		
Reliable and punctual		
An appetite and stamina for challenging work		
A solution-focused mind-set and determined "no-excuses" approach to tasks		
A personable nature to build effective relationships with parents and all members of the school community		
A lively, creative and good-humoured approach to all aspects of school life		
Ability and keenness to promote the school's positive culture and ethos		





Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jobs

All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.

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