

Zest Academy Trust

Recruitment Information and Application Pack

Administrative Officer

March 2024
(Permanent)

Information

The academy is part of Zest Academy Trust which promotes its own set of values which we believe in.

ZEST will promote a love of learning, have a constant focus on teaching and assessment and will effectively manage all its resources.

ZEST will prepare our children for life's challenges by creating innovative, safe learning environments that challenge preconceptions and expectations.

ZEST values each member of the ZEST learning community by trusting, supporting and treating each other with dignity and respect.

ZEST will enable our family of schools to maintain and develop their own school identity, sharing innovative practice and support.

ZEST will enable staff to develop professionally and share their enthusiasm and love of learning with the children in their care.

ZEST Leaders and teachers will share expertise and experience within the ZEST community and will collaboratively support professional development and build effective learning capacity.

ZEST will always challenge to improve

Dear Potential Applicant,

Thank you for showing an interest in our current vacancy. Waterloo is a thriving three-form entry primary academy in the South Shore area of Blackpool. We educate up to 680 children in our Victorian school buildings yet are fortunate to deliver a 21st Century education through our exciting, inspirational, global curriculum which focuses on four world issues; **Culture**, **Conflict**, **Conservation** and **Communication**.

We currently have a vacancy for an **Administrative Officer** to complement our existing team.

The successful candidate will be required to work within a busy school office. The admin function of the school is essential in ensuring whole school success.

The successful candidate will have:

- experience carrying out administrative tasks
- English and maths GCSEs Grade 4 or above.
- experience of using Microsoft applications and management information systems
- excellent interpersonal communications skills

Vacancy: Administrative Officer

Grade: Grade C SCP 5-6

(FTE £23,500 - £23,893 pro rata. Actual salary £14,719 – £14,965)

Hours: 26.5 hours per week (30minute unpaid lunch break)

45.6 weeks payable in 12 equal payments.

39 weeks worked, 6.6weeks paid holiday including bank holiday pro rota'd

Working pattern: Monday, Tuesday, Thursday, Friday 08:00am – 2:00pm

Wednesday 10:00am – 3:00pm

Contract: Permanent (term time only plus 1 week)

Required from: ASAP

Closing date: Friday 26th April 2024 (noon)

Shortlisting: Monday 29th April 2024

Interview with task: Monday 13th May 2024

If appointed, we can offer you:

- enthusiastic, motivated and friendly children who are excited about current world issues in a broad, deep and progressive curriculum
- strong, supportive leadership and a dynamic, talented staff team
- exceptional levels of teamwork and a focus on staff wellbeing
- excellent professional development opportunities
- a bespoke wellbeing programme

How to apply:

Application forms, person specification and job description is available to download from the school website <https://waterloo.zestacademytrust.co.uk/our-vacancies/> or alternatively contact the school office on 01253 315370.

Please return your completed application form and a covering letter of interest (no longer than 2 sides of A4) to: **Mrs Nicola Lea, HR Business Manager** via the school's postal address or alternatively email to: HR@zestacademytrust.co.uk

If you have not been contacted within two weeks of the closing date you can assume that, on this occasion, your application has been unsuccessful.

We look forward to receiving your application, if you have any questions regarding the post, please contact the Head of School, Jenny Brown on 01253 315370.

Thank you for the interest you have shown in this vacancy.

The Trust and Governing Body adopt a positive attitude to the employment of Disabled Persons and guarantee an interview to those who meet the essential criteria of the person specification.

Waterloo Primary Academy is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory three-year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act. Please note; CV's are not accepted.

Online searches will be conducted on shortlisted candidates. Please see Zest Academy Trust Recruitment and Selection policy for further details - located on our school website <https://waterloo.zestacademytrust.co.uk/our-vacancies/>

Job description

Title of Post	Administrative Officer 2
Grade	Grade C scp 5-6
Hours	26.5hours
Weeks	Term time only plus 1 week
Weeks per year payable	45.6weeks (paid in 12 equal payments) <i>(39weeks worked, 6.6weeks paid holiday including bank holiday pro rata'd)</i>
Reporting to	Office Manager

Purpose of the Job

The administrative officer is responsible for supporting with the administrative and organisational processes within the Academy. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Main Duties

General administration

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Carry out filing, printing and photocopying.
- Assist with organising parents' evenings and other meetings and events
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times Attendance administration
- Be responsible for recording, monitoring and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Process admissions/leavers to the Academy

Reception

- Act as the point of contact for parents and visitors arriving at the school

- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

Security

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, checking DBS certificates and recording on the single central record. Issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

Collaborative Working

- Liaising and responding to queries from external bodies, governors, staff, members of the public and other agents on behalf of Academy employees

Other

- To carry out duties of the post in accordance with the Data Protection Act, the health and Safety at Works Act and other relevant legislation as well as the Governing Body Policy
- To support the Trust's commitment to safeguarding and promoting the welfare of children in the Academy
- To adhere to all procedures within the Academy to ensure the safety of all children

- Attend meetings as determined by the Business Manager/Head of School
- To undertake other duties appropriate to the post as directed

Staff development

Participate in training, other learning activities and performance management, as may be reasonably directed

Quality assurance

Review one's practice to ensure that standards are maintained

Management information and administration

- Be responsible for keeping and updating records as agreed with the Office Manager/CFO/COO, contributing to reviews of systems/records as requested

Communications

- Maintain positive communications with visitors and within school

Marketing & Liaison

- Establish constructive relationships with parents/carers and visitors

Corporate responsibility

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person/body
- Be aware of, and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Trust
- Ensure that positive professional behaviours are modelled at all times
- Appreciate and support the role of professionals and support staff.
- Attend and participate in relevant meetings as may be reasonably required.
- Actively promote the Trust's corporate policies.
- Comply with the Trust health and safety policy and to the overall ethos/work/aims of the school

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so

Other Specific responsibilities

- Carry out the duties in the most effective, efficient, and economic manner
- To continue personal development in the relevant area
- To participate in the staff review, and appraisal process

General statement

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the post holder, may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

Approved date: October 2023

Person Specification

Personal Attributes required	Essential (E) or Desirable(D)	Identified by:
<p>Qualifications <i>The successful candidate will have:</i></p> <ul style="list-style-type: none"> • First aid training (or willingness to complete it) • Safeguarding • Maths & English (Grade 4 or above) 	<p>D</p> <p>D</p> <p>E</p>	<p>Application</p> <p>Application</p> <p>Application</p>
<p>Experience <i>The successful candidate will have experience:</i></p> <ul style="list-style-type: none"> • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team 	<p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/interview</p> <p>Application/interview</p>
<p>Knowledge/Skills/Attributes <i>The successful candidate will have:</i></p> <ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application/interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

Personal Qualities		
<i>The successful candidate will have:</i>		
<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils 	E	Interview
<ul style="list-style-type: none"> • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school 	E	Interview
<ul style="list-style-type: none"> • Ability to work under pressure and prioritise effectively 	E	Application/Interview
<ul style="list-style-type: none"> • Commitment to maintaining confidentiality at all times 	E	Interview
<ul style="list-style-type: none"> • Commitment to safeguarding and equality 	E	Interview
<ul style="list-style-type: none"> • Embraces change well 	E	Interview
<ul style="list-style-type: none"> • Deals with difficult situations effectively 	E	Interview
<ul style="list-style-type: none"> • Flexible 	E	Interview