



**Alma
Primary**

עולם חסד יבנה
A world built on kindness

Admin and Finance Assistant

Candidate Information Pack

Contents

Welcome from our Headteacher

Page 1

About our learning school

Page 2

- Our name
- Our ethos and values
- Our approach to learning
- Our site

Joining our growing school

Page 6

- Our commitment to staff
- Our commitment to Safer Recruitment

Person Specification

Page 7

Job Description

Page 8

Our recruitment process

Page 10

Welcome from our Headteacher

Dear Candidate,

Thank you for giving us the opportunity to introduce you to Alma Primary, a learning community that equips children to become creative, caring and committed learners in a changing world. Alma Primary has sprung from the hopes and efforts of a group of dedicated parents, many of whom are governors or volunteers in our school community that has grown over the last ten years.



From our site in Whetstone we welcome families from across the Jewish community and beyond to be part of our school, where exploration of Jewish tradition is at the heart of everything we do. Our goal at Alma Primary is to help each person to become the best they can. As a small school with big aspirations, we also aim to make our school, our community, our society and our world a better place for all. Our curriculum supports the development of essential skills in science, language and literacy, humanities, maths, technology, sport and across the arts, which enable children to become successful learners, as well as an asset to the local community. Through deep engagement with the rich and varied heritage that Judaism offers, blended with the very best of twenty-first century understanding, we help children to find creative solutions to the challenges that tomorrow will bring.

We are looking for a nurturing person who has passion, enthusiasm for our school's inclusive Jewish ethos, problem-solving skills and a great sense of humour to join our team. Jewish tradition teaches that the world is built on study, prayer and acts of loving-kindness. At Alma Primary, we nurture each member of our learning community, helping them develop academically and spiritually, and enabling them to care for others.

We are proud of our inspections. In the Summer of 2023 Ofsted inspectors judged the school to be "Good" in all five Ofsted categories. In Summer of 2022 we were judged by Pikuach as an "Outstanding" school.

This pack will tell you more about the school and I look forward to welcoming you to Alma Primary in the future.

I'shalom – in peace,

A handwritten signature in black ink, appearing to read 'Marc Shoffren'.

Marc Shoffren.

About our learning school



Our Name

Alma has many meanings: In Aramaic, the language of traditional Jewish writings, Alma means 'world'. Alma Primary brings together children from across the Jewish community and from the wider local community. This inclusivity and diversity goes hand in hand with Alma Primary's Jewish values, including *derech eretz* – respect for everyone. In Spanish 'Alma' is the soul, reflecting our desire to support children's spiritual and personal development.

In Latin, Alma means 'nourishing' and is the root of the phrase 'alma mater', the from which one has graduated, reflecting our commitment to excellence in teaching and learning. Our school will become the alma mater of a new generation of children who have been educated in a happy and nurturing community of learners and friends, enabling all our pupils to achieve their full potential in the world.

Alongside our school logo is the phrase from the Psalms, *Olam Hesed Yibane*, 'a world built on kindness'. Our vision is of a world built on caring and compassion, exemplified by a school where children experience kindness themselves and learn to be kind to others.

Our Ethos and Values

We have a unique ethos, based on four key pillars:

- Excellence in teaching and learning;
- Inclusivity and diversity;
- Identity and values;
- Nurturing each child to achieve their best.

Excellence in Teaching and Learning

Our school supports the highest level of academic attainment and places a priority on critical, independent and creative thought and expression. Every child is supported to make the greatest possible progress, achieve their maximum potential and make a successful transition to the secondary school of their choice. We provide all children with a thorough Jewish and Hebrew education of the highest standards that equips them with the skills, knowledge and confidence to participate in life and learning.



school

Inclusivity and Diversity

We are a community, non-selective free school welcoming children of all academic abilities. We support the abilities and learning styles of every child from the gifted and talented to those with specific educational needs. We welcome families from across the spectrum of religious observance and families who are of other faiths and none. All families are valued and included, regardless of how or whether they choose to be involved in Jewish life.

Identity and Values

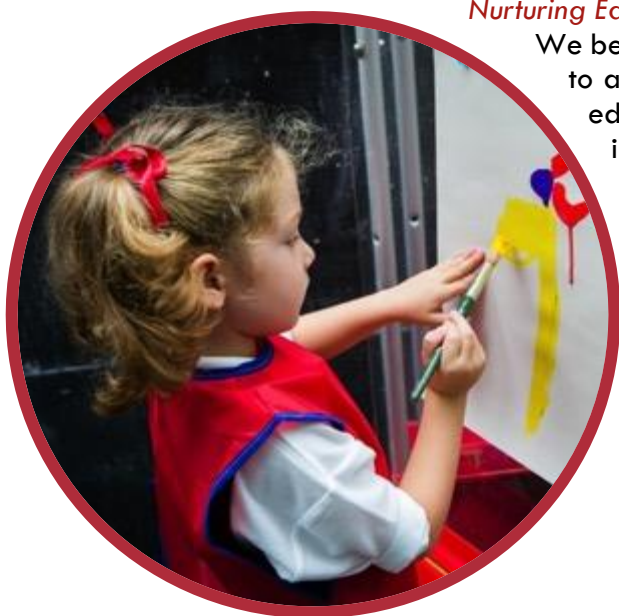
The school is a caring, inter-generational community of children, parents and teachers in which we foster a love of Judaism, pride in Jewish identity and a commitment to the Jewish people and Israel.

Through positive and inspiring Jewish experiences, including daily prayer, we enable the moral and spiritual development of the young people in our care. Our children are imbued with the ethical and moral values of the Jewish tradition including good citizenship, volunteerism, mutual responsibility, care for the natural world and positive relationships with other faiths and the wider community.



Nurturing Each Child to Achieve their Best

We believe that the most important contribution a primary school makes to a child's life is to create a love of learning and an enjoyment of education. When this is achieved, school continues to have a positive impact right through to adult life. To this end, we have built a happy, warm and nurturing environment in which children experience success both in lessons and in extra-curricular activities; become independent and resilient learners; grow as people intellectually, spiritually and physically; enjoy warm relationships with their teachers and with each other; and are excited and inspired to challenge themselves within a safe and secure context.



Our Approach

Educational Vision for a Learning School

Alma Primary is a learning school, where every member of the school community is involved in learning and improving. We believe that the individual child's learning journey is a responsibility shared by the whole school professional team.

Nurturing Emotional Literacy, Individuality and Difference

An essential component of our school is the development of children's emotional literacy, helping them to understand their own emotions, and those of others as well as encouraging children to look at the impact of their behaviour on others. Through understanding and celebrating different cultures, staff at Alma Primary enable children to develop their own unique identities, and become confident participants in a diverse world, with a passion to improve and care for it.

21st Century Learning Skills

Alongside the traditional set of skills, children at Alma Primary benefit from learning a range of 21st century learning skills. These include creativity and innovation, critical thinking and problem solving, communication, and collaboration. Central to our teaching philosophy is the importance of giving children the opportunity and encouragement to use creativity to solve problems and generate solutions to challenges. We use innovative approaches, including iPads, to enable children to use technology as an aid to learning. Through the use of philosophy for children we enable children to ask questions and work collaboratively.



Deep Learning and Imagination

Children at Alma Primary enjoy an approach to learning, which nurtures learning skills and develops the imagination, where children have structured encouragement and support to become experts in a designated field, enabling them to become mature, confident learners.

Our Site

Alma Primary moved to its own purpose-built site in Whetstone in 2016. The site provides exceptional facilities close to Totteridge and Whetstone tube station in North London. It has large classrooms and additional learning spaces which we have designed to meet the needs of our primary school. The classrooms create flexible learning environments, with the use of up-to-date IT equipment. As well as the classrooms, the site also contains offices, a hall, library and small group learning spaces. There are full-time security guards on site during school hours.



Transport

To minimise our carbon footprint, as well as the amount of local traffic, we actively support families in sharing their school journeys. Many of our families use the tube to bring children to school and we run an onsite drop-off and collection system.

There are bike racks and a shower for staff.

Joining our growing school

Our commitment to staff

We are committed to nurturing and developing staff at Alma Primary. We are an equal opportunities employer and welcome applicants from varied backgrounds to work in our learning community.

We provide a bespoke training program and provide access to high quality CPD courses including Jewish communal education training events. In addition, our staff supervision program is focused on enabling each individual member of staff to thrive.

We are closed for both days of major Jewish festivals and we close early on Fridays during the winter.

As a one form entry school, there are frequent opportunities for additional responsibilities, gaining experience and developing new initiatives.

Our Commitment to Safer Recruitment

We are committed to safeguarding and protecting children and we expect all staff and volunteers to share this commitment.

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.



Person Specification for Admin and Finance Assistant

To be evidenced through application form, references, interviews and tasks

	Essential	Desirable
	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • Right to work in UK • High level communication skills, including written and oral literacy (e.g. English GCSE or equivalent at grade B or above) • High level numeracy skills (e.g. Maths GCSE or equivalent at grade B or above) 	<ul style="list-style-type: none"> • Post 16 education • Admin experience and qualifications • Clerical experience and qualifications • Good organisational skills • Paediatric First Aid training
Skills & experience	<ul style="list-style-type: none"> • Confidence in using technology including email, word processing, spreadsheet and database • Pleasant phone manner 	<ul style="list-style-type: none"> • Familiarity with working in a primary school. • Experience of working within a Jewish setting
Personal characteristics & behaviours	<ul style="list-style-type: none"> • Flexible attitude • Helpful, positive, calm and caring nature • Willingness to succeed • Able to follow instructions accurately • Reliable, honest, efficient, well-organised • Able to act on initiative when required • Full agreement with, and commitment to maintain and develop, the inclusive Jewish ethos of the school • Understanding of the importance of confidentiality and discretion • Commitment to equality of opportunity and the safeguarding and welfare of all pupils 	<ul style="list-style-type: none"> • Able to set targets and meet deadlines • Able to respond to challenge • Caring and understanding approach • Able to foster good relationships with parents • A desire to actively participate in school life • Genuine passion and a belief in the potential of every pupil • Able to establish good working relationships with colleagues • Adaptable and versatile approach to working • Willingness to contribute to extra curricular activities • Commitment to equality of opportunity irrespective of ability, gender, ethnic or social background • Willingness to undertake training
Work related skill and experience	<ul style="list-style-type: none"> • Practical handyperson skills necessary to undertake general building maintenance, minor repairs and porter duties. • Understanding of health and safety guidance • Practical approach to problem solving. • Good communication skills • Entitlement to work in UK 	<ul style="list-style-type: none"> • Experience and understanding of the day-to-day management of a school or other public site. • Knowledge of Health and Safety legislation • Knowledge of managing small building projects • Experience of working within a Jewish setting • Plumbing and/or electrician experience or qualification. • First aid qualification

Note: Long-listed candidates will be required to complete tasks including literacy and numeracy activities, prior to interview. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and is subject to an enhanced Disclosure and Barring Service check. The school reserves the right to require the successful candidate to undertake a medical examination prior to a contract of employment being issued.

Job Description for Admin and Finance Assistant



ROLE

To work in the school office as part of the admin team, supporting the school administrator and school business manager, as well as supervising lunch and playtimes.

Reports to: School Business Manager	FTE Salary range: £26,657 (Level 6)-£28,190 (Level 15) Actual salary for the role: £11,116 (Level 6)-£11,755 (Level 15)
Start date: asap	Hours: Part-time 0.417 (2 days per week) term time + 10 additional days out of term time

Key responsibilities

- To support the school administrator and school business manager in ensuring high quality administration and organisation of the school
- To support teachers and other colleagues in creating an enjoyable and purposeful learning environment
- To act as a first contact for children, parents and visitors
- To help with lunchtime arrangements and playground supervision

Outcomes and activities

Supporting school administration and financial organisation

- Manage a range of daily and weekly tasks, including oversight of registers
- Organise bookings and travel arrangements
- Answer the phone, directing calls and addressing enquiries
- Taking notes in meetings, including weekly staff briefings and other meetings as required
- Managing deliveries and chasing missing purchases
- Deal with first aid issues that arise, including playground incidents where required
- Ensure that the school public spaces and staff room is kept neat and tidy
- Photocopy resources and documentation to support teachers and other staff
- Set up resources for weekly assemblies
- Promote the ethos of the school, especially inclusion and acceptance of all pupils in the school
- Attend to banking and other financial duties
- Help to manage tender processes
- Maintain the school asset register

Other

- Working in a team to support and supervise lunches, as well as clearing the lunch hall
- Supervise pupils in playgrounds, lunchrooms, and at other times, as required
- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required
- Undertake other various responsibilities as directed by the Headteacher

NOTES:

- This job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title as the School evolves.
- This job description will be reviewed annually in consultation with the Headteacher and Governors according to the changing needs of the School as outlined in the School Improvement Plan

Our recruitment process

Long Listing

We will 'long-list' candidates whose applications meet our criteria.

Long listed candidates will be invited to have an informal discussion. For teaching positions we will arrange to observe candidates teaching a lesson and other candidates will be asked to complete online assessments.

Shortlisting

Following lesson observation and/or online assessments a shortlist of candidates will be drawn up. References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Successful candidates will be invited to interview. Candidates invited to interview will be asked to address any discrepancies, anomalies or gaps in their application form



Applying

Full details of the school are on our website: www.almaprimary.org.

Please note that applications can only be accepted on the Alma staff application form, which is on our website from the 'Recruitment' page, available under 'About Alma'.

For an initial discussion about the role, please e-mail recruitment@almaprimary.org or call 020 8343 9988. We look forward to receiving your application.



Friern Barnet Lane, Whetstone N20 0LP
Tel: 020 8343 9988
www.almaprimary.org