

Information Pack for

Admin Assistant



FORTIOR·QUO·PARATIOR
The Better Prepared the Stronger



Hornsey School for Girls

Inderwick Road, Hornsey, London, N8 9JF

Headteacher – Ms Kuljit Rahelu

www.hsg.haringey.sch.uk



Contents Page

Headteacher’s Welcome.....	Page 3
About Hornsey School for Girls - Our Ethos & Values	Page 4
Work Life balance - Reasons to work for us	Page 5
Job Description and Person Specification.....	Page 6 - 10

Click below for:

- [School Term Dates](#)
- [Reason’s to work for us](#)
- [Policy Statement](#)
- [Equality Statement](#)

Headteacher's Welcome

Thank you for considering our school as your next career move. We are a unique provision in the borough of Haringey as the only Girls School in the borough. We are a community school and when you join us, that is what you become – part of a caring, aspirational community with supportive colleagues and awesome students at all levels.



Hornsey School for Girls lives and breathes its motto – ‘The better prepared the stronger’ We recognise that our students have limitless potential and our school will create, through its experiences and teaching, the next generation of leaders, innovators and social change. We know that in extremely competitive environments in the workplace as well as academically, preparation to succeed is critical. Academia is important to us – but not at the cost of the emotional wellbeing of our school community. For students this means we support their wellbeing every step of the way. We also value our staff team. We want all of our team to have a healthy work/life balance and have a confidential employee assistance programme in place.

The school is a 6 form entry comprehensive. Our standards and expectations are high of all – we are not the school for you if meeting expectations including above average outcomes for exam classes is not your priority. It absolutely is ours, and we manage this by giving you the tools and resources you need to enable this to happen. Our outcomes at Key stage 4 have consistently been above average since 2016. This is a trend we intend to keep and we can only do this by supporting and enhancing our greatest assets – our diverse staff and student body.

You join us knowing you join a ‘good’ school. This school is a dynamic and exciting learning environment with creative teaching and learning as the norm. Our students are bright, articulate and intellectually curious about the world we live in. They are committed to social justice and they are supported in this by a broad curriculum which allows them avenues to flourish, explore their passion and experience the diversity of the world around them. If this sounds like the kind of school you want to work in, then we would be delighted to receive your application.

We look forward to receiving your application.



Kuljit Rahelu

Headteacher



Bradley Fage

Chair of Governors

Hornsey School for Girls

The Better Prepared the Stronger

Ethos

Our key priority is to ensure high achievement for every girl at Hornsey. Through high standards of teaching, our broad and balanced academic curriculum and our extensive opportunities we inspire every young woman to raise her expectations and to be ambitious to fulfil her potential. We foster a love of learning for all of our students and encourage creativity and innovation across the curriculum.



As an international school, Hornsey students are encouraged to participate in national and international issues with integrity and confidence. We believe that every student has an opportunity to have an impact in influencing the world around us and we nurture leadership qualities in all of our students.

Our safe and welcoming school ethos is conducive to effective learning enabling every student to thrive in a calm and purposeful atmosphere. We foster healthy relationships, resilience and collaboration between students in order to prepare them for their world of tomorrow as well as today.

Values

- 1. Have respect for all.** Treat everyone and everything around you with the highest respect.
- 2. Show kindness to everyone.** Celebrate everyone for who they are including their race, culture, ability, sexuality and individuality.
- 3. Give 100%.** Work hard in lessons and at home; give everything you do your absolute best at all times.

Work Life balance – reasons to work with us

Our school is committed to ensuring all employees have support and guidance to ensure their mental wellbeing and work life balance is healthy. Additionally the school offers:

20% PPA as standard

Meeting schedules and timeframes shared at the start of the year to enable planning

Directed time used to support CPE as well as operational management

Welcomes flexible working applications and agree all those that meet the business needs of the school

Centralised detention systems to reduce demands on middle leaders

Staff consultation group

JOB DESCRIPTION - Admin Assistant

Job Title: Admin Assistant

Salary range: Scale 5

Responsible for:

Reporting to: Office Manager

Job Purpose:

The post holder will provide high quality, timely, centrally controlled administrative support ensuring that all school communication, letters, events, reports, and meetings are effectively recorded adopting efficient systems of operation. This will include alignment to a keystage supporting relevant AHT and DoLs as instructed as defined by the office manager

There are no line management responsibilities with this post.

Principle Accountabilities:

- To provide efficient and effective administrative work across the school
- To be a first aider for students, staff and visitors
- To be a fire marshal
- To undertake reception duties as required
- To utilise online portals and digital systems in all aspect of the admin role including immediate adoption of Google Drive/Docs/classroom other online packages to increase productivity

Core responsibilities (exact responsibilities to be agreed on appointment):

- Be a First Aider for students, staff and visitors on a rota system
- Provide administrative support the business needs of the school (the following list is not exhaustive but as an example) - administering admissions; issuing replacement student timetables; behaviour tracking and issuing of all/any letters home; medical appointments and arrangements; travel passes and applications; checking and administration of registers; upkeep of student files; punctuality administration; data entry for assessment software, undertaking examination administration as required, completing confidential SEN/D records, including annual review paperwork, liaison with key staff and parents, updating parental contact information within a designated 4 week period, undertaking phonecalls to key stakeholders, support the senior and middle leaders of the school with administrative activities that support the further development of student wellbeing, trips, teaching and learning.
- Minute meetings as required including confidential staff or parent meetings with an expectation of timely return of minutes
- Organise hospitality for school events and meetings as required across all school
- Liaise with external organisations as required.
- Undertake training and development relevant to the post.
- Cover reception duties via a rota to be front facing liaison with all school visitors in a professional and courteous manner
- Operate as a member of the administration team within the school in meeting all its administrative needs, including the completion of holiday work.

JOB DESCRIPTION - Admin Assistant

- Undertake Health & Safety duties as directed by the School Office manager including taking a register of staff/ being a fire marshall as directed by the School business manager
- Manage the admin staff email and room bookings as directed on reception
- To undertake all reasonable duties as requested by either direct line managers or senior staff
- Assist in the supervision of students as required, for example in exams, on trips and at break times.
- The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.
- Implement and follow all school and LA policies and procedures, including giving due regard to the schools' equal opportunity policy.
- Ensure all work is appropriately documented and kept up-to-date.
- Keep abreast of current legislation and developments in relation to the role and attend training where appropriate.
- Participate fully in the School's performance systems to ensure a proactive and professional improvement
- To keep a high standard of confidentiality as part of professional approach to your role and remit

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers, which seeks to acknowledge success, resolve problems and identify training / development needs

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility.

Such variations would not justify the re-evaluation of a post.

School Ethos

For Hornsey staff in general:

- To play a full part in the life of the school community, to support its distinctive vision and ethos to lead staff and students in doing the same.
- To actively support the school's corporate policies and aspirations.
- To adhere to the staff professional code of conduct as developed collectively by staff.
- To comply with the schools Health and Safety Policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This role is subject to an enhanced DBS check.

Job Title: Admin Assistant

Safeguarding statement

Our core safeguarding principles are:

Promotion

- Making sure pupils, parents, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school

Prevention

- Positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures

Protection

- Following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

Support

- For all learners, parents and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.

Working with parents and other agencies

- To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

The school will:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure students and parents know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the citizenship (personal, social, health, education) CPSHE curriculum for students to develop the skills they need to recognise and stay safe from abuse
- Act in the best interests of children first. All children have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Recognise the importance of safeguarding and the promotion of children's welfare at all times. Safeguarding is embedded in all the school's processes and procedures and at the heart of our school to provide an ethos and environment that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies

PERSON SPECIFICATION — Admin Assistant

	Essential or Desirable
Qualifications & Experience	
<ul style="list-style-type: none"> • Working with pupils of relevant age • Previous administrative support roles • NVQ4 or equivalent qualification or experience in relevant discipline • GCSE (or equivalent) A*-C in English and Maths 	<ul style="list-style-type: none"> • Desirable • Essential • Desirable • Essential
Knowledge & Skills	
<ul style="list-style-type: none"> • Effective use of IT packages including SIMS • Use of specialist equipment / resources • Full working knowledge of relevant policies / codes of practice / legislation • Ability to plan and develop systems • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities 	<ul style="list-style-type: none"> • Essential • Desirable • Essential • Desirable • Essential • Essential • Essential
Personal Qualities	
<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • A sense of perspective and humour 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Desirable • Essential • Desirable
Equal Opportunities	
<ul style="list-style-type: none"> • Commitment to implementation of the school's equal opportunities policy 	<ul style="list-style-type: none"> • Essential
Continuous Professional Development	
<ul style="list-style-type: none"> • Willingness to undertake additional training / staff development at appropriate • Ability to reflect on your own professional practice 	<ul style="list-style-type: none"> • Essential • Desirable

PERSON SPECIFICATION —Admin Assistant

Other Requirements	

CONFIRMATION OF JOB DESCRIPTION AND PERSON SPECIFICATION

POST:

NAME:

I confirm that I have read this job description and person specification

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Signatures:

The job description is current at the date below but may be reviewed, in consultation with you, and may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed.....

Date