



FILTON AVENUE

PRIMARY SCHOOL

JOIN US

LEADING THE WAY

W: WWW.FILTONAVENUE.COM T: 0117 903 0302

FILTON AVENUE PRIMARY SCHOOL LOCKLEAZE ROAD BRISTOL BS7 9RP

KEY SCHOOL FACTS AND STATISTICS



Type of school	Academy
Age Range	4 to 11 years at Lockleaze Road and Orchard Campus
Location	Lockleaze Road, Bristol and Orchard Campus, Filton Road, Bristol
Number of Children	640 on Lockleaze Road site + 210 at Orchard Campus
Average Class size	30
Attendance	95%
Date school established	1930's for main site 2012 for Orchard Campus
Number of teaching staff	46
% of newly qualified teachers	9%
% of children free school meals	26%
% of children with SEN	19%
% of children with English as an additional language	36.5%



PROVEN TRACK RECORD



Thank you for your interest in the role of Administrator at Filton Avenue Primary School. Filton Avenue Primary School opened in 1931 and shares a campus with Filton Avenue Nursery and Children's Centre although they remain separate schools.

The former Infant and Junior schools merged to become Filton Avenue Primary School in September 2015. The infant school moved to academy status in 2012 within a trust (Trust in Learning Academies (TiLA)) with three other schools including Orchard School Bristol.

As part of the expansion of primary places to meet the increased demand in Bristol we also operate on a second site at Orchard School Bristol on Filton Road. The construction work finished in the summer of 2013 to convert an unused wing of Orchard School Bristol into a one form entry primary provision. We refer to this site as Orchard Campus. September 2018 saw the admission of the seventh class on this site. The site is managed on a day to day basis by the Head of SACool Orchard Campus.

The pupils are drawn from a diverse range of backgrounds in the Horfield/Lockleaze area with some coming from further away. The school aims to offer a rich, broad and balanced curriculum.

We have a large committed staff made up of Senior Leaders, Teachers and Learning Assistants which is supported by a team of administrators managed by the School Business Manager.

Our team offers a range of internal and external support services that deliver excellence in administration for all members of our community. You will play an important part of our continued drive to deliver an outstanding admin service. The role is a key role within our existing team and may include working at either or both of our sites at times throughout the week.

Provide administrative support for the completion of effective support services in the running of the school. Provides point of contact for parents and visitors, ensuring information flows are effective.

KEY JOB OUTCOMES

Administration and Communications

- Provide full administration and effective support services for the school.
- Provide a professional and welcoming reception for all visitors, email and telephone enquiries to the school.
- Communicate effectively with parents and carers by phone, face-to-face, email and text messaging systems and provide responsive support to their queries.
- Generate correspondence and reports of a routine nature.
- Safeguarding – oversee entry and exit procedures to and from the school for all staff, pupils, parents, carers and visitors.
- Support the organisation of school trips following the Educational Visits process.
- Maintain school records archive.
- Organise, maintain and provide administrative support for all new admissions as required
- Preparation and formatting of letters, ParentMail emails and text messages
- Any other duties consistent with the post.





Management Information Systems

- Maintain pupil records using SIMs and other systems
- Chase collection of and record dinner monies
- Use databases and spreadsheets to collect, collate and analyse information and produce reports

General Accountabilities

- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible. These are defined in the Health and Safety Policy, Academy Trust Policies and Codes of Practice.

General Accountabilities

- Work in compliance with the Employee Code of Conduct and other regulations & policies of the Academy Trust, and its overarching commitment to equal opportunities.
- Comply with the School's Safeguarding policies and procedures.

Special conditions

- The postholder will be required to work at either school site according to the need of the school and at the direction of the Executive Headteacher. This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

PERSON SPECIFICATION

The Local Governing Body are looking to appoint an enthusiastic and hardworking Adminstrator to join our school team and play a full role in the life of the school.

Key: A = Application form, I = Interview, R = Reference

QUALIFICATIONS	Source of Evidence	Essential	Desirable
GCSE Grade C or higher in English & Maths	A	●	
NVQ Level 3 or equivalent in a relevant field	A		●
Current First Aid Certificate	A		●

KNOWLEDGE & EXPERIENCE	Source of Evidence	Essential	Desirable
At least 1 years' experience of working effectively in a business or finance setting	A, I, R	●	
Knowledge of SIMS	A, I, R		●
Skills of empathy, listening, communication and responding with appropriate language	A, I, R	●	
At least 1 years' experience of applying the regulations applicable to Health & Safety and Child Safeguarding & Protection	A, I, R		●
NVQ Level 3 or equivalent in Business / School administration and / or equivalent experience	A, I		●
Competence in ICT spreadsheets and computer based accounting systems, word-processing, email.	A, I	●	
Previous experience of working in an educational setting	A, I		●
Knowledge of statutory Academy/LA regulations.	A, I		●





ABILITIES & APTITUDES	Source of Evidence	Essential	Desirable
Develop knowledge of the role through achievement of ongoing professional development	I	●	
Flexible, adaptable and positive attitude to working in a structured environment	A,I	●	
Communication skills to promote and develop effective working with all internal stakeholders at an appropriate level to achieve understanding and constructive responses	A,I,R	●	
The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team	A,I		●
Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution	A,I,R		●
Communication and inter-personal skills evidenced by dealing with a diverse range of external contacts about potentially complicated and/or sensitive issues	A,I		●
Ability to plan, review and carry out duties without supervision	A,I,R	●	
Maintain confidentiality with both written and verbal communication	A	●	

PERSONAL SKILLS / ATTRIBUTES	Source of Evidence	Essential	Desirable
Ability to develop positive relationships with parents.	A, I, R	●	
Understanding of the importance of working in partnership with parents and outside agencies.	A, I		●

REFERENCES	Source of Evidence	Essential	Desirable
Should be fully supportive, covering the candidate's personal and professional qualities including their suitability to work with children.	R	●	

FILTON AVENUE

PRIMARY SCHOOL



SHARE THE JOURNEY

W: WWW.FILTONAVENUE.COM T: 0117 903 0302

FILTON AVENUE PRIMARY SCHOOL LOCKLEAZE ROAD BRISTOL BS7 9RP