



Edmonton County School

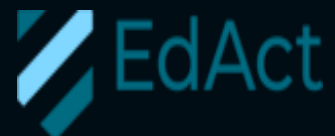
Educating our Community for Success

Campus Administrator

Scale 5

Permanent

Required: As soon as possible



Cambridge Campus
Great Cambridge Road,
Enfield EN1 1HQ

Bury Campus
Little Bury Street,
Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Head of School: Paul Miller

About EdAct



EdAct

www.edact.org.uk

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

- E**xcellence in all we do
- D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice
- A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face
- C**reative in our approach to achieving the best for the children
- T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter

Chief Executive



Edmonton County School

www.edact.org.uk

Edmonton County School - Ofsted reports

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller

Head of School

Job Description: Campus Administrator



Post Title: Campus Administrator
Grade: Scale 5
Hours: 36 hrs per week, 40 weeks per year
8.00am to 3.45pm Mon – Thurs and Fri 8.00am – 3.30pm
(30 minutes unpaid lunch break)

Responsible to: Deputy Headteachers

Purpose of the Job: To provide a direct, comprehensive, efficient and effective Secretarial service to the Deputy Headteachers. To support the Deputy Headteachers in administrative tasks that relate to day-to-day management of students and the site. To provide administrative support for personnel and HR issues.

Main Duties and Responsibilities:

1. To provide administrative and secretarial support for the Deputy Headteachers and other members of the Senior Leadership Team when appropriate in an efficient and effective manner, maintaining confidentiality at all times.
2. To meet and greet visitors, ensuring those visitors without appointments are screened and dealt with appropriately.
3. To answer and screen all telephone calls to the Deputy Headteachers, dealing with all callers in a professional manner. Taking accurate messages in the message book and ensuring messages are passed on appropriately.
4. To ensure that the Deputy Headteachers attention is drawn to potentially high priority issues.
5. To maintain the Deputy Headteachers diary, keeping it up to date on a daily basis, to make appointments, arrange meetings, identify possible clashes and rearrange meetings when necessary, informing the Deputy Headteachers and relevant staff of any changes.
6. To liaise with school staff, governors, outside organisations/agencies, students, parents on behalf of the Deputy Headteachers.
7. To efficiently service meetings. This will involve effectively organising meetings, preparing/collating agendas and distributing for the Deputy Headteachers prior to the meeting, collating papers to take to meetings, ensuring the Deputy Headteachers is well briefed and prepared for all meetings, providing resources and refreshments, taking accurate minutes highlighting actions, to type and distribute minutes of meetings as quickly as possible and other tasks as required by the Deputy Headteachers.

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Job Description: Campus Administrator



8. To maintain the Deputy Headteachers filing system, ensuring all filing is kept up to date promptly and accurately, archiving/creating new files where necessary.
9. To organise duty rotas for the site, check staff are attending and follow up with notes/reminders when necessary.
10. To type exclusion letters, running records and documents relating to exclusions, keep a record of exclusions for submission to the Local Authority and submit statutory exclusion information to them.
11. Arrangement of all Parents' Evenings that are held at Cambridge Campus. Sending letters/texts home, arranging staff lists, seating plans, refreshments for staff, helping set up the school (re-arranging classrooms and putting up signs). To stay and assist on both Bury and Cambridge Campus' Parents' Evenings/Open Evenings to ensure smooth running of evenings.
12. To arrange refreshments for meetings when required.
13. Assisting the Deputy Headteachers to compile data for the monthly data dashboard and data and statistics required monthly for governors.
14. School's administrator for staff training (CPDL): undertaking the administration associated with the school's internal CPDL programmes under the direction of the Deputy Headteacher with responsibility for CPDL; checking that the school's CPDL request procedure is being followed correctly and managing the associated paperwork; booking training with external providers.
15. To act as a day-to-day point of contact for the Secondary Canteen Steward.
16. To act at all times in accordance with all school policies and to provide a professional role model for students, parents and other staff.
17. Any other reasonable duties within the scope of this function and grading as directed by the Executive Headteacher or Head of School.



This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

1. GCSE Grade C minimum (or equivalent) in Maths and English.
2. Ability to work on own initiative and commitment to getting the job completed to a high standard.
3. Excellent interpersonal skills; the ability to liaise with governors, outside organisations/agencies, students, parents and staff at all levels.
4. Ability to maintain good relations and professional manner with people contacting the school.
5. Good keyboard and ICT skills – experience in using Microsoft Office; Word, Excel, databases (preferably SIMs), e-mail and Internet.
6. Excellent written and oral communication skills.
7. Experience of working in a busy environment, meeting tight deadlines and working under pressure whilst remaining calm.
8. Ability to prioritise own workload.
9. A keen and flexible attitude to work.
10. Extensive secretarial and administrative experience (including monitoring).
11. Good organisational skills.
12. Experience of dealing appropriately with confidential matters.
13. Willingness to be trained to further experience and knowledge relevant to the job.
14. Experience or understanding of how school's operate and the pressures they face.
15. Ability to draft letters, take minutes and notes of meetings.
16. Ability to work well as part of a team.

How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



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