



Bletchingley Village  
Primary School & Nursery

## Admin Officer

21.75 Hours 3 days a week,  
Permanent post

Grade TLT 3 / £24,330 FTE  
Pro Rated £12,516

Bletchingley Village Primary School & Nursery  
is part of Tandridge Learning Trust.

Tandridge  
Learning Trust

Excellent Teaching  
Inspiring Leadership  
Innovative Training

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*Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.*

*As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.*



# WELCOME



Dear Candidate,

Thank you for your enquiry regarding the exciting opportunity to join our team of friendly, supportive and dedicated staff at Bletchingley Village Primary School & Nursery.

This candidate pack has been designed to give you, a potential applicant, essential information about our vacancy, the school and the Trust. The aim is for you to be able to decide if this will be the next step in your career and whether you have the right attributes to fulfil our expectations.

The job description shows the tasks which the holder of this post should expect to undertake during the course of his or her work and the person specification outlines the kind of person we are looking for. You should read this information carefully as it will give you the information you will need to decide whether this is a job for which you would be suited.

If you feel that this position is of interest and you have the right experience, skills and ambition to make a real impact, then I look forward to hearing from you.

*Denise Coady*

**Denise Coady**  
**Headteacher**



# JOB ADVERTISEMENT

We have an exciting opportunity for an Admin Officer. This is for 21.75 hours per week 3 days a week.

Bletchingley Village Primary School is an all-through, values-led Primary School, with its own Nursery Class and a Specialist Centre for children with speech, language and communication needs, set in beautiful and extensive grounds. We are a friendly primary school and this is a rewarding post for candidates who will thrive on the opportunity to positively affect student outcomes.

In return we will offer you: -

- Supportive and forward-thinking colleagues within school and the MAT as a whole
- Good induction and training opportunities
- Trust focus on staff wellbeing and support
- Staff discount scheme
- Enthusiastic students, willing to learn

As part of our proactive school team, you will need to be compassionate and enthusiastic, with the ability to maintain a calm and positive attitude. The ability to work as part of a team and build relationships with others is key, as is the requirement to maintain confidentiality at all times.

If you feel that you have the appropriate experience, skills, and enthusiasm, we would be really pleased to receive your application.

***Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.***

*This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure.*



*Aiming High • Working Together • Achieving Our Best*

# JOB ADVERTISEMENT

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

## Job Purpose

Undertake receptionist duties and support on administrative activities to enable the school to function efficiently. Key deliverables include:

- Carry out routine tasks such as photocopying, filing, faxing, emailing, completion of routine forms, and administration of school activities, to support the day to day running including finance and/or HR activities;
- Undertake reception duties, acting as first point of contact in response to telephone and face-to face enquiries, and ensuring school's security procedures for visitors are properly followed, to provide a courteous welcome to all stakeholders and visitors and promote a positive and professional image of the school;
- Update manual and computerised records/management information systems ensuring accuracy of information held;
- Undertake straightforward financial procedures, which may include collecting and recording monies from pupils and parents/carers and reconciling small sums if requested, banking cash and ordering goods and services in compliance with relevant policies and procedures;
- Undertake general administrative tasks – letters, newsletters, responding to emails, booking photographer, organising school trips
- Pupil welfare duties – maintaining absence records, maintaining dietary records, acting as a first aider and administering medicines.



# JOB DESCRIPTION

## Representative Accountabilities

### Planning and Organising

- Make simple arrangements and bookings under detailed instructions.
- Help prepare straightforward materials to assist in the effective organisation of internal/ external activities.

### Analysis, Reporting and Documentation

- Carry out routine tasks such as data input, sorting/distributing mail, photocopying and filing.
- Check and code invoice/ documents, seeking authorisations as necessary, to facilitate efficient processing of financial and other information.
- Prepare/despatch standard documents to achieve efficient and timely turnaround of routine matters.
- Follow set procedures to collect and record monies received as appropriate. Service Delivery
- Carry out administrative and/or support activities to contribute to the smooth running of the work unit.
- Receive and respond to basic enquiries, escalating those outside own knowledge, to provide a timely and effective service to others.

### Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, and deficiencies, in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.
- Receive visitors and action basic enquiries in a courteous manner, to promote a positive image of the work unit.

### Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy .



# JOB DESCRIPTION

## Duties for all

**Values:** To uphold the values and behaviours of the organisation.

**Equality & Diversity:** To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

**Health, Safety & Welfare:** To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

**The Core National Standards for Supporting Teaching & Learning:** To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children's learning and personal development.

To have regard to and comply with safeguarding policy and procedures.

## Role Summary

Roles at this level typically work as part of a team performing routine administrative duties to support service users and/or other members of their team. They perform a limited range of well established routines within basic procedures and under regular supervision. They may have a specific focus, for example in personnel or financial systems, but all will be expected to work with the organisation's IT systems, and action basic enquiries and requests. They will be expected to have some previous work experience in order to deal with the work confidently. The work is typically to daily deadlines; some organising of their own workload may be required to ensure that the departmental workflow is maintained, but timescales will be hour-to-hour and day-to-day. The nature of planning in roles at this level is essentially timing and sequencing of assigned tasks to meet deadlines.

## Safeguarding

All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy e.g. through GCSE qualification in English and Maths or equivalent – grade 4 or above, or able to evidence ability at an equivalent level.</li> <li>• • Reception/office experience, preferably gained within in a school or similar environment.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Qualification or willingness to train as First Aider.</li> </ul>
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> <li>• Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles.</li> <li>• Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity.</li> <li>• Experience of working with or supporting young people</li> <li>• Ability to organise and prioritise tasks</li> </ul>	
SKILLS & APTITUDES	<ul style="list-style-type: none"> <li>• Strong IT skills</li> <li>• Ability to operate IT equipment.</li> <li>• Accuracy and ability to follow instructions.</li> <li>• Ability to work collaboratively and creatively</li> <li>• May be required to undertake manual handling and physically demanding work.</li> </ul>	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• Good listening skills and enthusiasm to learn.</li> <li>• Effective team player</li> <li>• Able to use own initiative</li> <li>• Supportive and approachable</li> <li>• Ability to be flexible</li> <li>• Confident and professional communicator</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to contribute to all aspects of school life</li> </ul>
SAFEGUARDING	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Child Protection and Safeguarding policy and the Staff Behaviour Policy</li> </ul>	

# CONTACT DETAILS & HOW TO APPLY

## Designated Contacts for this Vacancy

Name:	Niamh Mason
Job Title:	HR Administrator
Phone Number:	01883 776677
Email Address:	HR@tandridgelearningtrust.co.uk
Name	Denise Coady
Job Title:	Headteacher
Phone Number:	01883 743337
Email Address:	head@bletchingleytlit.co.uk

*Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.*

*References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.*





## Bletchingley Village Primary School & Nursery



Coneybury, Bletchingley, Surrey, RH1 4PP



01883 743337



Info@BletchingleyTLT.co.uk



www.BletchingleyTLT.co.uk



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twitter.com/BletchingleyVPS

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