



# Office Administrator Application Pack



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# Letter from Cathie Paine, Chief Executive Officer

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

CEO



# Our Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago Touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)



# Letter from Aaron Wanford, Headteacher

Dear Candidate,

I am delighted that you have expressed interest in the post of Office Administrator at our new academy.

## Overview

Do you have an eye for detail? Are you meticulous and ensure that jobs are done on time and to the highest standard? At Green Ridge Primary Academy, we are now looking to expand our Administrative Team and to appoint a new Office Administrator to join us. Overseeing a range of duties and functions across the academy, we are looking for people who are up for getting stuck-in to all aspects of academy life! We are looking for an individual who relishes a challenge and does not mind getting their hands dirty and getting stuck in to help out!

## About us

Green Ridge Academy is a new primary school built on Berryfields, which opened in September 2017 in temporary accommodation on the site of the permanent building. The permanent school building opened in September 2018. In September 2023, the academy will be two-form entry from Nursery through to Year Six, taking children from aged 2-11, with two bulge classes in YR and Y1 as we continue our preparations to become a 3-form entry school. Whilst the school currently has the capacity for over 450 children, this is an exciting time at Green Ridge, as we continue to grow our site is being expanded with the additional capacity so that by September 2024, our building will be able to accommodate over 650 children. Exciting!

The academy is now looking to appoint additional staff to meet the administrative demands and functions of the academy in its brand-new building. You will be part of the team which has the unique opportunity to build and grow the school from its infancy. There is no doubt about it, setting up the academy from scratch will take vision, dedication and hard work, but being part of that exciting and rare journey will be very rewarding to see the academy take shape over the next few years. To see more information about the school, including design plans of the school, please visit our website [Green Ridge Primary Academy](#)

Aaron Wanford  
Headteacher, Green Ridge Primary Academy



# The role

**Post:** Office Administrator

**Hours:** 37 hours per week, 39 weeks per year (term time plus 5 inset days)  
With up to 10 additional days during the Summer holidays

**Salary:** REAch2 SCP 2 – 6 (£20,441 – £21,968 pro rata)

Green Ridge Primary Academy has an exciting opportunity for an individual to join the school and REAch2 Academy Trust as an Office Administrator. The office administrator support the office coordinator to ensure the daily administration and smooth running of the school office. The office is the hub of the school where a wide range of demands need to be met to a very high professional standard. This role will be the first point of contact for parents, carers, volunteers, contractors and other members of the community, as well as governors, staff, and pupils.

## **Candidates should have:**

- experience working in a general office / administration environment
- experience working with and be proficient in Microsoft Office packages such as Word and Excel
- experience of reception work – being first point of contact with customers and visitors
- good spoken and written communication skills
- good attention to detail
- the ability to compose a clear message via email or letter
- the ability to meet deadlines
- the ability to work effectively with a wide range of people

## **In return we can offer:**

- A wide range of professional development opportunities,
- A competitive salary,
- 29 days' paid holiday (rising to 32 days after 5 years' service) (pro rata for part-time or term-time only)
- Membership of the Local Government Pension Scheme LGPS,

As part of REAch2 employee benefits we also offer an eye care scheme, access to an Employee Assistance Programme for you and your immediate family and membership of 'perks at work' – which includes discounts on holidays, shopping, family days out and much more.

### **Background Information about the School**

As a member of the REAch2 Trust, a national family of primary academies, Green Ridge Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Green Ridge Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Aaron Wanford, Headteacher** using [Office@greenridgeacademy.co.uk](mailto:Office@greenridgeacademy.co.uk)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or visit please contact **Lauren Curtis-Cross, Office Co-Ordinator and Executive Assistant to the Headteacher**, on 01296 326320

## The application process and timetable

<b>Application deadline:</b>	Wednesday, 4 <sup>th</sup> October 2023, 12pm
<b>Interviews:</b>	w/c 9 <sup>th</sup> October 2023
<b>Contract Details:</b>	Permanent contract – 37 hours per week, 39 weeks per year (term time plus 5 inset days) plus summer overtime.
<b>Salary:</b>	REAch2 SCP 2 – 6
<b>Start date:</b>	Imminent, subject to satisfactory pre-employment checks.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.



# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

## Job Description

<b>Responsible to</b>	Office Co-Ordinator
<b>Responsible for</b>	N/A
<b>Scale</b>	REAch2 SCP 2 – 6
<b>Hours</b>	37 hours per week, 39 weeks per year (term time plus 5 inset days) plus summer overtime (up to 10 days)

### Core Purpose

The key purpose of this role is to support the Office Coordinator to ensure the daily administration and smooth running of the school office. The office is the hub of the school where a wide range of demands need to be met to a very high professional standard. This role will be the first point of contact for parents, carers, volunteers, contractors and other members of the community, as well as governors, staff, and pupils.

The Office Administrator will actively embrace the Trust's Touchstones, and through the delivery of the strategic priorities, strive for equity, equality, and inclusion for all.

There will be a strong focus through the work of the Office Administrator on the Trust's commitment to sustainability and the enhanced use of technology, to support both the delivery of education and to improve the efficiency of systems and processes.

### Responsibilities:

#### General School Support and Administration

- Carries out general office duties supporting the Office Coordinator, such as dealing with enquiries from visitors/parents in person/over the telephone, producing letters, photocopying, filing etc.
- Provides administration support to the Headteacher and wider Senior Leadership Team, including the Local Governing Body (LGB) where alternative arrangements are not in place
- Supports the Officer Coordinator to ensure paper and electronic systems e.g. Management Information Systems (MIS), HR Information Systems (HRIS), Assessment Systems, Asset Management Systems are up to date and accurate
- Distributes items that are delivered to the school office across the school (i.e. children late to school, free fruit / milk, late packed lunches / PE kit etc..)
- Carries out admissions tasks to ensure that new starter and leaver information (pupils) is accurately recorded in the pupil MIS and arrangements for the upload/import of CTF files and where applicable, the secure delivery/receipt of paper files is carried out within the required timescales
- Ensures that information on pupils on roll, e.g. Free School Meals (FSM), dietary, medical, emergency contacts are up to date and recorded appropriately in the pupil Management

- Information System (MIS) or other applicable systems
- Records pupil attendance information on the pupil MIS, processes holiday request for parents, contacts parents where no explanation for absence has been received and escalates attendance issues to the attendance lead. (may also run attendance reports)
- Under the direction of the Office Coordinator, ensures all office and administrative functions adhere to Data Protection and General Data Protection Regulations (GDPR)
- Supports the Office Co-Ordinator with the production of internal and external reports and returns i.e., Workforce and Early Years (where applicable) Census, LA and other returns relating to Government initiatives  
e.g. Tutoring Programme
- Manages the School Diary/Calendar

### **Communication**

- Develops and maintains constructive relationships with stakeholders including parents, governors, staff, suppliers and external agencies
- Contacts parents as required throughout the school day
- Deals with incoming mail and ensures that mail is dispatched promptly, urgent matters are referred quickly  
and efficiently, and action taken to respond to routine correspondence in accordance with school procedures
- Responds to correspondence via the school's main email address or forwards to relevant staff as appropriate

### **Finance and Procurement**

- Completes stock takes identifying materials required to ensure sufficient stock for the school to run effectively i.e., stationery, first aid supplies
- Collects and records monies coming into the school i.e. PTA/fundraising
- Supports the Office Co-Ordinator with the purchase order and goods receipting process

### **Health & Safety and Wellbeing**

- Monitors, administers and records medication for pupils daily
- Monitors, administers and records first aid incidents for pupils
- Updates medical records in line with 'Supporting Pupils at School with Medical Conditions'
- Undertakes regular checks of first aid supplies and restock/reorder as necessary
- Reports and records Health and Safety concerns
- Records accident information (relating to adults and children) via the relevant system (this may include contacting parents in the event of more serious incidents)

### **Marketing and Communications**

- Uploads / shares communication as agreed between the school office and stakeholders e.g. staff, parents, governors and the local community
- Uploads content to social media and the website, as requested by the Office Coordinator
- Provides first drafts of the school newsletter/communications
- Supports school staff with the organisation of open events, parent evenings, celebration events
- Administers FSM and holiday vouchers for families eligible

## **Premises, IT and Asset Management**

- Assists the Catering staff with school meal enquiries and any follow up actions required
- Supports the effective procedures for fire drills, lock-down and emergency evacuation procedures
- Reports IT issues via the IT helpdesk or where third-party contracts are in place, to third party contractors
- Signposts colleagues to the appropriate reporting routes for IT issues

## **Safeguarding**

- Takes responsibility for ensuring that all safeguarding and child protection procedures are adhered to
- Ensures people in and out of the school building provide suitable documentation, ensures appropriate security checks are carried out

## **Extended Schools, Extra-Curricular Activities and Trips**

- Responsible for:
  - the administration and co-ordination of school activities i.e. 11before11, school photographs, health visits, school plays etc
  - the administration for school trips i.e. prepares letters, collates consent information, books coaches etc.
  - the administration of extra-curricular clubs i.e. prepares registers, sends communications to parents, liaises with providers etc.

## **Other Requirements**

- Participates in training and performance management as required
- Up-to-date Enhanced DBS Disclosure

The duties above are neither exclusive or exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the role.

**This job description will be informed by the Pay and Conditions document and will be reviewed annually.**

# Person Specification

**E = Essential D = Desirable**

Criteria		E/D
<b>Knowledge</b>	Standard office procedures	E
	Microsoft Office: Word and Excel / keyboard skills	E
	Trust policies and procedures	D
	Database / Management Information Systems	D
	GDPR	E
	Basic cash transactions	D
	Basic Health and Safety	D
	Safeguarding	D
	Record keeping	E
<b>Experience</b>	Working in a general office / administration environment	E
	Proficient in Word and Excel	E
	Reception work / first contact with customers / visitors	E
	Experience of working with standard office equipment e.g. photocopier	D
	Standard office procedures	D
	School management information systems	D
	Working with General Data Protection Regulations	D
<b>Skills &amp; Ability</b>	Communicates confidently, effectively, and accurately – spoken and written	E
	Communicates in a clear and polite manner on the telephone and face to face	E
	Can compose a clear message via email and letters	E E
	Administration of events to deadlines	E
	Completes work accurately	E
	Works effectively with a wide range of people Ability to work with minimum	D D
	supervision Knowledge of standard office equipment	E E
	Confidentiality	
	Sensitivity	
	<b>Training</b>	Open to personal development / willing to undertake job related training

All staff are expected to understand and be committed and to contribute to Trust's commitment to Equal Opportunities for all.