



NORTONCANES
PRIMARY ACADEMY

Office Administrator Application Pack



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Letter from Catherine 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.

Catherine Paine

CEO



Our Cornerstones and 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)



The role

Office Administrator at Norton Canes Primary Academy

Contract details: Permanent, Full time, Term time only to include 5 inset days.

Salary: NJC England & Wales 37 SCP 2-6 (FTE £22,366 - £23,893)

Start date: June 2024

Norton Canes 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 commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
- A growing learning community
- Encouragement to develop new ideas and the opportunity to make a real difference

The application

You are invited to submit an application form to Beth Hadley Headteacher at recruitment@reach2.org.

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 please contact the school office on 01543 279402.

The application process and timetable

Application deadline:	Applicants will be reviewed upon submission
School visits:	To arrange a school visit please contact the school office on 01543 279402

Interviews:	23 rd May 2024
Contract details:	Permanent, Full time, Term time only to include 5 inset days. – 37 hours per week, Monday to Friday
Salary:	NJC England & Wales 37 – SCP (FTE £22,366 - £23,893)
Start date:	June 2024

The 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

Post: Office Administrator
Salary: NJC England & Wales 37 SCP 2-6
Responsible to: Office Co-ordinator

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.

Person Specification

E = Essential D = Desirable

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

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

