



The Rivers
C.of E. Academy Trust

Summerhill Primary Academy



Application Pack
Part-time Office Administrator



Dear Applicant,

This post is an opportunity for an experience Part time Office Administrator at Summerhill Primary Academy.

Salary Range: Scale 3, Points 5-6. Annual Salary £24,790.00- £25,183.00, pro rata for part time staff. (Actual Salary £12,661.70 - £12,862.39)

Contract: 22 hours a week to be worked across three days. Term time only, plus training days. Permanent.

Successful candidate must be able to work Thursdays (8-4) and Fridays (8-3:30). Third working day (8-4) to be discussed if appointed.

Summerhill Primary Academy have an exciting opportunity for a dedicated, skilled, Office Administrator who has the desire to learn and work collaboratively across a large school in a busy main office. We are proud to have a team of highly talented and experienced professionals who work passionately to support our schools in creating inspiring learning opportunities and improving life chances for all. This is an outstanding opportunity for the right person to develop their skills.

Summerhill Primary Academy has proudly been part of the highly successful Rivers CofE Academy Trust since November 2020. We are a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

Our vision is to teach children to love, learn, live as a global citizen in an ever-changing world, encapsulated in our vision: **'love, learn, live.'**

The closing date for application is **9am Monday 2nd December**. Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to hr-spa@riverscofe.co.uk.

Interviews for this post will take place week commencing Monday 2nd December.

Shortlisting will take place by Monday 2nd December. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted.

We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, schools and Trust. If you have any further queries, or would like to visit our schools, please call the Summerhill main office on 0121 557 3282.

We look forward to hearing from you.

Yours sincerely,

Mrs Lloyd-Davies & Mrs Rich
Co-Headteachers

Job Description



Part-time Administrative Assistant

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Accountabilities:

The appointee will work within the school as a member of the Administration Team.

The Headteacher/Business Manager/Office Manager will hold the post holder to account.

Key Purpose:

To be an ambassador for the school when meeting parents and other visitors and to act as a first point of contact when people arrive.

To provide professional administrative, secretarial and financial support for the whole school including assisting the school leadership team (SLT). Contribute to the overall vision and values of the school in ensuring the school is an environment that is meeting the needs of the children.

Principal Contacts

Pupils, parents, visitors, teachers, other school support staff.

Main Activities:

To efficiently undertake administration and reception duties as directed by the office manager which may include the following duties;

Customer Focus

- Create professional relationships with children, parents and other professionals in the school.
- Provide an excellent administrative service to all sections of the school community.

Reception

- Perform Receptionist duties throughout the school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.
- To provide appropriate reception cover as and when required.
- Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff.

Communication

- Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately.
- Maintain notice boards, update timetables/rotas, sort and distribute mail.
- Report premises, IT and other issues, ensuring the site manager and SLT are aware of urgent matters.

Administration

- Provide general confidential administrative service for the school's leadership team to include, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required.
- Under direction of the office manager, administer school visits/journeys/clubs including word processing of letters, collection of money, checking documentation, coach bookings, banking of money
- Postal Duties including receiving, opening and distributing incoming mail and dispatching outgoing mail, including any recorded delivery items to be sent or collected from the post office and the distribution of internal mail.
- To maintain filing systems. Paper and electronically.
- To support the team to maintain accurate, timely and legible records.

Publications

- Assist with paperless methods of communication by sending out emails and post the newsletter onto the website.
- Photocopy and distribute hard copy publications.

Finance

- Cashless systems – responsible for promoting cashless systems for collecting income and voluntary contributions for activities such as educational visits, clubs. Assigning activities to pupils, monitoring cash collection and chasing overdue payments.
- School Uniform - be responsible for any sale of school uniform, record all income, order and maintain stock levels as necessary.
- School Meals - publish and distribute menus, including management of the cashless payment system. Notify school caterers of pre-booked meals and late changes, organise packed lunch provision for educational visits. In partnership with the SLT, promote entitlement and constantly review of entitlement of free meals (pupil premium), re-assessment and send reminders to parents.
- Liaise with parents regarding advance payments and send reminders for arrears according to school policy.
- Processing of Purchase and Sales invoices within the Elementary system.

Data Management

- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times.
- Support the management of the schools Every system to ensure the school is complaint at all times.
- Prepare census returns, following SLT approval submit returns in accordance with statutory requirements.

Attendance

- In conjunction with SLT work with stakeholders in order to promote good attendance and to achieve attendance targets.
- Follow school attendance procedures.
- Produce attendance and dinner registers as required.
- Monitor registers and on a daily basis, record lates and absences reasons. Enter daily attendance on the ScholarPack database.
- Attend meetings about attendance.

Admissions/Pupil Data

- Process pupil admissions in accordance with admissions policy.
- Maintain pupil database, amend/update records on the system, print reports such as attendance & dinner money.

Safeguarding

- Comply with policies and procedures covering child protection, health, safety and security.
- Contribute to safeguarding the welfare of children in the school.
- Maintain the security of property in a way that is consistent with your organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person.
- Maintain the visitors signing in system and ensure all visitors and contractors can be identified by wearing clearly visible badges.

Accountability, Performance and Line Management

- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required.
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges.
- Keep an up to date professional portfolio (CPD file).
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications.
- Model high professional standards and be a responsible and effective member of staff, attending regular meetings with SLT as appropriate.
- Appreciate, respect and support the role of other professionals.
- Attend full staff and department meetings as required and support departmental events.

Other

- Undertake such other duties as directed and required from time to time.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.



Person Specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> Levels of English and Maths equivalent to or exceeding GSCE [A-C] or willing to work towards qualifications. 	<ul style="list-style-type: none"> Relevant professional qualifications in administration Previous experience in an educational environment Experience of administrative work in a previous role Level 3 Business and Administration qualification.
Skills and Knowledge	<ul style="list-style-type: none"> Have integrity and ability to work confidentially. Have effective oral and written communication skills. Form effective professional relationships including team working. Ability to liaise effectively with all stakeholders. Have good organisational and time management skills. Competent ICT skills. Able to use specialist ICT packages. Develop their knowledge through the evaluation of their own learning needs; Be able to work independently. Remain calm under pressure and be able to adapt to change quickly. Excellent numeracy and literacy skills. 	<ul style="list-style-type: none"> Experience using MIS systems. A willingness to undertake regular training relevant to working in a school setting and training to support your specific administrative role.
Other	<ul style="list-style-type: none"> Promote the Academy's aims positively. Engage in Continuous Professional Development. Enthusiastic and versatile team player, committed to the ethos of the school. Co-operative, reliable, customer responsive approach with a "can do" attitude. Ability to be resilient in challenging situations 	



About Our School

As part of the Rivers C of E Trust, the heart of all we do is our school ethos –Love, Learn, Live. At the core of this ethos is a belief in nurturing and ensuring positive wellbeing of all our children. Alongside this we have an experienced, dedicated and determined staff team who have consistently high expectations of all children in all aspects of school life.

As a school, we are committed to creating a happy and vibrant community, where everyone feels valued, where students are stretched and supported academically and are given memorable experiences that excite them about learning for life. This is underpinned by our school values.

Our STARS values:

Sharing

Trust

Achievement

Respect

Safety

Summerhill Primary Academy is a 4-form Primary School catering for over 800 pupils aged 3-11 years old. We are dedicated to preparing our children to be active citizens, in an ever-changing world by providing a curriculum based on the United Nations Sustainable Development Goals. Teaching and learning is also supported by the use of technology and 1:1 iPads.

Thank you for your interest in joining Summerhill Primary Academy. If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details below.

Yours Sincerely

Mrs Lloyd-Davies & Mrs Rich

Co-Headteachers

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Upper Church Lane
Tipton
DY4 9PF

Phone Number: 0121 557 3282

Email: office-spa@riverscofe.co.uk

Website: www.summerhillprimaryacademy.co.uk

