

Myatt Garden Primary School

School Admin Officer
Applicant Information Pack



Head Teacher's Welcome

Dear Applicant

Thank you for taking the time to consider Myatt Garden. I have been proud to be part of the Myatt Garden community for over 20 years and as a Head Teacher since 2014.

Myatt Garden has a long tradition as a creative school, where children are offered a rich curriculum that engages them as active participants in experiential learning.

Staff are our most valuable resource and it is the people in our organisation that make the difference each and every day. We all have an important role to play in ensuring that together we are able to inspire and motivate our children who are at the heart of everything we do. The Myatt Garden team work exceptionally hard with a real sense of team spirit - we are all in it together!

At our last Ofsted, inspectors recognised the ethos of Myatt Garden as very positive and instilling a sense of 'can do' in pupils and staff. They highlighted the significant part played by our bespoke curriculum and the way it encourages children to think for themselves and develop a real enthusiasm for learning.

Myatt Garden is a real community school; we work in partnership with families to ensure a warm and inclusive atmosphere where children feel safe and valued. Alongside academic success, we strive to develop our children's emotional intelligence and empathy for others.

We are passionate about learning and are excited about welcoming a new dynamic team member to our school. If Myatt Garden sounds like the right school for you, please come and visit us. We look forward to showing you all that makes Myatt Garden such a special place to work and learn.

Sally Williams
Head Teacher



SBM's Welcome

Dear Applicant

At Myatt Garden, we are proud to have a workforce made up of talented, dedicated and hardworking people who put the children at the centre of everything they do.

This includes the professionals that make up our Business Support Team. They play a key role and contribute to the school's vision of ensuring every child enjoys and excels at learning and life.

I have worked in the business and admin team of schools for almost 10 years and have seen first hand the impact that a high performing team has on the school community. I recognise the importance of such a team and I take immense pride that all of us here at Myatt Garden truly value the support that the team provides.

We have an exciting year ahead, due to turnover we are in the unique position of having to rebuild our team. I'm enthused about the opportunity that this presents and I'm eager to welcome forward thinking, driven and impassioned individuals onto our new team.

We're looking to attract someone who is committed to making a difference, someone who is not afraid of a challenge and will contribute new ideas to continually improve our systems and operations.

The School Admin Officer will play a leading role in delivering our support services. From supporting with the management of events and clubs to overseeing school admissions, you will have your fingerprints on many of the administrative processes that keep our school running. Our school values of fairness, respect, equality, honesty and community must shine through in all aspects of your work.

I hope after reading this you have a better understanding of the role and of our school. I hope that you find your personal values align with those of our school and above all I hope that what you've read has encouraged you to continue your application.

We are looking for hardworking individuals who want to make a real difference each day. If you're excited about joining our team, I can't wait to meet you!

Eli Tabiri

School Business Manager



A bit about our school...



Myatt Garden is a vibrant and creative two-form entry primary school in Brockley. There are 361 children on roll, including our nursery. The school serves a very diverse community with our pupil premium children making up about 20% of our roll and 61% of our pupils belonging to global majority groups.

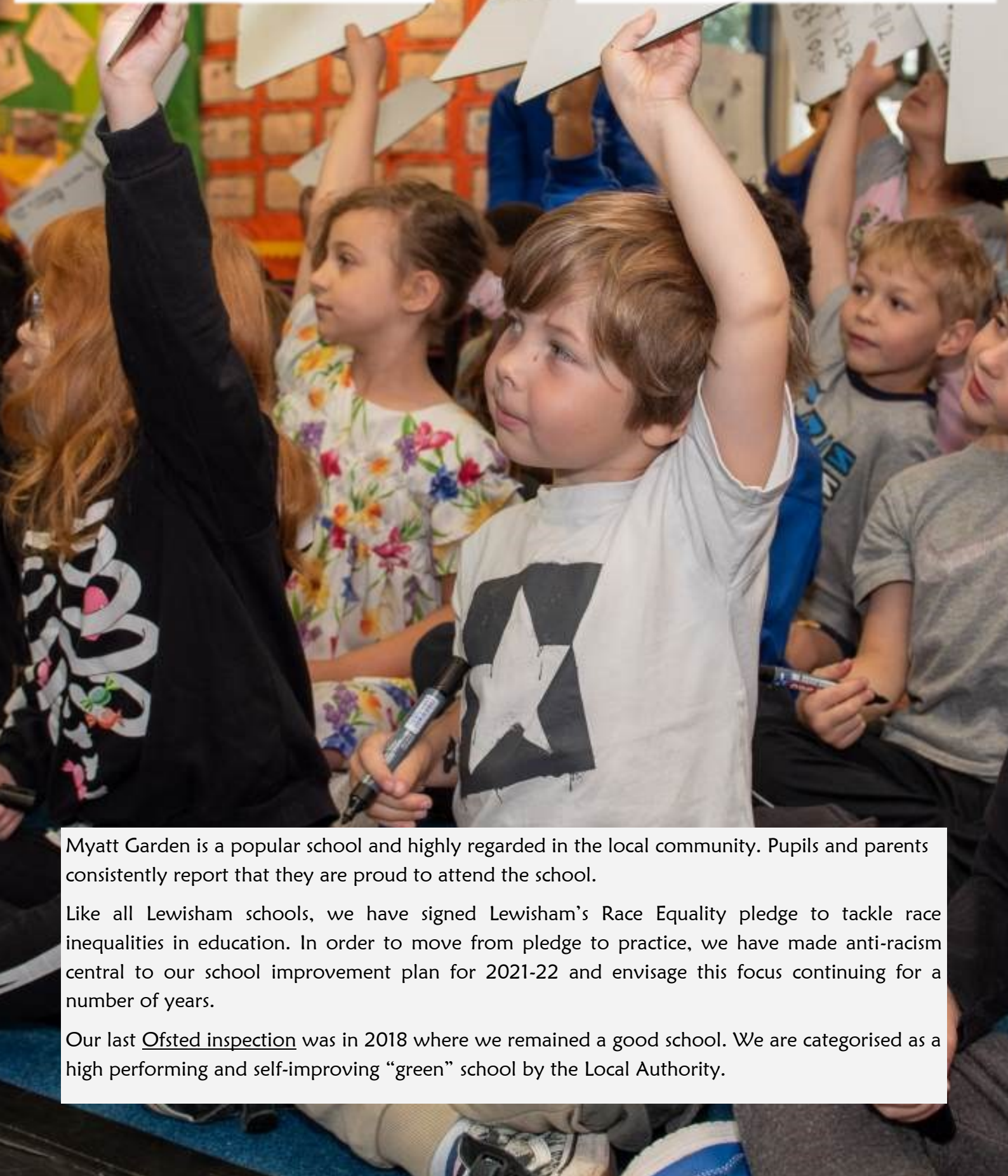
We place a high value on a broad and balanced curriculum which ensures children are passionate about learning and ready for future challenges. We have a strong shared vision where all our children are encouraged to **enjoy and excel at learning and life**. We have created a vibrant and enriching learning community where children, staff and families are valued, included and respected, and where all are encouraged to develop and achieve their potential and make a contribution.

We believe in the ability of every child and our mission is to create an environment where children have:

- ◆ the learning and social skills to succeed and contribute
- ◆ the confidence, enthusiasm and self-belief to achieve, create and participate
- ◆ the curiosity and passion to problem-solve, take risks and be ambitious
- ◆ and a sense of social responsibility that makes them team players, great friends and active citizens

“ I want to send a heartfelt THANK YOU to all those teachers, TAs, PTA members, volunteers and support staff who make our school function in an age of austerity. Myatt Garden Primary literally turned my girls’ lives around.”

“ Myatt Garden has been more than a school, a place where a real community was allowed to grow, where not only the children but their whole family felt a real sense of inclusion and support”



Myatt Garden is a popular school and highly regarded in the local community. Pupils and parents consistently report that they are proud to attend the school.

Like all Lewisham schools, we have signed Lewisham’s Race Equality pledge to tackle race inequalities in education. In order to move from pledge to practice, we have made anti-racism central to our school improvement plan for 2021-22 and envisage this focus continuing for a number of years.

Our last Ofsted inspection was in 2018 where we remained a good school. We are categorised as a high performing and self-improving “green” school by the Local Authority.



Working at Myatt

Our school is full of enthusiastic and talented teachers and support staff who put the children at the heart of everything they do.

At Myatt Garden we value the wellbeing of all of our staff. It is a key focus that informs every decision we make.

Come and join our team at Myatt and benefit from:

- ◆ A stable, supportive and dedicated staff team who are passionate about what they do
 - ◆ Respectful, kind and eager pupils who love learning
 - ◆ An approachable, flexible and compassionate senior leadership team
 - ◆ Opportunities to join working groups and have your say in policy making and strategy across the school.
 - ◆ Excellent CPD opportunities and mentoring
 - ◆ Staff wellbeing committee and mental health champions
 - ◆ Free tea and coffee in our regularly stocked staff room
 - ◆ Free onsite car park
- ◆ Whole staff social events
- ◆ Team spirit and a 'can do' culture



Above all, Myatt Garden is an inclusive school that celebrates and embraces our differences. We invite you to come and be your authentic self at our school and to use your unique experiences to enhance the learning of our pupils.





“ We all feel trusted by senior leaders not just to do our job but to make our mark. Each day I see the difference that I make. I feel empowered, supported, respected and fulfilled. That’s the magic of Myatt!”

“ There's a strong community feel at Myatt and supply teachers always comment on the warm atmosphere. Staff are really friendly and always supportive of each other; it's one of the reasons why so many of us have stayed here for so long!”

Job Summary

Myatt Garden Primary School are looking for a School Admin Officer to join a busy team of professionals on our Business Support Team.

The Business Support Team implement the admin functions that are key to the operational success of our school. As a creative school, we are looking for individuals who are innovative, passionate and have the big ideas to maintain and exceed our high standards.

Working at the heart of our school, the school admin officer will play a key role in delivering support services to staff, parents and families, pupils, and visitors. The role will support the School Business Manager in implementing and improving administrative systems and processes.

The successful candidate must be available to start in **September 2024**. This will be a term time only post working 35 hours per week. We are offering an annual salary at scale 4 which equates to an actual salary of **£25,795 - £26,583**.

We know that the best way to get a true feel of our school and what we are like at Myatt Garden is by visiting us. We encourage all considering this role to come and visit our school. Please contact **Eli Tabiri**, the School Business Manager, by telephone on 020 8691 0611 or send an email to recruitment@myattgarden.lewisham.sch.uk to arrange a visit.

We encourage applications from people from all sections of our wider community. The closing date for all applications is **at noon on 19th July 2024**



Job Description

Job Title	School Admin Officer
Pay Grade	Scale 4
School	Myatt Garden Primary School
Responsible to	School Business Manager
Responsible for:	N/A

MAIN PURPOSE OF JOB

Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of school general office services.

Organisation

- ◆ Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- ◆ Deal with complex reception/visitor matters
- ◆ Organise and manage certain school events e.g. school photo day

Administration

- ◆ Provide general clerical/admin support e.g. photocopying, filing, completing standard forms, respond to routine correspondence
- ◆ Manage and maintain manual and computerized records/management information systems
- ◆ Produce lists/information/data as required e.g. pupil's data
- ◆ Undertake typing and word-processing and other IT based tasks
- ◆ Provide personal, administrative and organisational support to other staff
- ◆ Undertake administrative procedures
- ◆ Complete and submit complex forms, returns etc. including those to outside agencies e.g. DFE
- ◆ Populate annual pupil reports for staff and assist with the production of other reports as directed by senior staff
- ◆ Provide statistical information to senior staff when requested
- ◆ Perform admin duties associated with primary and nursery admissions as well as in year admissions, liaising with the admissions team at the LA.
- ◆ Maintain accurate pupil records including medical and dietary information and care plans liaising with school caterers when necessary to obtain special menus
- ◆ Provide administrative support for First Aid including inputting CS2 forms, managing supplies and assist with inducting new staff on first aid procedures
- ◆ Assist with the arrangements for school nurses' appointments
- ◆ Assist with safeguarding practices including checking the SCR and reporting to the School Business Manager and preparing ID passes for new staff

Attendance

- ◆ Maintain attendance registers
- ◆ Monitoring and analysing attendance data
- ◆ Producing regular reports and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

Resources

- ◆ Operate relevant equipment/ICT packages (e.g. Microsoft Office, MIS, etc.)
- ◆ Assist with the arrangements for repairing some IT equipment e.g. copiers, laminators and reprographics equipment
- ◆ Maintain stock and supplies of stationery, uniforms etc. cataloguing and distributing as required
- ◆ Order and manage school leavers t-shirts
- ◆ Order food supplies for breakfast and after school clubs
- ◆ Undertake research and obtain information to inform decisions
- ◆ Provide advice and guidance to staff, pupils and others

Other Responsibilities

- ◆ Comply with and assist with the development of policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- ◆ Be aware of and support diversity and ensure equal opportunities for all
- ◆ Appreciate and support the role of other professionals
- ◆ Establish constructive relationships and communicate with other agencies/professionals
- ◆ Attend and participate in relevant meetings as required
- ◆ Participate in training and other learning activities as required
- ◆ Recognize own strengths and areas of expertise and use these to advise and support others

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

The postholder will be required to undertake other duties commensurate with the level of the post as required to ensure the efficient and effective running of the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> ◆ GCSE's at Grade C / Level 4 or above (or equivalent) in English and Maths ◆ Good numeracy & literacy skills 	<ul style="list-style-type: none"> ◆ First Aid Training (or willingness to train) ◆ Fire Marshall Training (or willingness to train)
Knowledge & Experience	<ul style="list-style-type: none"> ◆ Effective use of ICT Packages (e.g. Microsoft Office, Google Workspace etc.) ◆ Experience of providing administrative support in a busy office ◆ Use of relevant equipment/resources ◆ Experience of providing excellent customer service, negotiation and communication skills, both on the telephone and in person ◆ Knowledge of relevant policies/codes of practice and awareness of relevant legislation ◆ Have knowledge of Data Protection procedures and how to handle personal and sensitive information 	<ul style="list-style-type: none"> ◆ Experience of working in a school office ◆ Experience of using school MIS e.g. ScholarPack ◆ Experience using parental communication tools e.g. ParentPay

Skills and Abilities	<ul style="list-style-type: none"> ◆ Ability to relate well to children and adults ◆ Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these ◆ Ability to communicate effectively both verbally and in writing to staff, pupils, parents, carers and external agencies ◆ Ability to identify own training and development needs and co-operate with means to address these ◆ Ability to manage time, multi-task, prioritise workload and work to tight deadlines ◆ Demonstrate an ability to use own initiative and be proactive ◆ Deals with difficult situations effectively ◆ Excellent standards of accuracy 	
-----------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Person Specification

Personal Qualities	<ul style="list-style-type: none">◆ Commitment to promoting the ethos and values of the school◆ Commitment to safeguarding and equality◆ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school◆ Discreet and respectful of highly confidential or sensitive information◆ Adaptable, efficient, and flexible team player, with a willingness to take on new activities◆ Be respectful and conduct yourself professionally	
---------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Selection Process



To apply for this role please complete the accompanying application form and submit this via email to recruitment@myattgarden.lewisham.sch.uk or by post at Myatt Garden Primary School, Rokeby Road, London SE4 1DF.

All applications must be received by **noon on Friday 19th July 2024**.

Shortlisting

Applications will be shortlisted by the panel on **Monday 22nd July 2024**

All shortlisted candidates will be contacted via email or telephone by **Wednesday 24th July 2024**.

Shortlisted candidates may be subject to an online search.

Interviews

Interviews will be held on **Tuesday 30th and Wednesday 31st July 2024**.

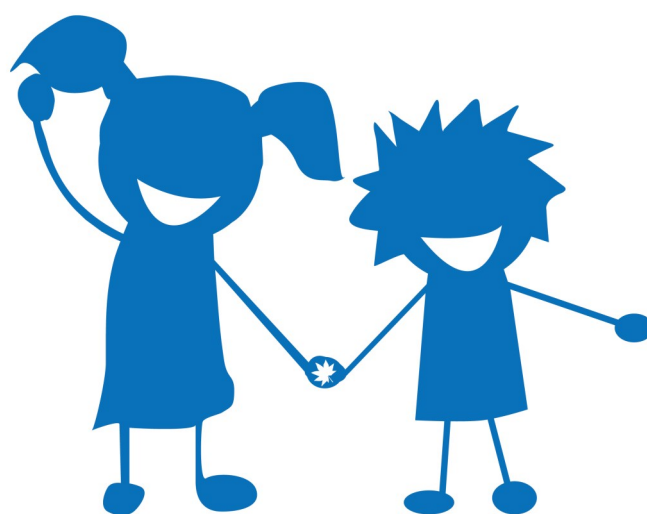
Appointment

The successful candidate would be expected to start in **September 2024**.

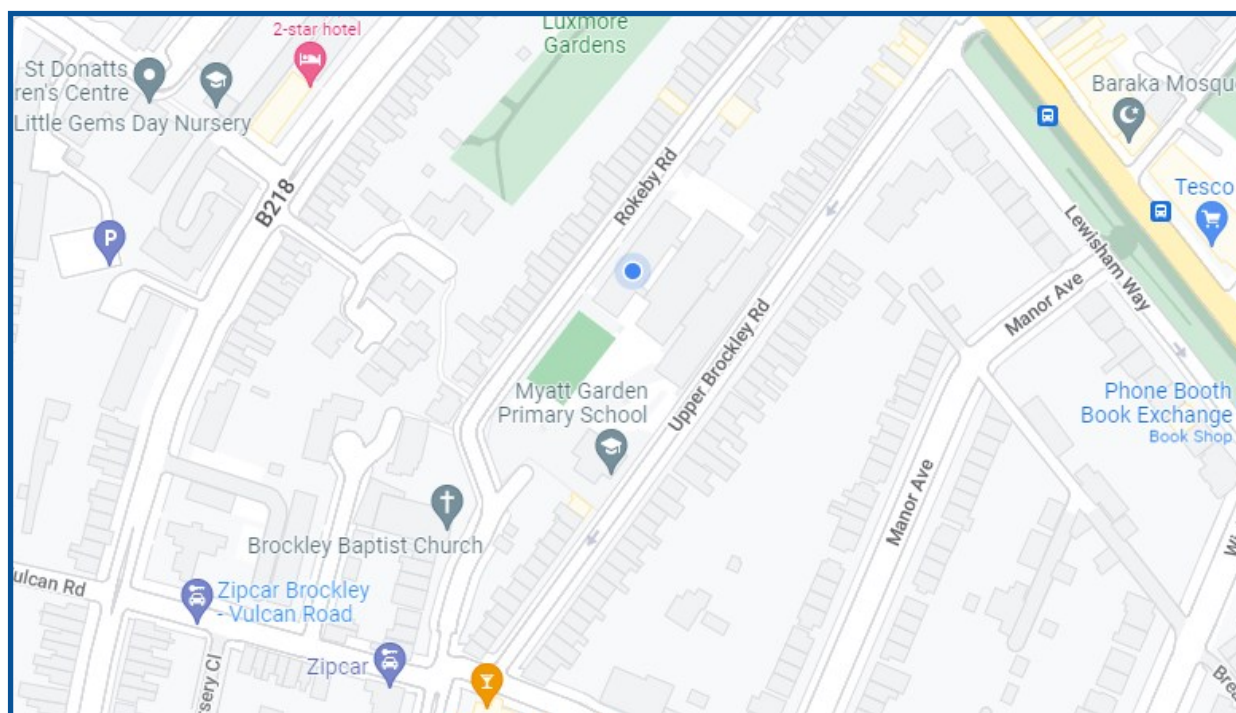
This post is exempt from the Rehabilitation of Offenders Act, any criminal conviction will need to be declared if you are appointed.

Myatt Garden School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful appointment will be subject to an enhanced DBS check and suitable references.

If you would like more information please contact **Eli Tabiri** on 020 8691 0611 or send an email to recruitment@myattgarden.lewisham.sch.uk.



Myatt Garden Primary School



Telephone

020 8691 0611

Email

recruitment@myattgarden.lewisham.sch.uk

Address

Rokeby Road, London SE4 1DF