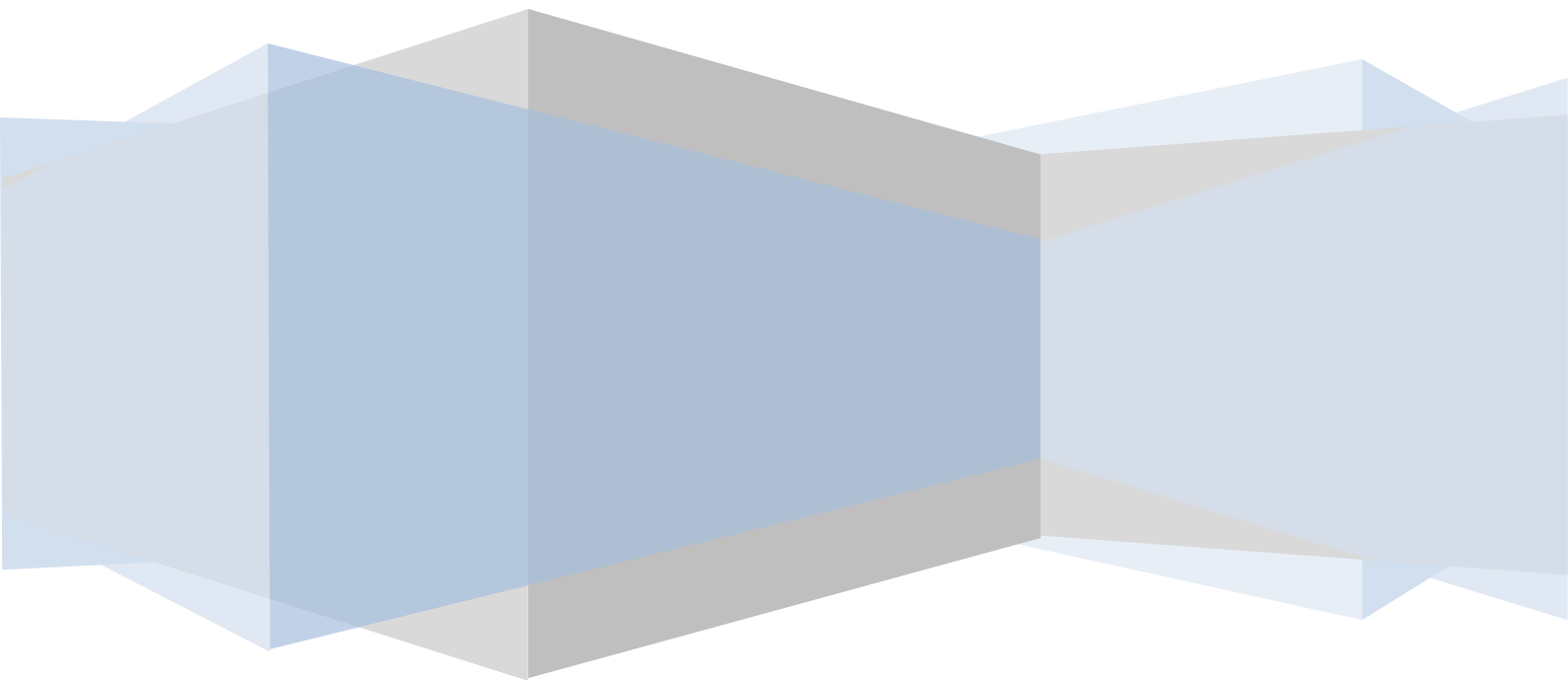


Rye Community Primary School, Part of Aquinas
www.aquinastrust.org

Application Pack

School Administrator

Required: 24th February 2025 (negotiable)





School Administrator

Rye Community Primary School is seeking to appoint an enthusiastic, energetic and adaptable School Administrator to join our highly motivated team. We are driven by a pursuit of high academic standards regardless of background and a desire for all pupils to experience an exceptional education. We want every child to grow and flourish in our care.

Our ideal candidate will:

- Have English and Maths GCSEs.
- Have an A-level in a business-related subject.
- Have experience in working in an administration role.
- Have experience in working in a fast paced, dynamic office environment.
- Have good communication skills with the ability to work as part of a team; and
- Have integrity, optimism and a good sense of humour.

In return, we offer:

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A skilled and experienced team of teachers and other professionals.
- A motivated leadership team leading rapid improvement to the pupils' life chances.
- A school in which the pupils are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit to our college prior to application.

Rye Community Primary School is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



The Application Process and Timetable

Closing Date

You are invited to submit a letter of application outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **7th February - midday**
We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate.

Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided.

Interviews

Candidates will be invited for interview.

- Interviews: **11th February 2025**

Appointment

All candidates will be contacted following interview.

- Appointment to commence: **24th February ideally**

Applying

Please send your letter of application by email to Aquinas.recruitment@aquinatrust.org.

Alternatively, submit your application to **HR, Rye Community Primary School, The Grove, RYE TN31 7ND.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.



Job Description

Details

Remit:	School Administrator
Grade:	Single Status 7 Point 18
FTE Salary:	£27,829.00 p.a.
Pro-rata Salary:	£21,306.89
Hours:	32 ¼ hours per week, Tuesday to Friday; flexible for the right candidate - to be discuss at the interview
Weeks:	40 weeks per year
Accountable to:	Headteacher/Deputy Headteacher

Key Responsibilities

Perform administrative tasks, such as answering phones, emails, managing schedules, and handling paperwork. Be the first point of contact for parents, governors and visitors

Key Tasks

- Answer the phone and handle any queries appropriately.
- Keep a record of pupils and visitors entering and departing the school during the day.
- Ensure security protocols are communicated to and understood by all visitors at the school, e.g DBS clearance and identification.
- Monitor the CCTV screens & gate security and communicate any concerns to the headteacher immediately.
- Understand and follow the Evacuation, Lockdown and Evacuation Policy in an emergency, by securing the doors and windows to the office and reception area.
- Understand the Visitor Policy and ensure that its protocols are adhered to.
- Ensure the office area is welcoming and tidy.
- Ensure school files are kept up-to-date,
- Complete any photocopying as requested by SLT
- Act as a front of house and communicate with pupils, staff, parents and visitors appropriately.
- Manage provision of free school meals through cashless payments and via Arbor and ParentPay
- Assist with pre-school admin
- Book and oversee the school photographer

Parental communication

- Review the registers of classrooms and telephone the parents of absent pupils to determine why they are absent.
- For those parents who cannot be contacted, follow the school's pupil absence management procedures and code absence accordingly
- Type letters of communication to go out directly to parents
- Check whether pupils are eligible for free school meals, e.g. by sending letters home to parents.



- Telephone parents to collect their child when required, e.g. because the child is ill
- Follow the school emergency closure procedure, if necessary, and notify all parents via MIS. Assist with the dismissal of pupils if school is open.
- Keep up-to-date with school events and its calendar so that questions can be answered quickly and accurately.
- Be the first point of contact for parental complaints and, if they cannot be easily resolved, cascade these complaints on to the relevant member of staff, e.g. the headteacher.
- Maintain confidentiality when handling potentially sensitive tasks regarding parents and pupils, e.g. when a pupil is sent home due to illness.
- Collect data on contact details for parents and carers 3 times per year.
- Set up and manage the Parent Portal within MIS
- Administer financial software for trips, new accounts, balance reports etc.
- Act as the first point of contact for unauthorized absence requests, discuss absence request with HT and respond to parent, following school policy and ESCC guidance.

Admissions and leavers

- All this section should be assisted when needed.
- Collect relevant information for school transfers, such as the education record.
- Request records from previous schools, where necessary.
- Ensure the relevant staff are notified about any new pupils to the school during the academic year, e.g. teaching staff.
- Keep a log of where any pupil records have been sent and received.
- Ensure any school application forms are received and check that they have been completed satisfactorily, including the provision of emergency contacts.
- Arrange prospective parent visits to the school in liaison with the headteacher and Family Liaison Officer.
- Complete starter packs for new joiners to the school both at the start of year and for mid-year joiners.

Attendance

- Upon receiving daily attendance data, enter this accurately and promptly onto the school's management system, and produce accurate reports regarding attendance data whenever required.
- Create and update rag-rated spreadsheet to track pupil attendance- recording actions taken.
- Create and distribute rag-rated letters each term to all pupils.
- Identify and invite parents of children with low attendance to meetings.
- Lead 10 in 10 attendance meetings with parents and implement attendance plans.
- Track children on 10 in 10 agreements and issue updates, including warning letters and FPN requests if necessary.
- Complete and submit legal attendance paperwork e.g. FPN requests.
- Identify any CME cases, complete and submit paperwork to the LA
- Carry out home visits for potential CME and children that may be at risk.
- Advise SLT on attendance data, coding and concerns



- Provide weekly attendance updates and data which is shared with the school community
- Attendance News- termly feature in newsletter
- Liaise with external agencies
- Train other office staff to enable them to carry out attendance support meetings, issue FPNs and the correct recording of attendance codes.

Administration

- Share knowledge and lead training sessions with colleagues as appropriate
- DDSL- Work as part of the Safeguarding Team with a key focus on attendance- liaising with the safeguarding team regarding concerns and interventions.
- Updating safeguarding software with any information gathered in relation to pupils safeguarding.
- Complete DSL training.
- Managing applications for FSM, Pupil Premium and EYPP funding using the relevant portals and application processes. Update MIS system accordingly.
- Manage the set-up and maintenance of reports to check for FSM entitlement.
- Lead in the management of pupil absence by liaising with the DSL and Headteacher to set up attendance improvement agreements.
- Complete any financial duties, as delegated by the SBM.
- Ensure the confidentiality of any data is maintained, in liaison with the DPO.
- Ensure good lines of communication between the reception and the rest of the school by ensuring that the relevant information is communicated to the relevant people.
- Attend any relevant training programmes, such as safeguarding.
- Provide any admin support for extended services offered by the school.
- Manage the school's calendar, as delegated by the SLT
- Assist with the organisation of school trips, e.g. finding venues, contacting transport companies and obtaining permission slips.
- Maintain an up-to-date and accurate inventory of stock, and place orders wherever required.
- Produce accurate minutes of meetings and distribute these as necessary, schedule appointments for meetings for all staff members, and organise diaries as requested.
- AAC Clerk/note taker (see other Aquinas JD)
- Assist in the recording of staff absence in liaison with HR by producing weekly absence reports and recording absence on MIS.
- Compile complete exclusion paperwork to be actioned by the DSL or Headteacher.
- Open and distribute post throughout the school, including deliveries made to the site.
- Correspond with Teachers regarding SEN pupils needs as directed by the DSL.
- Organise logistics and communication for planned events held at the school, such as parent's evenings.
- Liaise with Schools ICT to troubleshoot IT issues as necessary.
- Complete the school census and send to DFE.



- Create MIS reports as directed, including attendance reports, persistent absence, medical reports, home visits to children etc.

Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate may be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the college's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Variations

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Person Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <p>Have English and Math's GCSEs.</p> <p>Have an A-level in a business-related subject.</p>	<ul style="list-style-type: none"> • Safeguarding training. • Data protection training.
Experience	<p>The successful candidate will have experience of:</p> <p>Working in an administration role.</p> <p>Working as part of a team.</p> <p>Handling confidential information.</p> <p>Working in a fast paced, dynamic office environment.</p>	<ul style="list-style-type: none"> • Handling complaints and concerns from parents and other key stakeholders. <p>Working within a school environment.</p> <p>The financial procedures in a school setting.</p>
Knowledge and skills	<p>The successful candidate will be able to:</p> <p>Demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities, health and safety and data protection.</p> <p>Use financial computer databases effectively and independently.</p> <p>Prioritise their workload and complete all tasks required of them.</p> <p>Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions.</p> <p>Demonstrate an organised and effective approach to handling a demanding workload.</p>	<ul style="list-style-type: none"> • Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community. • Use Microsoft Office effectively and independently. • Use calendar management systems. • A knowledge of school MIS
Personal qualities	<p>The successful candidate will have:</p>	



- **Excellent verbal and written communication skills.**
- **Excellent time management and organisation skills.**
- **High expectations of self and professional standards.**
- **Enjoy working in a child-centred workplace.**
- **The ability to work as both part of a team and independently.**
- **The ability to maintain successful working relationships with colleagues.**
- **High levels of drive, energy and integrity.**

The successful candidate will be:

- **Dedicated to promoting their professional development and achieving desired qualifications.**
- **Able to plan and take control of situations.**
- **Capable of handling a demanding workload and successfully prioritising work.**
- **A good team player, with the ability to also work on their own initiative.**



Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	X
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	

Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes:

- Generous **annual leave package of 33 days** (including bank holidays) from day one;
- **Enrolment in the Local Government Pension Scheme** with employer's pension contributions of 20-23% (subject to annual review);
- Maternity, Paternity and Adoption leave;
- Sick pay entitlement rising to 6 months full pay / 6 months half pay after 5 years' service.

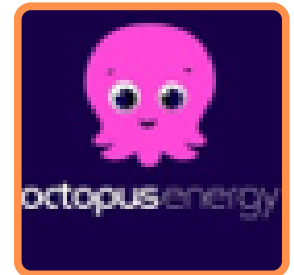


Lease An Electric Vehicle



We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car.

Available to eligible staff.



Benefits through Enjoy Benefits



Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.

Blue Light Card

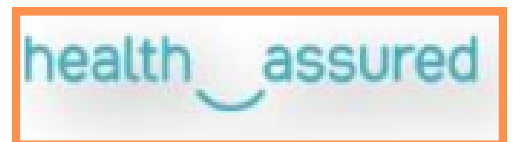


Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years access thousands of amazing discounts online and on the high street.



Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.



Supporting you with childcare...

Rye Community Primary School, Starfish Pre-school provides affordable high-quality childcare for the under-fives – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time childcare at our term-time pre-school between 8:30 am and 3:15pm. Starfish Pre-school: "Where the journey begins..."

