



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

School Receptionist/Admin Assistant

Heworth CE Primary School

Closing date: Thursday 17th April at 12 midday.

Interview date: Week commencing Monday 21st April



Heworth

Church of England Primary School

Heworth Primary School are looking to appoint a Receptionist/Administrator to work for 2 hours every morning in our busy and friendly school office.

Acting as the first point of contact for parents and visitors for both face to face and telephone enquiries, you will be expected to deliver a high standard of customer service.

The post requires someone who:

- Is well organised and efficient
- Used to dealing with a diverse workload
- Has the ability to work under pressure
- Has strong numeracy and literacy skills
- Is friendly and helpful, with a good sense of humour

Previous experience in a school office would be desirable although not essential as full training will be provided.

We can offer a great working environment where hardworking and dedicated staff work collaboratively to ensure the best possible education for our children.

School

Heworth CE Primary School

53 Heworth Road

Heworth

York YO31 0AA

Job Title

Receptionist/ School Admin Assistant

Reports to

Office Manager

Grade

The position is available on a permanent basis of 10 hours/week. term time only.

Normal working hours will be Monday-Friday, 08:30 to 10:30.

Grade 4: £12.65 to £13.26 per hour (£24,335 to £25,503 per annum reduced pro-rata)

Additional Information

Completed application forms should be emailed to:

Adrian Fletcher, School Business Manager

afletcher@pmat.academy

- Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.



Pathfinder

Multi Academy Trust

Pathfinder Multi Academy Trust

Providing an excellent education from 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a well-established multi academy trust serving more than 5,000 children and their families across York. The 13 schools in our Trust enjoy a close working partnership based on a shared vision to provide an excellent education to all the young people in our care. Pathfinder has a proven track record of working together for the benefit of all our schools, helping them to achieve strong

educational outcomes, successful Ofsted judgements and supporting the wider development of children and young people. We value the uniqueness and diversity of each school and the contributions they make to the Trust as a whole. As well as being a part of Pathfinder, we want schools to maintain and develop their own identities and to celebrate what makes them unique.

Pathfinder Multi Academy Trust schools



ACOMB PRIMARY SCHOOL



Archbishop Holgate's School

A Church of England Academy Founded 1546



Badger Hill

PRIMARY SCHOOL



Clifton with Rawcliffe



Hempland
Primary School



Heworth

Church of England Primary School



Huntington
PRIMARY ACADEMY



New Earwick
Primary School



Poppleton Road
Primary School



Rufforth
Primary School
· Inspire · Care · Grow ·



St Barnabas
CHURCH OF ENGLAND PRIMARY SCHOOL



St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School

Delivering key services to our schools

Our operations team provide a comprehensive support service, enabling schools to focus on delivering the best education possible to their students.



Pathfinder

Multi Academy Trust



Heworth

Church of England Primary School

Helping each child to flourish

Heworth CE Primary School has been educating children from Heworth and the surrounding area for almost 150 years. It is a small Church of England primary school, located in the heart of Heworth village and within walking distance of the historic city centre of York.

We believe that every child is unique in the eyes of God, and our vision is to help them flourish academically, culturally and spiritually by giving them the best possible start to their education. We are committed to inspiring, nurturing and developing highly motivated, independent young people who are compassionate, courageous, respectful and persevere in all they do.

We are proud to be a Church of England school and our four core Christian values of Courage, Perseverance, Respect and Compassion are woven through the life of the school. We use our values as a framework to help create a rich learning environment for all of our pupils, whatever their needs.

The Christian ethos of our school provides children with a safe and supportive environment in which they feel valued and cared for. Heworth is a small school, but we like to think that it has a big heart. With only 135 pupils from Reception to Year 6, and many of them living close by, Heworth has a distinct 'family feel', and we focus a lot of energy on nurturing those bonds both within the school and wider





Pathfinder Multi Academy Trust

We are an inclusive partnership of church and community schools underpinned by a shared vision, common values and a commitment to providing an outstanding and holistic education to all the young people we serve.

Collaborate

As a family of schools, we work collaboratively to celebrate and nurture both the similarities and distinctiveness of each school's individual ethos and values.

Celebrate

We celebrate the uniqueness of all pupils, and through outstanding pastoral care, academic challenge and inspirational teaching we support each child to flourish and succeed.

Develop

We develop outstanding leadership at all levels that delivers maximum achievement whilst supporting and developing the vision and values that underpin all we do.

Thrive

We generate positive and challenging learning environments which allow staff to grow and thrive through excellent professional development.

Nurture

We nurture an ethos in which children learn by example and grow spiritually, morally and socially to understand the uniqueness and diversity of communities, faiths and cultures - locally, nationally and internationally.

Community

Partnering with the Church of England, other schools, educational institutions and the Pathfinder Teaching School to ensure we provide an outstanding education from pre-school to post 16.

“Your present circumstances don't determine where you can go; they merely determine where you start.”





Job Description

Main purpose of this role

The school admin assistant is the ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive. To provide efficient and effective administrative support to the Headteacher, School Business Manager and other staff. Contribute to the overall ethos/work/aims of the school and meeting the needs of our children.

Core responsibilities, tasks and duties

Customer Focus

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

Reception

- Perform Receptionist duties throughout the school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.
- 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 an 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.
- Support in preparation and distribution of school newsletter.

Administration

- Provide general administrative service to Headteacher, Assistant Headteacher, School Business Manager and other staff, to include preparing of correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required.
- Minute meetings.
- Support Teaching staff to maintain registers and record absences.
- Admin support for pupil reports and school meals.
- Maintain staff absence records.
- Organise timesheets.
- General support in other areas as required.
- Provide admin support to all staff for school trips / special events.
- Take bookings / hire out facilities, this may include supporting extended school activities.

Finance and Stock Control

- Process and reconcile cash and banking.
- Monitor, track, report and reconcile payments.
- Liaise with parents regarding advance payments and send reminders for arrears according to school policy.
- Order meals daily, organise packed lunch provision for educational visits.
- Checking goods, return unwanted items, arrange repair/servicing.
- Raise orders where required ensuring that they are input on to the school's systems.
- Support in the management of the school budget or a budget area on a day to day basis.
- Support in maintaining in-house finance systems.

Pupil Welfare

- Provide pupil welfare/first aid.

Supervision / Management of people

No line management of staff.



Creativity and innovation

- Required to use own initiative to manage own workload and deal with problems as they arise.
- Deal with routine problems.
- Respond to routine correspondence.
- Design and apply IT systems to support own work.
- Adhere to documented school procedures and interpret policies and guidelines.
- Ability to give routine advice and seek information from pupils / parents.

Contacts and relationships

- Under the guidance of Headteacher / Assistant Head / School Business Manager.
- All staff, pupils, parents, and Governors.
- Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.
- Other outside agencies (Police, health services etc).

Decisions - discretion and consequences

- Working within established school policies and procedures, using initiative and judgement.
- Make decisions from an established range of alternatives, e.g. ordering supplies, inputting/updating information on the system.
- Use discretion when responding to enquiries so as not to commit any breaches of confidentiality.
- Judgements involving straightforward, job-related facts or situations.
- Can suggest modifications/variations to practices.
- The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents

Resources

- Normal office equipment.
- Responsible for the accurate handling and security of small sums of cash and cheques.

Work environment

- The job has a constant predictable workload with routine.
- Required to work to deadlines.
- This role is largely office bound but often involves moving around the school premises.
- Normal office environment.
- There may be a risk of abuse from some pupils/parents and a risk from contagious illnesses.

Knowledge and skills

- Computer literacy, numerate, typing/secretarial skills.
- A good understanding of a number of routine administrative processes.
- Ability to communicate at all levels.
- Understanding of safeguarding in education.
- A pro-active record of CPD.
- Knowledge of a range of computer software packages.
- Experience in customer service skills.
- Ability to give clear, accurate advice.
- Ability to provide accurate information and attention to detail.
- Understanding of safeguarding issues and ability to follow all school procedures relating to this.



Benefits of working at Pathfinder

Pension Scheme

As an employee of Pathfinder MAT you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder MAT also pays into the scheme on your behalf at the following rates (regardless of earnings):

Support Staff Pension Scheme

LGPS – Pathfinder MAT contributes an additional 20.5% of your salary.

Teachers' Pension Scheme

Pathfinder MAT contributes an additional 23.68% of your salary.

For more information please visit:

www.teacherspensions.co.uk www.nypf.org.uk

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Pathfinder MAT pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the Cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit www.cyclescheme.co.uk

Continuing Professional Development (CPD)

Pathfinder Multi Academy Trust is committed to the Professional Development of all staff and we have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

Employee Assistance Programme



Making sure everyone in Pathfinder Multi Academy Trust team gets the support they need whatever their worries, at home or at

work. The 24/7 confidential Employee Assistance Programme offers specialist counselling and information meaning everyone has support at any time.

What does it provide?

The Employee Assistance Programme is available 24 hour a day, 365 days a year, is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. It provides:

- Emotional support and counselling
- Specialist information on work-life balance
- Financial and legal information
- Management consultation to support those responsible for managing others
- Up to six sessions of face-to-face or telephone counselling
- Access to online Cognitive Behavioural Therapy (CBT)
- Information on local services such as elder care and childcare

The Education Support Partnership experts assess each call individually and decide what the best course of action for each caller is, whether that be counselling, online CBT or signposting to additional services.

Education Support Partnership Grants

A confidential grants service to help you manage your financial and money worries to get you back on track when you are struggling. If you are working in or retired from the education sector and are suffering financial problems caused by unemployment, ill health, sudden life events, bereavement or a personal injury the Education Support Partnership may be able to help you.