

Senior Administrative Officer (Children's Centre) AMB/1129

An opportunity to make your mark



CLOSING DATE: Midnight, Sunday 10th July 2022

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Welcome from the Headteacher

Dear Candidate

Thank you for your interest in the role of Senior Administrative Officer at Ambler Primary School and Children's Centre.

Ambler is a unique provision committed to achieving the very best outcomes for children from 6 months to eleven years.

The school was recognised as Outstanding in 2016, and in January 2020 the Children's Centre was too!

Our motto is 'Achieving More', we are always looking towards what is next, and so we know the value of investing in staff training and development.

The successful candidate will be a part of a creative and hardworking team and will work in the Children's Centre.

Ambler is an innovative, creative and ambitious place to work. We are a part of a very forward thinking collaborative of 23 schools called The Future Zone, which provides amazing opportunities for staff and pupils on various levels.

We are in a great location, with excellent transport links and we take full advantage of everything on our doorstep; with trips and visits that offer rich first-hand learning experiences for the children and great connections to our local community and organisations that can support the school.

I really hope that you will become as excited as we are about Ambler and you do apply.

Looking forward to meeting you.

Juliet Benis
Headteacher



Why come to Ambler?



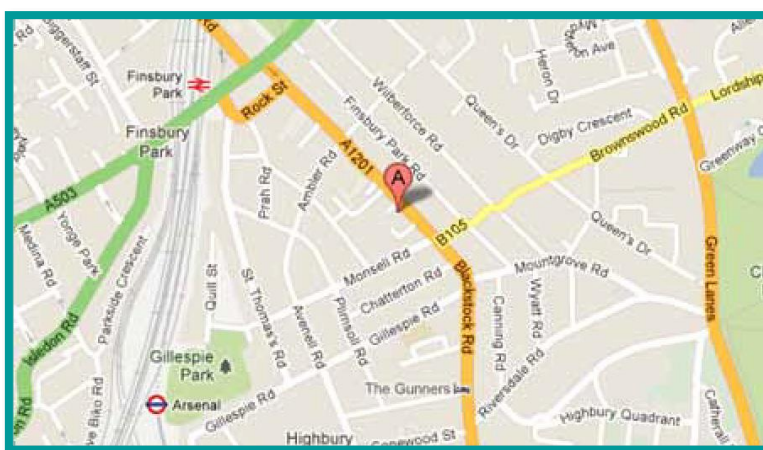
Information about the school

The Ambler provision of school and Children's Centre provides a seamless integrated service from pre-birth to the end of year 6. We have the privilege of working in a very rich and diverse community which includes many children and families from a range of backgrounds and cultures and this vibrant blend makes the Ambler community a unique and energising place to be.

Why come to Ambler?

- The prospect of growing as a professional across an outstanding school and an outstanding Children's Centre
- Chance to work with other schools within the Future Zone and the opportunities this brings
- A chance to make your mark within the school and Islington
- Opportunity to be an inspiring subject lead
- Enticing Inner London pay rates
- Engaging and highly motivated team
- Highly supportive staff and dedicated governors
- Further Professional Development
- Excellent location at the heart of Islington

**Ambler Primary School and
Children's Centre**
Blackstock Road
Islington
London
N4 2DR
Tel: 020 7226 4708



Ofsted Report

For the latest reports on Ambler Primary School and Children's Centre, please [click here](#).

Website

Ambler Primary School and Children's Centre website is <http://ambler.islington.sch.uk>.

Islington

Further information about Islington borough is available at www.islington.gov.uk

Our Values



Determination



Resilience



Empathy



Ambition



Motivation



Self-Belief

Determination

You can show determination by:

- Trying your best
- Working hard in anything you find difficult
- Focusing on specific steps or targets
- Breaking your goal down into small steps
- Taking one step at a time if necessary
- Accepting that some goals require hard work
- Being persistent and tenacious

Resilience

You can show resilience by:

- Never giving up
- Persevering when working towards your goal
- Trying to achieve your personal best
- Overcoming the fear of failure
- Keep on going even when it gets tough
- Having the ability to problem solve
- Bouncing back from obstacles

Empathy

You can show empathy by:

- Being kind to those around you
- Thinking about how other people may be feeling
- Imagining what it would be like walk in their shoes or be in their position
- Be ready to help and support
- Listening to others without judgement.

Ambition

You can show ambition by:

- Identifying and aiming for a goal
- Knowing the steps to achieving your goal
- Pushing and extending yourself
- Believing that nothing is impossible
- Keeping focused on the 'big picture'
- Articulating your ambition and your progress
- Knowing there are different routes to success

Motivation

You can show motivation by:

- Being prepared to work hard
- Dealing with failure or setbacks positively
- Really wanting to achieve success
- Understanding why you are doing something
- Being driven and keen
- Accepting and understanding constructive criticism
- Being aware of your own areas of development

Self-belief

You can show self-belief by:

- Showing bravery
- Taking risks and trying new things
- Recognising what you are good at
- Having confidence that you will achieve
- Saying 'I can do this!'
- Visualising yourself succeeding
- Learning from your mistakes

Job Advert – Senior Administrative Officer (Children's Centre)

SALARY GRADE:	S01
ACTUAL SALARY:	£32,868 - £34,062 per annum
CONTRACT:	35 hours per week, All Year Round
REQUIRED FOR	As soon as possible

Ambler Primary School and Children's Centre is looking to appoint a passionate and experienced administrator to join our dynamic team and lead the admin function of the Children's Centre. The successful applicant will be a solution-focused professional, committed to improving systems and delivering an outstanding support service to all our stakeholders.

Ambler is a great place to work and has a positive environment where everybody works together to achieve more. This is a rare opportunity to join a committed and supportive team that works hard to make a difference to the lives of hundreds of children.

At Ambler, we promote equality, challenge discrimination and recognise the positive value that comes from having a truly diverse workforce. We welcome applications from people of all backgrounds who reflect the diverse community of our school.

We can offer:

- An established team providing excellent services for our community
- A warm, positive working environment where everyone is valued
- An enthusiastic, dynamic and talented leadership and staff team
- Fantastic opportunities for professional development
- An opportunity to share your ideas and contribute to improvement.

We are looking for someone who:

- Is caring and compassionate
- Enjoys working as part of a team and with a range of stakeholders
- Is flexible, organised, efficient and able to meet deadlines
- Has extensive administrative experience - preferably within education
- Is highly proficient with ICT, including databases and Microsoft Office applications
- Is positive in their approach, with a good sense of humour.

Deadline for applications: Midnight, Sunday 10th July 2022

Short-listing: Monday 13th July 2022

Interviews: Tuesday 19th 2022

Please apply online at www.islington.gov.uk/jobs If you need any assistance, please email the Education HR team at schoolsrecruitment@islington.gov.uk quoting reference: AMB/1129

Ambler Primary School are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment; an enhanced DBS check will be required.

Job Description



POST TITLE	Senior Administration Officer
SALARY GRADE	S01
CONTRACT	35 hours per week, all year round

PURPOSE OF THE POST

To be responsible for effective day-to-day office management and administrative support services, primarily to the children's centre but across the provision as required. To ensure the service runs smoothly and efficiently, and to set up efficient and effective office management systems.

Under the direction of the children's centre lead and business manager, provide administrative and secretarial support to members of the leadership team and support the smooth running of the organisation.

The post-holder is required to be flexible in their approach to work, demonstrate positive behaviours and attitudes, and will be expected to cover for colleagues when necessary.

Duties and responsibilities will include, but are not limited to, those outlined in this job description. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with salary and job title.

SAFEGUARDING

To understand, follow and take responsibility for the safeguarding of all children, health and safety regulations and promoting good practice.

MAIN DUTIES

General Administration

1. Lead on the efficient and effective day-to-day running of the office – actively contributing to the improvement and implementation of systems and procedures.
2. Responsible for overseeing an efficient and effective reception and admin support service.
3. To demonstrate outstanding customer service and understand the need to maintain confidentiality, discretion and professionalism, while being sensitive to the concerns of members of Ambler community.
4. Lead by example and ensure the team maintains Ambler's high standards and expectations.
5. Ensure external communication is dealt with in a timely, appropriate and professional manner. This will include responsibility for checking emails sent to the primary office mailbox.
6. Responsible for ensuring reception is always manned during office opening hours.
7. Ensure communication between admin staff and parents/carers and the wider public is consistently professional, diplomatic and polite.
8. Provide high-quality secretarial and administrative support to the children's centre and its leadership team – this will include confidential administration and minute-taking when required.

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9. Responsible for the maintenance children's centre calendars, arrange appointments, receive visitors and operate effective communication systems. Diary management for the CC Lead.
 10. Responsible for planning and preparation for meetings, including organising rooms, refreshments and printing papers. Meetings will include annual reviews, parent/carers consultations and governors' meetings.
 11. Oversee the maintenance of up-to-date physical and electronic pupil records, ensuring they are complete and accurate.
 12. Prepare, produce and circulate letters, publications and reports within agreed timescales.
 13. Extract and provide data to leaders with the effective use of technology, such as spreadsheets and management information systems (MIS).
 14. Prepare and submit statutory returns such as termly censuses/headcounts, end of phase assessments and School Workforce Census.
 15. Coordinate admissions procedures for all children's centre admissions and support with the admissions process for reception children.
 16. Responsibility for ensuring compliance with admissions procedures, including reporting to the LA, maintaining a waiting list, offering places and CTF administration via S2S.
 17. Meet, greet and support prospective parent/carers and with admissions queries, and organise effective induction procedures for new children/families.
 18. Share knowledge, skills and experience with team members to support professional development.
 19. Delegate tasks to admin assistants where appropriate and as necessary.

Human Resources

1. Maintain physical and electronic personnel files in a timely fashion.
2. Ensure all staff details required for the school workforce census (including salary, contracts, qualifications, equal opportunities data, absence etc.) is up-to-date and accurate on relevant systems.
3. Monitor and record staff sickness absence, special leave, annual leave and TOIL, including entry on the payroll portal to monthly payroll deadlines, and highlighting any concerns to the SLT.
4. Prepare payroll forms for contractual changes (such as starters, leavers and contract variations), for approval by the Headteacher. Make amendments to the MIS and payroll portal to reflect approved changes.
5. Assist the business manager in checking payroll reports to ensure costs and variations are appropriate and budget areas are correctly charged.
6. Support senior leaders in the application of the sickness absence procedures by processing return to work forms and special leave requests; providing accurate absence records; and arranging and minuting absence review meetings.
7. Record staff absences on the calendar and support the SLT by booking agency cover where required.

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8. Administer volunteers and work experience - ensuring relevant policies are followed, forms completed and inductions completed.
 9. Support the SLT throughout the recruitment process for new staff, including advertising vacancies, organising interviews, tasks and tours etc.
 10. Support with the completion of pre-employment administration and checks, and coordinate the induction of new staff.
 11. Contribute to the maintenance of the single central record (SCR) and visitor/safeguarding procedures.

Early Years Policies and Procedures

1. To be responsible to the CC Lead, business manager and headteacher for financial administration, including record keeping, fee collection and administration; all payments, banking and petty cash.
2. To maintain appropriate electronic and manual systems as advised by Early Years Finance including database of all commitments and expenditure.
3. To provide support/ be responsible for the monitoring of financial activities of the centre and to report on a monthly basis, as required to the centre management, central finance team and funder terms and conditions.
4. To ensure that all financial records and documents are maintained in accordance with the council's financial regulations and that they are available for inspection by audit as may be required.
5. To use and maintain the computer packages provided for the input of data and extraction of information and be responsible for preparing and providing monitoring and statistical information and regular reports as required by centre management, EYSMT and funder terms and conditions.
6. To give administrative support, as required, in the process of allocating places in line with LBI policy and procedures.
7. To be responsible for the maintenance of confidential children's/families records in relation to admissions and charging, both electronically and paper files.
8. To ensure all families are issued with a monthly statement and to investigate and resolve payment related problems and arrears swiftly and report to EYMT regularly.
9. To be responsible for the maintenance of appropriate systems and reconciliation's and for the validation of associated bank account statements.
10. To maintain the daily, weekly and monthly records, including ordering of food and materials, recording attendance numbers of children and staff absence returns.
11. To provide general clerical/administrative duties including minute taking for meetings photocopying, filing, record keeping, maintaining diaries, receipt/distribution of post etc.
12. To be the first point of contact for all visitors to the centre, providing information in line with LBI policy or referring to the appropriate member of staff.
13. To provide word-processing skills for the production of letters/reports and publicity material as required in connection with the duties of the post.

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14. To supervise temporary administrative staff where appropriate and other staff as assigned to assist with administrative/secretarial duties, and to be involved with the selection procedures for the clerical officers.
 15. To carry out other minor and/or non-recruiting duties, appropriate to the post as may be directed.
 16. Willing to work occasional evenings and weekends as required.

OTHER RESPONSIBILITIES

1. Support good financial management by complying with and raising awareness off agreed procedures.
2. Assistant with financial administration such as collecting/counting monies; raising purchase orders; preparing booking forms; booking.
3. Setting up items, trips etc. for payment and/or consent using relevant systems. Follow up on missing consents and/or payments.
4. Support with the organisation of trips and events, including booking of venues, transport and meals; correspondence with parents/carers; liaising with trip organisers and third parties.
5. Identify information on the website that needs updating. Update the website as agreed or directed by members of the SLT.
6. Contribute to ensuring that all medical information is kept up to date and staff are aware of any children with medical needs.
7. To oversee first aid provision in the children's centre and ensure that all policies and procedures are followed correctly.
8. Support the administrative functions of the extended day provision.
9. Facilitate excellent communication and liaison with all staff.
10. Oversee administration of lost property.
11. Assist with the production publications such as the staff handbook and prospectus.
12. Ensure that uniform sales and stock control are managed effectively.
13. Attend and participate in relevant strategic and non-strategic meetings as directed by the Headteacher, Business Manager and SLT.

PERSONAL RESPONSIBILITIES

1. Be aware of key school plans, policies and procedures, especially the School Priorities, Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Take part in training as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
5. Behave in a professional and approachable manner.

PLEASE NOTE

This job description is a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.

All staff at Ambler Primary School and Children's Centre are expected to accept reasonable flexibility in working arrangements, including undertaking duties commensurate with the scale of the post and duties normally allocated to posts at a lower scale.

Personal and professional conduct

1. To adhere to the Code of Conduct and demonstrate integrity and objectivity at all times.
2. To be professional in dress and manner at all times.
3. To promote the wellbeing and safeguarding of children.
4. To maintain appropriate relationships and personal boundaries with children and young people.
5. To carry out the responsibilities of the post with due regard to the Equalities Act.
6. To carry out the duties and responsibilities of the post in accordance H&S procedures and relevant H&S Guidance and Legislation.
7. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
8. To be aware of data protection responsibilities under GDPR. To use tact and discretion when handling, sharing or disposing of any information which could be confidential.
9. To undertake training and professional development as appropriate.
10. To constructively take part in meetings/briefings, supervision, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder.
11. To undertake other duties appropriate to the post that may reasonably be required.

Person Specification

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

EDUCATION, EXPERIENCE & ABILITIES	DESIRABLE	ESSENTIAL
1. Proven administrative experience in a similar field		✓
2. GCSE grade C or above, or equivalent qualifications, in English and Maths		✓
3. Experience of managing multiple priorities		✓
4. Educated to degree level, or equivalent	✓	
5. Excellent written and oral communication skills and ability to deal sensitively with members of the public and professionals at all levels, by telephone and in person		✓
6. Ability to work under pressure and meet tight deadlines		✓
7. Ability to produce accurate and detailed information		✓
8. Excellent skills with systems, databases and Microsoft Office		✓
9. Awareness of security and separation of duties		✓
10. Ability to communicate effectively in writing, on the telephone and face to face <ul style="list-style-type: none"> • draft correspondence independently; • write and communicate verbally clearly and concisely 		✓
11. Ability to build and maintain an effective working relationship with a wide variety of people		✓
12. Diplomatic approach in dealing with difficult situations		✓
13. Ability to prioritise to ensure that deadlines are met, whilst working under pressure		✓
14. Ability to work on own initiative and contribute ideas to the improvement of admin services at the school		✓
15. Ability to maintain strict confidentiality in all matters		✓
16. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service		✓
17. Ability to form and maintain appropriate relationships and personal boundaries with children and young people		✓
18. Knowledge of school priorities		✓

Details of Selection Process



Application deadline

Completed application forms must be received by Midnight, Sunday 10th July 2022. Apply online at www.islington.gov.uk, following the jobs link.

Please note that application forms should not be returned to the school.

If you need any assistance, please email the Schools HR Team at schoolsrecruitment@islington.gov.uk quoting job ref: AMB/1129.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Due to current restrictions we are currently unable to host visits to our school and children's centre but please take a look on our website and at our virtual tour to find out more about us. If you have any questions, get in touch!

Selection process

The selection process will be a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Call **020 7226 4708** or email childrenscentre@ambler.islington.sch.uk

