



# Office Administrator Application Pack



*Limitless learning; infinite possibilities*



Contents	
Letter from Sir Steve Lancashire, Chief Executive.....	3
REAch2 Academy Trust.....	3
Letter from Aaron Wanford, Headteacher.....	4
Green Ridge Primary Academy.....	4
Our Cornerstones and Touchstones.....	5
<b>The role.....</b>	<b>6</b>
The application.....	7
The application process and timetable.....	7
Safeguarding, Safer Recruitment and Data Protection.....	8
Job Description & Person Specification.....	9

# Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive Officer, REAch2 Academy Trust



# Letter from Aaron Wanford, Headteacher Green Ridge Primary Academy



Dear Applicant,

I am delighted that you have expressed interest in the post of Office Administrator at our new academy.

## Overview:

Do you have an eye for detail? Are you meticulous and ensure that jobs are done on time and to the highest standard? At Green Ridge Primary Academy, we are now looking to expand our Administrative Team and to appoint a new Office Administrator to join us. Overseeing a range of duties and functions across the academy, we are looking for people who are up for getting stuck-in to all aspects of academy life! The role will be varied and give you a great opportunity to get involved with all aspects of school life and you will need to be prepared for aspects of change and development as pupil and staff numbers increase over time. We are looking for an individual who relishes a challenge and does not mind getting their hands dirty and getting stuck in to help out!

## About us:

Green Ridge Academy is a new primary school built on Berryfields, which opened in September 2017 in temporary accommodation on the site of the permanent building. The permanent school building opened in September 2018. The academy currently has two classes in Nursery, Reception, and Years One to Four with a single class in Years Five and Six. The school will grow year-on-year, taking children from aged 2-11. The school will initially have a capacity for over 450 children but is being built with the additional capacity to extend to a three-form entry school with just over 650 children. To see more information about the school, including design plans of the school, please visit our website [www.greenridgeacademy.co.uk](http://www.greenridgeacademy.co.uk)

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Tara Erdos, School Business Manager at [admin@greenridgeacademy.co.uk](mailto:admin@greenridgeacademy.co.uk) or telephone 01296 326320.

Aaron Wanford

Headteacher, Green Ridge Primary Academy

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the 'possible' in people as well as the 'actual'. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don't make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. **You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)**



# The role

## Office Administrator at Green Ridge Primary Academy

Reporting directly to our School Business Manager, you will undertake a range of administrative duties across the academy. The role will grow and adapt with the academy over the coming years, and so you will need to be prepared for aspects of change and development as pupil and staff numbers increase over time. Typical tasks may begin with overseeing attendance and reporting across the academy, providing administrative support to teachers and the leadership team, liaison with pupils, parents & carers and visitors. Tasks may include processing invoices and payments, ensuring sufficient stock is ordered and that the school administration systems and processes are set up and run efficiently.

### What we are looking for:

We welcome applications from candidates with experience from educational or other relevant administrative backgrounds with a willingness to work flexibly across the academy as and when required. We also welcome applications from candidates who are looking to develop professionally in the areas of academy finance, premises and health and safety and school business management.

### The successful candidate will have:

- The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence
- Excellent inter-personal skills
- The ability to be customer facing at all times.
- Proven experience of administrative work, including using technology and software packages
- Experience of school administration
- The desire to progress in their career and undertake professional development to a managerial level
- Excellent communication skills and a good sense of humour

### In return we can offer:

- A commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
- A growing learning community
- Encouragement to develop new ideas and the opportunity to make a real difference

## The application

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Lauren Curtis-Cross, Executive Assistant to the Leadership Team, at [admin@greenridgeacademy.co.uk](mailto:admin@greenridgeacademy.co.uk) or telephone 01296 326320. Completed applications should be sent via e-mail to the same e-mail address by 12 noon on **Wednesday 1<sup>st</sup> December**. We regret that any applications received after this time and date may not be included in the short-listing process. Short-listed candidates will be invited for interviews and we will ask you to complete a range of tasks in addition to a formal panel interview. Please note that the academy reserves the right to interview before the closing date if suitable candidates apply, and so we encourage all applicants to apply well-before the closing date.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately. Green Ridge Primary Academy has a rigorous Safeguarding policy and is committed to the welfare of every child. Consequently, all short-listed candidates will be asked for two references before interview, and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required. Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

**Green Ridge Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS Check and satisfactory written references.**

### The application process and timetable

Application deadline:	12 noon, Wednesday 1 <sup>st</sup> December 2021
School visits:	By prior arrangement
Interviews:	Week commencing 6 <sup>th</sup> December 2021
Contract details:	Permanent (with 6 months successful probationary period)
Working hours:	37 hours per week, 8.10am-4.05pm Monday to Friday including 30 minutes unpaid lunchbreak each day 39 weeks per year (term time plus INSET days)
Salary:	Bucks Pay Range 2, Scale point 11 – 15, £19,856 – £22,316 per annum (Full Time Equivalent) Actual pro-rata salary £16,793 – £18,874 approximately (including approx. 5 weeks holiday pay)
Start date:	Upon successful recruitment checks but likely January 2021

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



# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).





## Job Description

### Office Administrator

Pay Scale/Grade:	Bucks Pay Range 2, Scale point 11 – 15 Full Time Equivalent Salary Range £19,856 to £22,316
Working Hours:	37 hours per week, 39 weeks per year (term time + 5 INSET days)
Salary:	Actual Salary £16,793 to £18,874 (including 5.1 weeks holiday pay)
Reports to:	School Business Manager
Responsible for:	N/A
Liaison with:	Admin Team, Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

#### 1. JOB OUTLINE

##### 1 a) REASON JOB EXISTS AND PURPOSE

- To provide clerical, administrative (including finance) support to the academy.

##### 1 b) MAIN AREAS OF RESPONSIBILITY

###### *IT/Administration*

- To provide administrative support to the school/nursery ensuring that the highest-level service is provided to the customer, whilst supporting the business.
- Accurate use of Microsoft Word and Excel and taking notes of meetings.
- Undertake reception duties including communicating pleasantly and effectively in person, in writing and on the telephone.
- Welcoming parents, children and visitors.
- Managing the email inbox.
- Ensuring all parent/carers and pupil details are kept up to date on the management information systems, in line with GDPR.
- Provide clerical support, to include photocopying, printing & filing.
- Maintain manual and computerised records.
- Prepare forms and letters for staff and management, in conjunction with the School Business Manager.
- Keeping the office tidy and organised.

###### *Financial*

- Supporting the School Business Manager with the administration associated with financial procedures in a timely manner
- Working with the School Business Manager, arrange the collection of fees, associated administration and resolving any account queries.



- Maintaining general consumable resources, ordering from suppliers, managing this within a budget to ensure the department is resourced efficiently and effectively to meet the needs of learners.
- Ensuring associated administration and financial reporting meets approved standards.

#### *Attendance and Safeguarding*

- Keep accurate records of all pupil attendance.
- Follow-up with telephone calls, texts and e-mails each session for non-attendance and keep a record of this, to ensure safeguarding procedures are adhered to.
- Assist with pupil welfare matters, including contacting parents and staff.
- Contribute towards the information gathering required for professionals' meetings.

#### *Admissions*

- Assist with the administration of nursery and school admissions, in conjunction with the School Business Manager.
- Deal with all enquiries from prospective parents/carers, and support with showing prospective parents around.
- Sending out all correspondence and paperwork for new parents/carers and overseeing the process.

#### *Support for the School/Nursery*

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference ensuring equality.
- Work with the academy's named SENCo to act as administration support for children with SEN within the School/Nursery, e.g. preparing forms for referrals, liaising with parents/carers for permission etc.
- Participate as appropriate to develop appropriate multi-agency approaches to supporting children
- To undertake any other duties commensurate with the role

### 1 c) EQUALITIES

Be aware of and support difference to ensure that the school's equalities and diversity policies are followed.

### 1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

### 1 e) DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children therefore, in accordance with our Safeguarding Policy, the successful candidate will be required to have an enhanced DBS check.

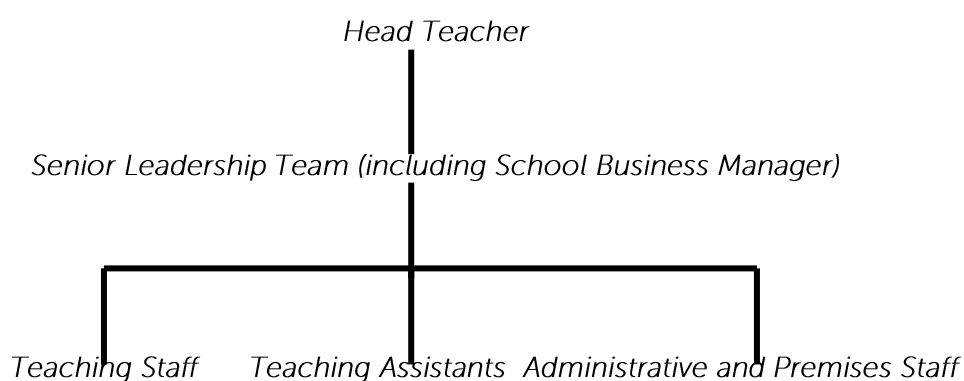
### 1 f) ADDITIONAL INFORMATION



The jobholder is required to contribute to and support the overall aims and ethos of the academy. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

*\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

## 2. ORGANISATION CHART



## 3. SUPERVISION

The jobholder is managed by the School Business Manager and is a member of the school's Administrative and Premises Staff.

The jobholder will work within a team of staff who lead the support staff functions (such as finance, premises, staffing and administration) in the academy.

## 4. JOB CONTEXT

The school has a team of administrative staff who provide the full range of reception and administrative functions.

## 5. CONTACTS

- All members of staff in the school
- Parents and visitors

## 6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of clerical and administrative work
- Good numeracy and literacy skills



- Basic knowledge of first aid
- Ability to use standard office software
- Ability to work in a team
- Understanding of the needs of children
- Evidence of accredited learning relevant to the post is desirable but not essential

## 7. PROBLEMS AND DECISIONS

The jobholder must organise the collection and reporting of financial and staffing data for the governing body, the academy trust and the DfE.

The jobholder exercises discretion in filtering letters and phone calls for the Headteacher (and other senior leaders) whilst ensuring that all enquiries are dealt with expeditiously.

## 8. JOB ENTITLEMENTS

- Access to training and staff development according to personal development needs and the needs of the school
- Annual Performance Appraisal and reviews

## 9. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the academy.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

## 10. REVIEW OF DUTIES

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

Signed colleague .....

Date .....

Signed Headteacher .....

Date .....

## Person Specification Office Administrator

Pay Scale/Grade:	Bucks Pay Range 2 Scale point 11 – 15 (depending on skills/experience)
Reports to:	School Business Manager
Responsible for:	N/A
Liaison with:	Administration Staff, Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Contractors, Stakeholders

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification details, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (previously A–C) or equivalent, to include Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Attainment of level 3 qualifications or equivalent (eg: A Levels)</li> <li>Administration Qualification</li> </ul>	Certificates
Training	<ul style="list-style-type: none"> <li>Evidence of recent and relevant training</li> <li>Willing to undertake training in school based systems as necessary</li> </ul>		Application form and selection events
Experience	<ul style="list-style-type: none"> <li>Minimum of 3 years practical experience of working in an office or similar environment</li> <li>Experience of working with different stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school or nursery office</li> <li>Experience dealing with payments and banking.</li> <li>Experience of working on Arbor &amp; HCSS.</li> <li>Knowledge and experience of school policies relating to health and safety, attendance, equal opportunities, child protection</li> </ul>	Application form and selection events
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of school administration practices and procedures</li> </ul>	<ul style="list-style-type: none"> <li>An awareness of Health &amp; Safety issues</li> </ul>	Application form and

Factors	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> <li>An understanding of safeguarding issues relating to children and other stakeholders</li> <li>Knowledge and awareness of the importance of confidentiality and data protection</li> <li>An understanding of the ethos of a school</li> </ul>	<ul style="list-style-type: none"> <li>A knowledge of Arbor or similar MIS (Management Information system)</li> <li>A knowledge of Nursery software/administration</li> <li>A knowledge of Financial Management systems</li> </ul>	selection events
<b>Skills &amp; Attributes</b>	<p>Ability to fulfil reception duties including:</p> <ul style="list-style-type: none"> <li>providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies</li> <li>a polite, professional telephone manner</li> <li>ability to take and relay accurate messages</li> <li>Ability to undertake a range of office administration, accurately and efficiently including data entry skills</li> <li>Excellent communication skills, both verbal and written</li> <li>Ability to identify, the needs of the school office, including the extended services within school</li> <li>Excellent organisational skills</li> <li>Ability to prioritise workload and to work to, and meet, deadlines</li> <li>Ability to problem solve</li> <li>Ability to work accurately under pressure in a very busy environment</li> <li>Ability to work using own initiative and as part of a team</li> <li>Ability to work in partnership with all staff, governors and parents with resilience and enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>First Aid / Paediatric First Aid Certificate</li> <li>Ability to handle cash for banking, petty cash and administer school accounts.</li> </ul>	Application form and selection events

Factors	Essential	Desirable	Assessment Method
Personal Qualities	<ul style="list-style-type: none"> <li>• Good timekeeping</li> <li>• Excellent health and attendance record</li> <li>• Discreet &amp; confidential whilst remaining professional, tactful &amp; sensitive</li> <li>• Warm and approachable manner with good inter-personal skills</li> <li>• Sets high standards and expectations for self</li> <li>• Flexible attitude to work including: <ul style="list-style-type: none"> <li>➢ working hours,</li> <li>➢ demands and changes in the role</li> <li>➢ willingness to be involved in the school</li> </ul> </li> <li>• Smart professional appearance</li> <li>• Total honesty, integrity, and reliability</li> <li>• Energy, enthusiasm, adaptability, and a good sense of humour</li> </ul>		Application form and selection events
Other	<ul style="list-style-type: none"> <li>• Commitment to Safeguarding and protecting the welfare of children and young people</li> <li>• Commitment to Health and Safety</li> <li>• Commitment to Equality and Diversity</li> <li>• Commitment to attendance at work</li> </ul>		Application form and selection events

*Note to applicants:*

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*