



Stoke Newington School  
& Sixth Form

# JOB PACK

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Administrative Assistant

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## Job advertisement

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**Administrative Assistant  
January - December 2020  
(Maternity Cover)  
Scale 4  
36 hours per week  
Monday-Friday 8:30am-4.30pm  
All Year Round  
£23,628 (Actual Annual Salary)**

We require an outstanding and driven individual to provide receptionist and admin support in this excellent and creative school which has 1600 students, over 200 staff and a £12 million turnover.

### **The School**

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive which has had a recent glowing OFSTED report. We are committed to a creative and excellent education for all students. We have a positive reputation in the local area, benefit from parental support, have an award-winning building and a growing sixth form. Most importantly, students and staff share a commitment to the school's success and ethos.

### **The post:**

As the first point of contact for the school, we are looking for someone who has exceptional reception and customer service skills. This post requires someone who is able to multi-task in an extremely busy school office, undertaking a range of administrative tasks and procedures whilst interacting with visitors, parents, staff and pupils.

The successful candidate will need to:

- have proven experience of working in a busy office environment
- demonstrate initiative, adaptability, commitment and a positive attitude.
- demonstrate good listening, oral, literacy, numeracy and computer skills
- be resilient, and reliable, with an understanding and respect for confidentiality
- work effectively as part of a team

### **Contacting us**

If you feel you can make a positive contribution to our school, please apply online via downloading the application form on <https://www.stokenewingtonschool.co.uk/jobs> . Please email complete applications to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk) or call on 020 7241 9600 for further information. I look forward to reading your application.

The closing date for receipt of applications is midday Thursday 21<sup>st</sup> November 2019. Interviews will take place on Thursday 28<sup>th</sup> November 2019.

*We are an equal opportunities employer committed to ensuring diversity in our workforce.*

*As employers we committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.*

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title:	Administrative Assistant
Directorate:	Main School Office
Reporting to:	Office Manager/Inclusion Lead
Grade:	Scale 4

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## Job description

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Purpose of the post:	<ul style="list-style-type: none"><li>• To be the first point of contact for the school regarding a range of administrative and communication activities and to ensure delivery of a first-class office.</li><li>• To help and support School Attendance Officer</li><li>• Manage the School Medical Needs Register alongside the Inclusion Lead</li></ul>
Main duties and responsibilities:	<ul style="list-style-type: none"><li>• Deal with front line enquiries from staff, students, parents and other agencies.</li><li>• Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.</li><li>• Operate the switchboard, direct calls to the Headteacher and other staff as appropriate and the taking and passing on of accurate messages.</li><li>• Be the nominated officer responsible for the day to day operation of the registration system in terms of ensuring data is correctly inputted; the efficient retrieval of information and for the timely production of reports from the system.</li><li>• Be responsible for daily running of Attendance</li><li>• Maintain the school databases and recording systems relating to administration and personnel, ensuring that records are up to date, accurate, secure and they comply with the requirements of the data protection act. This will include the filing and updating manually held systems and the input of data into the computer system.</li><li>• Process Admission applications and assist with pupil admissions. This will include managing the transfer of records and additional information about pupils, such as attendance and medical history, to and from other establishments as appropriate.</li><li>• Deal with financial duties that are commensurate with the grading of this post, e.g. dinner money collection and school trips.</li><li>• Provide Reception cover during school holidays</li></ul>

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- Distribute post, frank mail and take to the Post Office along with any recorded deliveries.
- Maintain the room bookings system.
- Carry out word-processing, photocopying, filing, and maintaining records
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Be a First Aider

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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General requirements:

- Take part in the school's performance management system.
  - Enhanced CRB Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Administrative Assistant
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## Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below...]

	Essential	Desirable
<b>Qualifications</b>		
1. NVQ level 2 or equivalent qualification or experience.	✓	
<b>Experience</b>		
2. Experience of clerical/administrative work.	✓	
3. Experience of handling cash.	✓	
4. Experience of using information technology in terms of using a computer, basic admin software (Word and Excel) and a willingness to learn the office systems and IT packages.	✓	
5. Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines.	✓	
6. Experience of school-based systems.	✓	
<b>Knowledge</b>		
7. Knowledge of operating a variety of office equipment such as fax and franking machine.	✓	
8. To have an understanding of and a commitment to Equal Opportunities issues within the workplace.	✓	
9. To have an understanding and commitment of the school's vision and policies.	✓	
<b>Skills</b>		
10. Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web based information.	✓	
11. Good word processing and keyboard skills.	✓	
12. Good interpersonal, organisational and communication skills.	✓	
13. Ability to relate well to children and adults.	✓	
14. Ability to communicate effectively both orally and in writing.	✓	
15. Ability to share work and to work as part of a team.	✓	

Skills		
16. Ability to deal with people at a variety of levels with politeness, sensitivity, tact and understand the need to respect confidentiality.	✓	
17. Willingness to participate in development and training opportunities.	✓	
18. Ability and willingness to work in a flexible manner.	✓	