

Eden Park Academy



Job Application Pack

Job Position: Administrative Assistant

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Welcome:

Dear Applicant,
RE: Application for administrative assistant

We are delighted you are considering applying for a post at our school. Recruiting new members of staff into our team is always an exciting time and we know any new member of staff, whatever their experience or role, will impact with fresh ideas, energy and enthusiasm.

This post is a permanent position for an administrative assistant to join our experienced long standing admin team due to the current team seeking to reduce their hours.

Eden Park is a wonderful school with a huge sense of belonging and the children and school community are warm and welcoming. Our school is in the centre of Barnstaple on an estate called Forches Cross and a number of our pupils have parents and grandparents who attended the school. We feel like a family.

We joined a new Multi Academy Trust in September 2018 - Tarka Learning Partnership - so there is potential for career development and professional development across a number of schools including Sticklepath Community Primary Academy which the two co-headteachers of Eden Park have been leading since 2009. We currently have approximately 150 pupils on role (including our nursery).

One of the school's and the area's greatest challenges remains the low aspirations of many in the community and the value they place on education. Motivating and engaging our children to be aspirational for themselves is a key part of the work we do.

Some of the other strengths of the school are:-

- An ambitious and determined leadership and staff, uncompromising in their commitment to every child succeeding
- A deep knowledge of our community with many staff having worked at Eden Park over a long period of time – relationships with families are strong and trusting
- A long tradition of outstanding inclusion and safeguarding work with an exceptional reputation working with SEND
- A network of local schools including a local secondary school as part of the Trust
- An approach to social and emotional learning based on Relational Practice and the THRIVE approach (many of us are Thrive trained)

If you feel this position could be for you, then we look forward to hearing from you.
Please contact a member of our admin team on 01271 343214 to arrange a visit or a call.

We very much look forward to meeting with you soon or speaking on the phone.

Good luck!



Ms Samantha Warner
Executive Co-Headteacher

Mr Richard Blunt
Executive Co-Headteacher

Advert:

Position: Administrative Assistant
Grade: C SCP 5 (£23 500 - £24 294 pro rata)
Hours: 26 hours per week, 39 weeks per year (term-time + non-pupil days)
Start date: ASAP (subject to pre-employment checks)
Closing: 3rd June 2024
Interview: 7th June 2024

Eden Park Academy is a partner school of the Tarka Learning Partnership based in North Devon.

We are looking to appoint a highly motivated administrative assistant to join our hardworking and dedicated admin team. You will be required to carry out a range of administrative duties.

We are looking for someone who:

- is able to build strong appropriate relationships with children, parents and staff
- has good working knowledge of IT systems
- has the ability to communicate effectively in both written and verbal English
- is passionate about working with children within a school environment
- can be a flexible team player
- is able to work on own initiative

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, receipt of satisfactory references and an enhanced DBS with Children's barred list clearance.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

If you are interested in this vacancy please download and complete the application form and return by email to Andrea Turnbull – andrea.turnbull@edenpark.tarkatrust.org.uk

Job Description:

Job Title: Administrative Assistant

Salary Range: Grade C - £23 500 rising to £24 294 pro rata for term time hours

Hours: 26 hours per week, 39 weeks per year. Monday to Friday; hours to be discussed.

Responsible to: The School Business Manager

Duties and responsibilities:

Organisation:

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors - making them aware of the schools safeguarding policy. Ensuring everyone is signed in and out and wearing the appropriate identification
- Ensure answer phone messages are checked each morning and during the day and passing on information as necessary
- Assist with pupil welfare duties, looking after sick pupils, liaising with parents/staff, etc
- Assist in arrangements for school trips, events, visitors, etc. Obtaining quotations and liaising with teachers concerning costs
- Handle difficult situations and issues with sensitivity and calm, ensuring you are always aware of the safeguarding of our pupils, data protection issues, General Data Protection Regulation (GDPR) and the need for strict confidentiality at all times

Administration:

- Provide general clerical/admin support e.g. photocopying, filing, complete standard forms, respond to routine correspondence in a timely and efficient manner ensuring deadlines are met to maintain the efficient running of the school
- Maintain pupil record folders, files and ensure information is entered accurately onto Bromcom, the school's information management system
- Send the pupil reports to parents through the Bromcom system
- Enter pupil assessment data onto Bromcom and send to the relevant body
- Report pupil accidents through Parago
- Record and report pupil exclusions
- Maintain confidential pupil data and produce lists/information/data as required
- To assist with procedures relating to pupil transfers
- Ensure attendance registers are completed daily and follow up unexplained absences
- Collate lunch orders, providing the Kitchen Manager with daily figures
- Deal with emails in a timely and appropriate way
- Sort and distribute mail
- Use the school's communications system to correspond with and provide information to parents as required

- Record staff absences through Bromcom and Itrent
- Assist with the creation and distribution of the school newsletter
- Maintain the school website with the latest information and policies
- Maintain the Staff Hub with the latest information and policies
- Provide the Clerk with the relevant policies for School Community Board Meetings
- Assist with the distribution of policies through Parago
- Coordinate GDPR within the school and attend the relevant Trust meetings

Resources:

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, One Drive)
- Check and distribute as necessary stock/orders

Financial:

- Complete order requisition for authorisation by the School Business Manager
- Collect and record all monies for school trips, events and residentials
- Send weekly emails to parents with lunch, club and nursery debt.
- Assist with the collection of dinner money, maintaining accurate records and ensure all monies pending banking are kept in a secure location

Support for the School:

- Be aware of, and comply with, the school's policies and procedures, especially those relating to child protection, health and safety, security, data protection and confidentiality, reporting all concerns to an appropriate person
- To be alert and active on issues relating to pupil welfare, safeguarding and child protection and to pass on information and concerns (significant and low level) to the relevant personnel in the school.
- Contribute to the overall ethos/work/aims of the school and Trust
- To be professional and a good role model to the children and other staff members, at all times
- Appreciate and support the role of other professionals
- Be aware of and support difference and ensure equal access to opportunities for all
- Attend and participate in relevant meetings/events as required
- Participate in training and other learning activities and performance development as required
- To assist in the promotion of the school through sensitive dealings with children, parents and visitors at all times

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that an Administrative Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher/School Business Manager.

Person Specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> ◦ Experience of administration work 	<ul style="list-style-type: none"> ◦ Previous work in Primary schools 	<ul style="list-style-type: none"> ◦ Application
Practical Skills	<ul style="list-style-type: none"> ◦ Well organised, ability to multi-task ◦ Good team worker, along with the ability to use own initiative and work independently. 	<p>“Can do” attitude</p>	<ul style="list-style-type: none"> ◦ Reference
Communication	<ul style="list-style-type: none"> ◦ A good communicator (both verbal and written) with children and adults 		<ul style="list-style-type: none"> ◦ interview
Personal Qualities	<ul style="list-style-type: none"> ◦ Use own initiative and is self-motivated. ◦ Pleasant, approachable and friendly 	<ul style="list-style-type: none"> ◦ Eagerness to learn and develop skills 	<ul style="list-style-type: none"> ◦ Interview ◦ Reference
Strategic Thinking		<ul style="list-style-type: none"> ◦ Able to consider planning for future developments 	<ul style="list-style-type: none"> ◦ Interview
Technology / IT Skills	<ul style="list-style-type: none"> ◦ Good ICT skills ◦ Able to use the website/email for communication ◦ Microsoft office packages 	<ul style="list-style-type: none"> ◦ Knowledge of Bromcom, Parago and HCSS 	<ul style="list-style-type: none"> ◦ Application ◦ Interview
Education and Training	<ul style="list-style-type: none"> ◦ GCSEs at grade C (grade 6 or higher) in Maths and English 		<ul style="list-style-type: none"> ◦ Application

Eden Park Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Application, Interview & Selection

For an informal discussion about the post or for more information regarding Eden Park Academy, please contact Andrea Turnbull (School Business Manager) at andrea.turnbull@edenpark.tarkatrust.org.uk

You will be selected for interview entirely on the contents of your application, CV's **will not** be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return application forms electronically to andrea.turnbull@edenpark.tarkatrust.org.uk

The closing date for this application is Monday 3rd June at noon.

Recruitment Process:

Short-listed candidates will be invited to attend a selection process which will be held on Friday 7th June. Times to be confirmed.

All candidates must bring with them or email before the day the following documents

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e utility bill, financial statement etc)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that, if successful, originals of the above will be asked for.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification **before interview**. Any relevant

issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.