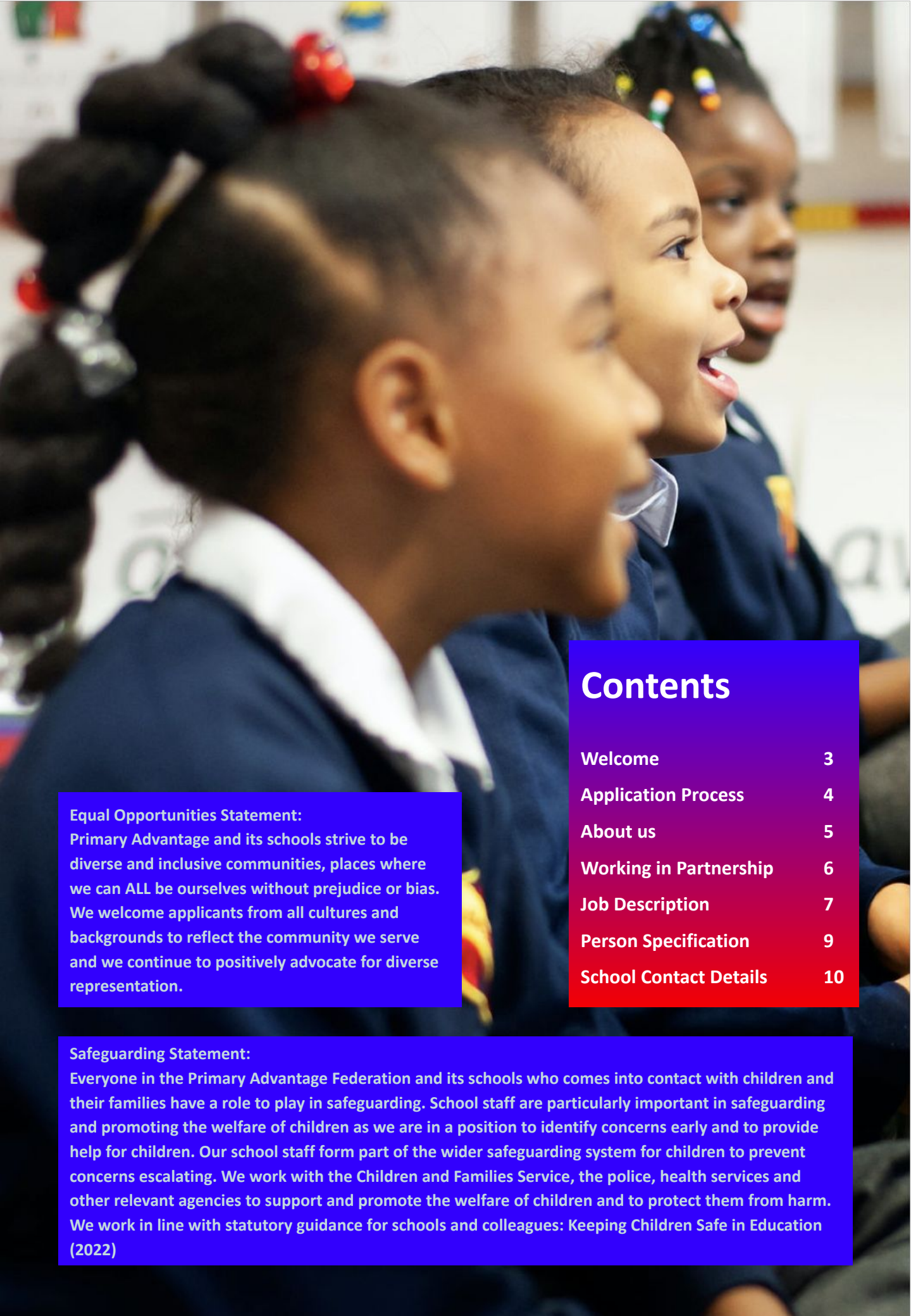




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De Beauvoir Primary School

**Application Pack
Administration Manager**



Equal Opportunities Statement:
Primary Advantage and its schools strive to be diverse and inclusive communities, places where we can ALL be ourselves without prejudice or bias. We welcome applicants from all cultures and backgrounds to reflect the community we serve and we continue to positively advocate for diverse representation.

Safeguarding Statement:
Everyone in the Primary Advantage Federation and its schools who comes into contact with children and their families have a role to play in safeguarding. School staff are particularly important in safeguarding and promoting the welfare of children as we are in a position to identify concerns early and to provide help for children. Our school staff form part of the wider safeguarding system for children to prevent concerns escalating. We work with the Children and Families Service, the police, health services and other relevant agencies to support and promote the welfare of children and to protect them from harm. We work in line with statutory guidance for schools and colleagues: Keeping Children Safe in Education (2022)

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Welcome

Dear Applicant,

Thank you for your interest in applying for the role of Administration Manager. I hope this pack supports you in finding out more about De Beauvoir and starting your application. We are keen to meet you and welcome visits to our school.

De Beauvoir is a small half-form entry Primary School located in the Dalston area of Hackney. We are a part of a Federation of eight schools called Primary Advantage.

Primary Advantage and De Beauvoir Primary School are looking to recruit a self-motivated, approachable and organised individual to be a part of our team as a School Administration Manager. This is on a fixed term basis for one year, pending a review of Federation cluster staffing. The main duty of this role is to provide efficient and effective administrative support. The successful applicant will be responsible for the management of all administrative functions of the school including finance, pupil and staff records, HR and payroll and premises.

The pack includes some background information about the Federation, information about the application process and the job description.

The closing date for this application is: Tuesday 27th September

Interviews for shortlisted candidates will take place on Friday 30th September 2022. Please note, you may need to make yourself available for the whole day.

More information about each school can be found on the schools' websites. If you have any questions or would like to arrange a visit, please contact Venessa Williams on 0207 254 1010 or email enquiries to recruitment@primaryadvantage.hackney.sch.uk.

Please send completed application forms to recruitment@primaryadvantage.hackney.sch.uk

Kind regards,

Sian Davies
Executive Principal

Rebecca Mackenzie
Headteacher



Hours: 36 hours per week (term time + 2 weeks)

Salary: SO2 (£35,298 - £36,579) Full time salary. Pro rata for part time (£32,121 - £33,287)

Application Closing Date: Tuesday 27th September 2022

Interview Date: Friday 30th September 2022. *Please bear in mind that you may need to make yourself available for the whole day.*

1. Please ensure that you have read the application pack thoroughly.
2. Complete the application form; CVs will **not** be accepted. Please note, alongside your application form, you will be asked to submit a [supporting statement reflecting your capabilities for this role](#). Without these documents, we may be unable to process your application.
3. Please specify the role you are applying for. The reference number for this application is: **DEB/AM22**
4. Should you have any queries about the application process or would like to arrange a visit, please contact Venessa Williams on **02072541010 ext 6**.
5. Completed applications should be sent by email to recruitment@primaryadvantage.hackney.sch.uk

SHORTLISTING

Once we have received your application you will be notified via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

Shortlisted candidates will be asked to complete tasks and a formal interview. Candidates will be notified of the details of the tasks prior to interview.

Please note that the interview process may take place throughout the day to accommodate for the tasks provided on the day.

Candidates must ensure that if they are successful at interview, they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Following the interview, Primary Advantage will contact candidates by **Friday 7th October 2022** to confirm as to whether they have been successful or not.

SUCCESSFUL CANDIDATES

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.



About Us

De Beauvoir is a small half-form entry primary school located in the Dalston area of Hackney. We are proud of our friendly, hard working and collaborative pupils and staff. Everyone is committed to improving teaching and learning for our diverse and vibrant community. Our age range is from 3 to 11 years old and we currently have 116 pupils on roll.

At De Beauvoir Primary School we are passionate about providing the very best education for each and every child. In order to do this, we have high expectations of our pupils and plan learning which is inspiring, enjoyable and challenging. We want our pupils to experience success and achieve highly. We understand that, to do this well, we need to be informed by the latest research-based evidence about what works in teaching and learning.

Our *De Beauvoir Behaviours* are the foundations for everything we do and children and staff understand that being **respectful, confident, tenacious and inclusive** are core values and underpin everyday actions and behaviours at our school. In January 2022 the school had an Ofsted inspection and the outcome was that we were graded good in all areas with outstanding behaviour and attitudes.

We understand that each child will learn and develop differently and so we strive to create a caring, stimulating and inclusive environment in which learning can flourish and every child can experience success;

- We encourage every pupil to strive for excellence, understanding the importance of high expectations for those from traditionally underachieving groups
- We provide a broad, balanced and differentiated curriculum to enable all children to develop their full potential
- We create a sense of community based on mutual respect co-operation and equality to all, working with families to support children's learning and development at home and in the community
- We aim to be a centre of learning of Lifelong Learning where the whole community feels empowered to achieve

At De Beauvoir Primary School we are committed to working in partnership with families and value their opinions. Pupil voices are also important to us.

For more information about De Beauvoir, please visit our website: www.debeauvoir.hackney.sch.uk

Working in Partnership

PRIMARY
ADVANTAGE

SCHOOLS ACHIEVING
MORE TOGETHER

FEDERATION



PRIMARY ADVANTAGE FEDERATION

De Beauvoir Primary School is a part of the Primary Advantage Federation.

We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

WHAT IS OUR APPROACH?

We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually

We believe passionately in improving the life chances for our pupils

We do not tolerate low expectations

We match tried and tested strategies that we know work to the needs of the schools and use our experience of supporting schools in successfully implementing them

We promote a collaborative approach whilst developing the capacity of each school to serve its own community and retain its distinct identity

We recognise the importance of individuality, spontaneity and creativity in developing innovation

OUR COMMITMENT

- **Every teacher is a good teacher; every school is a good school.** We aim to move incrementally towards excellence in all aspects of our work.
- **All pupils will make good or better progress** and will be properly equipped for the next stage of their schooling.
- **Learning environments** are of high quality where pupils feel **safe and secure, known and valued and motivated to learn.**
- **Curriculum provision is bespoke**, broadens horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.
- **Our learning community provides** opportunities for growth for pupils, staff and families.

SCHOOLS ACHIEVING MORE TOGETHER...

Job Description - Administration Manager

Post Title:	Administration Manager
Reports To:	Headteacher, Federation & Business Director
Direct Reports:	De Beauvoir Finance Admin Assistant
Base:	De Beauvoir Primary School and Federation (hosted at holy Trinity CE Primary School)- both situated in Dalston
Contract:	Fixed Term for one year
Working Weeks:	Term Time + 2 weeks
Hours:	36 Hours per week
Salary:	SO2 (£35,298 - £36,579) Pro-rata for part time: (£32,121 - £33,287)

Job Summary:

To support Federation administration with a special focus on De Beauvoir Primary School by managing the administrative functions within the school including:

- Finance management
- Pupil and staff record management
- Human resources and payroll
- Premises: catering, cleaning, IT and other external service providers

Main Duties and Responsibilities:

Finance

- To manage the administrative function of the school
- To support and direct the work of the Finance Admin Assistant including covering reception where necessary
- To work with the Federation team to implement Federation processes, develop and share best practice
- To manage the bids and income generation activity for the school
- To co-ordinate the purchase of goods, services and supplies and ensuring that the school obtains the next possible value for money from suppliers and contractors
- To process all income and payments through the school's financial management system (currently FMS)
- To monitor expenditure and income against budget and liaise with the headteacher and Federation team on forecasting to support the management of the school's budget
- To participate in external (LEA) audits
- To oversee the collection of school debt

Pupil & Staff Records

- To manage all statutory pupil and staff data input and returns and the production of reports as required by external partners such as DFE, LEA other schools to include (but not limited to):
 - School pupil census
 - Assessment
 - Workforce census
 - These are managed through the school's MIS (Arbor); AnyComms
- To manage an effective and efficient filing system
- To manage and ensure that all records and digitally held data is kept accurately and comply with the requirements of the Data Protection Act
- To manage admin finance assistant to ensure effective communication through newsletters, letters and the school website etc.
- To manage the school assets and ensure all records are up to date
- To oversee the administration of pupil admissions ensuring all necessary information is obtained in a timely manner.

Human Resources and Payroll

- To work alongside Federation staff in the recruitment of school staff and ensure processes are in line with procedure and policy
- To ensure all staff are recruited and employed in line with Safeguarding Children and recruitment policies, good practice and and legislation
- To ensure the payroll and pensions data and processes are completed accurately
- To ensure all new staff are provided with the relevant documents such as contracts and job descriptions
- To be responsible for all pre-employment and DBS checks, retirement dates and fixed term contracts, maintenance of the Single Central Record and to act on any checks and dates that come from the reports to ensure the school is carrying out its HR function in line with agreed HR policies
- Be responsible for the maintenance of confidential staff records and Single Central Record
- To ensure staff sickness absence and leave is monitored, produce appropriate reports, referrals and statistical data
- To liaise with payroll provider regarding monthly payroll, reflecting staffing changes and keeping accurate records of instructions and approvals

Premises

- To oversee the management of premises contractors, ensuring all records are maintained properly
- To oversee the management of cleaning contractors
- To oversee the management of service contractors (eg. IT provider and others)
- To ensure the school is compliant with all statutory duties, risk assessment, survey and testing portfolios
- To ensure that the school implements and maintains the required risk assessment logs, manuals, H&S/Medical reports and information as required
- To manage the use of school premises accordance to policy, major buildings works and projects
- Management of the established current letting of the school premises and development of further letting opportunities
- To administratively support the work of the site manager

Catering

- To oversee the catering function (outsourced) and be the first school contact for the catering team
- To liaise with the catering provider (officers) on administrative matters such as invoicing, HR and equipment
- To actively monitor the catering service delivered in school
- To communicate with parent/carer/pupil regarding menus and prices

General Requirements:

- This is not an exhaustive list of duties and responsibilities and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager
- The post holder will be mainly based at De Beauvoir but the Federation team is currently based at Holy Trinity, so a willingness to work flexibly across sites is required
- This job description is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health & Safety and the Confidentiality of Information
- The postholder may be required to work outside normal school hours on occasion, with due notice - these occasions usually relate to termly reporting to local advisory boards
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them, and as appropriate the nature of such convictions

Person Specification

Qualifications

- Degree qualification or equivalent experience

Experience, Skills and Knowledge

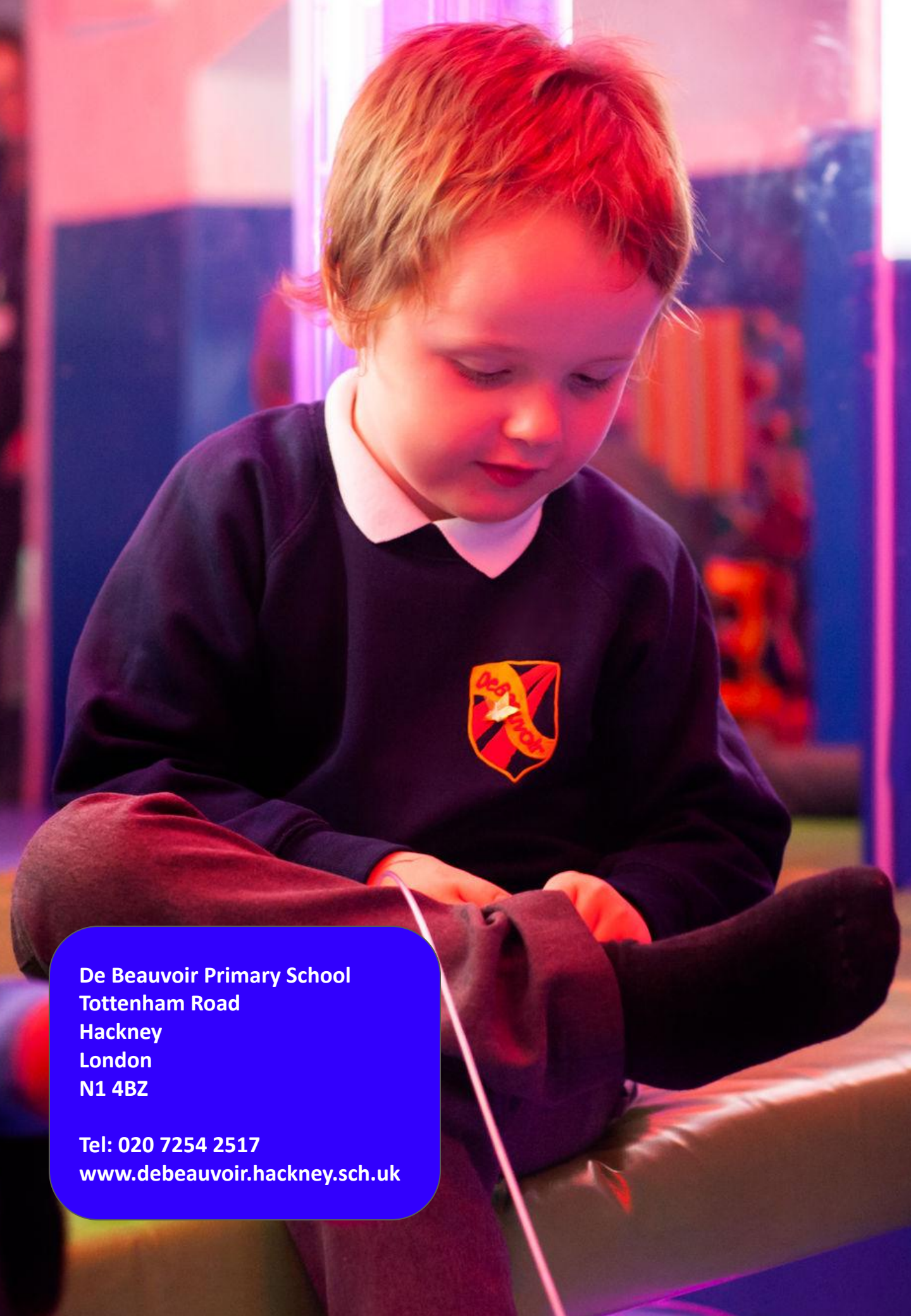
- Demonstrable commitment to the vision of the school and Federation
- Strong organisational skills
- Experience of managing or supervising others, delegating tasks and monitoring practice
- Experience of administration within an education setting, including MIS and FMS knowledge and experience
- Experience of managing payroll matters
- Experience of budget monitoring and account reconciliation
- Experience of recruitment and management of HR processes
- Working knowledge and understanding of Data Protection legislation
- Experience of managing or coordinating the work of contractors and/or external providers (such as catering/cleaning teams)

Communication

- Strong interpersonal and communication skills - written and verbal
- The ability to use a wide range of communication channels to effectively manage operations
- The ability to maintain operations
- The ability to maintain a professional and confident manner
- Ability to adapt communication style to suit the audience and situation
- Demonstrate sensitivity and objectivity in dealing with a range of issues

Skills and Abilities

- The ability to adapt to constantly changing priorities and demands
- Ability to make routine decisions based upon guidelines and procedures laid down within established frameworks
- Ability to make judgements with regards to when it is appropriate to liaise with others including external agencies
- Abilities to work independently, being proactive and demonstrating initiative
- Ability to negotiate 'best value' with suppliers



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