



Stoke Newington School  
& Sixth Form



**Job Pack**

**Administrative Assistant**

**June 2022**

‘We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging’



Stoke Newington School  
& Sixth Form

## **Job Advertisement**

### **Administrative Assistant**

**5 days a week Monday - Friday 8:00 – 16:00, 50 minutes lunch break,  
Term time only, Permanent  
Scale 4 £20,949- £22,101 per annum**

#### **The School:**

Stoke Newington School & Sixth Form is a “good with outstanding features” school. We pride ourselves in providing our students with inspiring and creative teaching and learning opportunities within the curriculum and through our programme of extra-curricular activities. We aim that every child aspires to and achieves excellence.

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential.

#### **Applying for the role:**

The closing date for receipt of applications is **midday Wednesday 4<sup>th</sup> May 2022.**

If you are interested in joining our team please apply via <https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384> alternatively you can download an application pack from our website [www.sns.hackney.sch.uk/jobs](http://www.sns.hackney.sch.uk/jobs) . Please name your application file with your full name and the role you’re applying for and submit to [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk).

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.



## Job description

<b>Job title</b>	Administrative Assistant
<b>Directorate:</b>	Stoke Newington School & Sixth Form
<b>Reporting to:</b>	Admin Manager
<b>Grade:</b>	Scale 4, Term Time Only

### Purpose of this post:

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.

### Main duties and responsibilities

- Deal with front line enquiries from staff, students, parents and other agencies.
- Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.
- Operate the switchboard, direct calls to the Headteacher and other staff as appropriate and the taking and passing on of accurate messages.
- Assist with 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.
- 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.
- Under the supervision of the DPO, perform with a high degree of accuracy and attention to detail, the administrative tasks necessary in the execution of Subject Access Requests using eDiscovery and redaction tools.
- 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.
- Distribute post, frank mail and take to the Post Office along with any recorded deliveries.
- 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

**General requirements:**

- Take part in the school's performance management system. Attend governing body meetings on a regular basis.
- 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

**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.**

## Person specification

Qualifications	Essential
NVQ level 2 or equivalent qualification or experience.	✓
Experience of clerical/administrative work.	✓
Experience of handling cash.	✓
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.	✓
Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines.	✓
Experience of school-based systems.	✓
<b>Knowledge</b>	
Knowledge of operating a variety of office equipment such as fax and franking machine.	✓
To have an understanding of and a commitment to Equal Opportunities issues within the workplace.	✓
To have an understanding and commitment of the school's vision and policies.	✓
To have a good working understanding of GDPR	✓
Understand and respect sensitivity of personal information and student and employee records and ensure confidentiality of all written and verbal communication.	✓
<b>Skills</b>	
Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web based information.	✓
Good word processing and keyboard skills.	✓
Good interpersonal, organisational and communication skills.	✓
Ability to relate well to children and adults.	✓
Ability to communicate effectively both orally and in writing.	✓
Ability to share work and to work as part of a team.	✓
Ability to deal with people at a variety of levels with politeness, sensitivity, tact and understand the need to respect confidentiality.	✓
Willingness to participate in development and training opportunities.	✓
Ability and willingness to work in a flexible manner.	✓

## **Staff Benefits**

Please see below the staff benefits available at Stoke Newington School.

- **Annual Season Ticket Loans**

Season ticket loan spread across monthly payments deducted from your salary.

- **Cycle Scheme**

The cycle to work scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

- **Employee Assistance Programme**

The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

- **Optical Expenses**

Free eye test for staff who use display screen equipment.

- **Vectis card**

Discount card offerings savings across retail shops, tourist attractions, holidays and more.