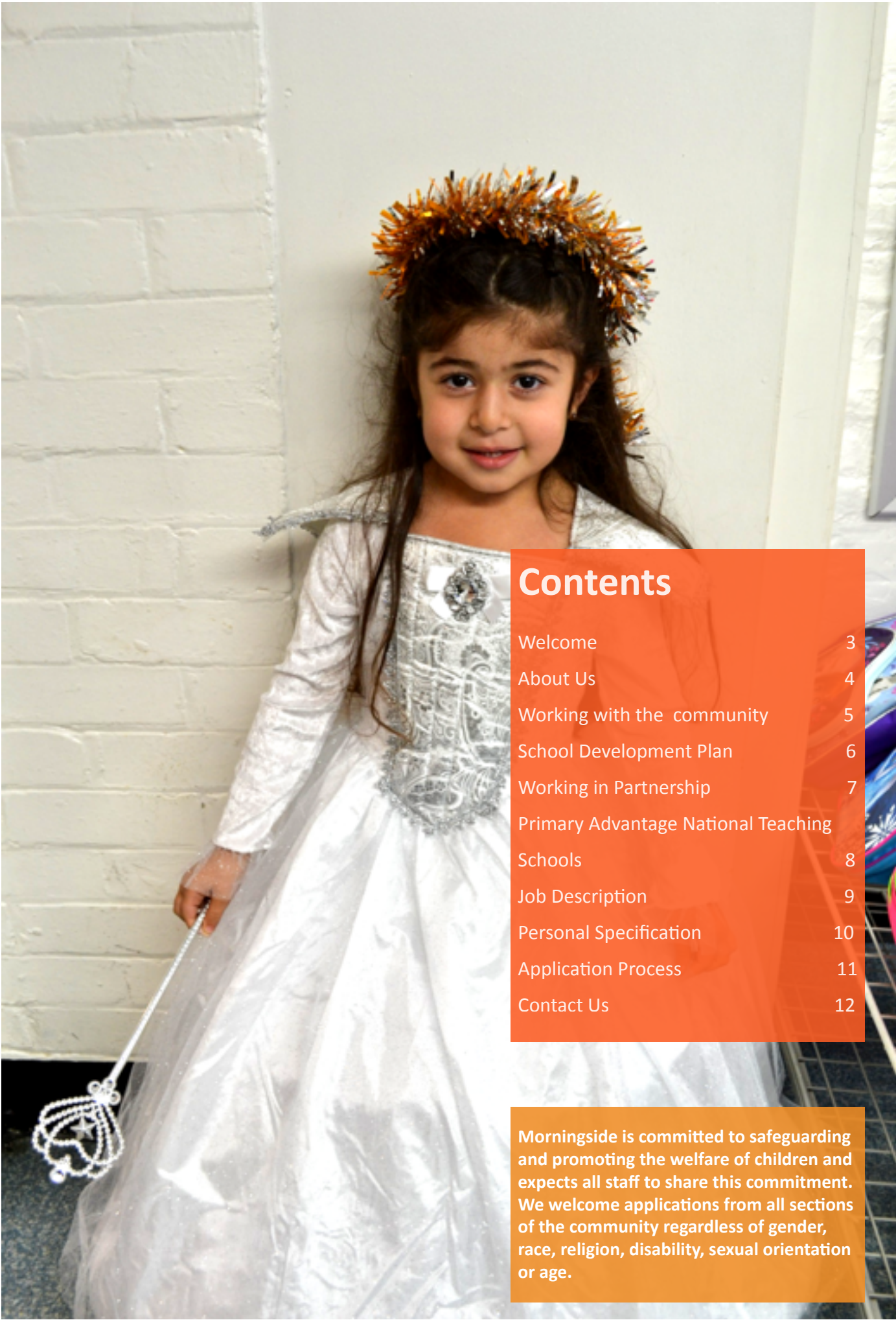




**Morningside Primary School**

**Application Pack  
Administration Officer**





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Morningside is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation or age.



## Welcome

Dear Applicant,

Thank you very much for your interest in becoming an Administration Officer at Morningside Primary School. I hope you will find this information a useful introduction to our school. The pack includes information about the school, our federation Primary Advantage, information about the application process and the job description.

**The closing date for this application is: Thursday 28th June 2018 at 12pm**

**The interviews for shortlisted candidates will take place on Friday 6th July 2018.**

Morningside is an outstanding two-form entry primary school in the London borough of Hackney, located very close to Hackney Central in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds, many different languages are spoken. Our school has been through a period of considerable change over the last few years and our aim is to build on the hard work that enabled the school to make rapid improvements and to secure excellent learning opportunities for all of our families.

We are looking to recruit a self-motivated, approachable and organised individual to be a part of our administration team as an Administration Officer. The main duty of this role is to provide efficient and effective reception, administrative and clerical support. The successful applicant will be responsible for the management of the school's reception, the maintenance of various school databases for pupil and staff records, and the provision of administrative support to the Headteacher, Finance & Administration Manager and other members of staff as appropriate.

If you have any questions or would like to arrange a visit, please contact Venessa Williams on 0207 254 1010. Please send completed application forms to [recruitment@primaryadvantage.hackney.sch.uk](mailto:recruitment@primaryadvantage.hackney.sch.uk)

If you are ambitious and eager to teach we would like to meet you.

Kind regards,

Janet Taylor

Headteacher





## About Us

Morningside is a two-form entry primary school with a Children's centre. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Our age range is from 3 to 11 years old and we have 447 children on roll. There are two classes in each year group with 30 pupils in each class.

We have two nursery classes with sessions in the morning and afternoon, some children are full time.

36% of pupils are eligible for free school meals.

65% of pupils speak English as an additional language.

We have a children's centre that supports members of our community.

Our vision is for the school to be:

- A place where children can achieve their full potential in academic, creative, personal, physical, moral and spiritual development;
- A caring place where children and adults feel they make a contribution and are valued as individuals; a place where everyone is aware of their rights and responsibilities and where children learn respect for themselves and others.
- A partnership between children, parents, staff and the community as a whole.



## Working with the Community

### WITH SECONDARY SCHOOLS

The move to secondary school is an important step for pupils and parents. We work in partnership with our local secondary schools and the Hackney Learning Trust to ensure our children and their families are well-informed about the transfer process. The children participate in visits to local schools and we invite secondary teachers to visit our school for specialist lessons.

### CHILDRENS CENTRE

Morningside Children's Centre is a place where families can access a range of different services, based under one roof, to help and support. The Centre brings all the different support agencies together to offer a range of services to meet parents' and children's needs, all in one place.

Our Centre is somewhere children can make friends and learn as they play. Families can get professional advice on health and family matters, learn about training and job opportunities or just socialise with other people. There are a range of activities available at the Morningside Children's Centre each day. These change on a monthly basis. Below is an overview of our current provision.

 <b>Programme of Free Activities July 2017</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>Online Business Course</b> 9:30am-12:30pm Free Crèche for under 5s (Invite only)	<b>ESOL English Class</b> 9:30am-11:30am Free crèche for under 5s (Invite only)	<b>Zumba Workout</b> £2 per session 9:30am-10:30am Free crèche for under 5s	<b>ESOL English Class</b> 9:30am-11:30am Free crèche for under 5s (Invite only)	<b>Numeracy Course with Qualifications</b> 10:00am-12:00pm Free crèche for under 5s
<b>Job Search Online with FREE crèche</b> 10:00am-11:30am	<b>Fit for Festivals</b> 1:00pm-3:00pm Hula Hooping, Facing Painting & Costume designing Free crèche for under 5s	<b>Music &amp; Movement Stay &amp; Play for Children Under 5 with parents/carers</b> 9:30am-11:00am Drop-In Play Session	<b>Stay &amp; Play with Cooking</b> 1:00pm-3:00pm Drop-In Session for Parents/Carers with Children under 5	<b>Busy Babies Stay &amp; Play</b> 10:00am-12:00noon Drop-In Play Session for Parent/Carers with Children 0-12 months
<b>Messy Art with Alison for Children Under 5 with parents/carers</b> 1:00pm-3:00pm Drop-In Session	<b>Stay &amp; Play</b> 1:00pm-3:00pm Drop-In Play Session for Parent/Carers with Children under 5	<b>Stay &amp; Play @ The Breakers Yard Sutton House for Children Under 5 with parents/carers</b> Meet at Morningside CC 1:00pm-3:00pm Drop-In Play Session	<b>2 Year Old Advice Session</b> 1:30pm-3:00pm Discuss with Simran your eligibility & make applications	<b>Busy Babies Stay &amp; Play</b> 1:00pm-3:00pm Drop-In Play Session for Parent/Carers with Children 0-12 months
<b>Literacy Level 1 &amp; 2</b> 1:00pm-5:00pm Free crèche for under 5s (Invite only)	<b>Fit Kidz &amp; Parents</b> Inclusive physical activities For all children with Chris 4:00pm-5:00pm	<b>2 Year Old Advice Session</b> 1:30pm-3:00pm Discuss with Simran your eligibility & make applications		
<b>Family Art</b> 3:30pm-5:30pm For Parents/Carers with School aged Children				<b>Our Sensory Space is available to book</b> Monday-Friday 9:00am-4:00pm



## School Development Plan

Our key priorities for 2017-18 are as follows:

### Achievement for Pupils

- To provide focused CPD opportunities and improved performance management for support staff
- To improve systems of peer and self assessment
- To refine the Fundamentals and Foundations checks
- To provide challenge for the most able pupils, especially those who are disadvantaged

### Behaviour and Safety of Pupils

- To further develop pupil leadership & pupil voice opportunities
- To monitor attendance to ensure it is in the top 30% nationally with no groups below target
- To work with the whole school community to ensure they keep themselves safe from the relevant risks including those associated with bullying, online safety, exploitation and extremism
- To further improve behaviour for learning

### Leadership and Management

- To refine and develop our approach to tracking, evidencing and reporting on pupil progress and achievement
- To develop leaders at all levels
- To further develop our curriculum offer to focus on experiential learning and the creative arts
- To increase parental and community engagement so that it impacts positively on pupils





## Working in Partnership

### Primary Advantage Federation

Morningside 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.

### Our Commitments

**Every teacher is a great teacher; every school is a great 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,** broaden 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.

Find out more about Primary Advantage Federation by visiting [www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)





## Primary Advantage National Teaching Schools

Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced school staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system.

St John and St James, Holy Trinity and Springfield are designated teaching schools, working in collaboration with the other three schools in the federation; St Matthias, Morningside and St John the Baptist. The schools work in partnership with primary schools across the borough and beyond and play a key role within the Primary Advantage National Teaching Schools Alliance.

Primary Advantage is a federation of schools working together because we believe our schools can gain many benefits from working collaboratively. We have made a commitment to a shared responsibility to the wider school community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Our work on improving provision for children will continue to see us working in partnership with schools in Hackney, across London and into the County of Suffolk. We will be working closely with our strategic partners, The Institute of Education and Hackney Learning Trust, to effectively deliver Initial Teacher Training (School direct and PGCE), Continuous Professional Development, talent management, school to school support, the brokering of Specialist Leaders of Education and research and development. Primary Advantage National Teaching School Alliance will see all schools within the alliance achieving more together.



# Job Description - Admin Officer

<b>Post Title:</b>	Administration Officer
<b>Responsible to:</b>	Finance & Administration Manager
<b>Accountable to:</b>	Head and Deputy Headteacher
<b>Based:</b>	Morningside Primary School
<b>Hours:</b>	36 hours per week (Full time or term time only TBD)
<b>Scale</b>	Grade 5 spinal point 22 – 25 (£24,618 - £26,658)
<b>Contacts:</b>	Headteacher, Senior Managers, Federation Business Manager, Finance & Administration Manager, Data & Administration Officer, Children's Centre, School Keeper, School Cook, other school staff, pupils, Governing Body, the LEA, parents and care givers, and other outside bodies such as building contractors.

## JOB SUMMARY:

- To provide an efficient and effective reception, administrative and clerical support function for the school; and
- To provide HR support to the Finance and Office manager; and
- To provide administrative and clerical support to school staff

## MAIN DUTIES AND RESPONSIBILITIES:

- To maintain the various school databases for pupil and staff records;
- To provide reception and administrative tasks; and
- To work alongside the Finance & Office Manager, Data and Admin Officer and School Business Manager to ensure the school has appropriate systems, processes and controls in place to maintain and manage all aspects of pupil data and HR.

## HUMAN RESOURCES:

- To support the school's recruitment processes including communication with candidates and updating the school website with current vacancies and relevant documents
- To ensure that employee records are up to date e.g. emergency contacts
- To support the Finance and Office manager in creating and updating employee HR compliance files and the SCR
- Ensuring full compliance with GDPR

## OFFICE MANAGEMENT

- To ensure that all visitors to the school are welcomed in a polite, friendly, and efficient manner and providing hospitality as required.
- To open and distribute incoming post and arrange the mailing of correspondence for the Headteacher and other members of staff.
- To arrange for outgoing post to be either collected or posted when required.
- To provide information and assistance to, and with, all staff, parents/carers, pupils, members of the public and other agencies as required. This includes dealing with enquiries and taking appropriate action using your own initiative, and the resolution or passing on of complaints to the appropriate member of staff.
- To use IT and word processing equipment to create documents and spreadsheets
- To produce pupil and parent correspondence.
- To maintain a clear and tidy workspace.
- To undertake general office duties including filing, photocopying and the drafting and typing of general correspondence, newsletters, reports and official statistical returns as necessary.
- To support staff in arranging and booking transport for school trips and events.
- To ensure high quality and accurate school newsletters are prepared, sent to parents and published on the school's website
- Photocopy resources for the classroom and support in the preparation of resources where necessary

#### PUPIL DATA:

- To assist in maintaining an efficient filing system.
- Be responsible for the annual admissions procedure, including all necessary communications with parents, arranging parental interviews and appeals with the Headteacher.
- Load the annual pupil intake into SIMS in addition to administering pupils when they arrive, leave or transfer to the school.
- Support the annual updating of the SIMS database with the annual timetable and class changes.
- To maintain the school's emergency contact forms and records for both staff and pupils.
- To provide assistance with other information databases as required.
- To ensure that all records are kept accurately and comply with GDPR requirements.
- To ensure that all computerised data is kept accurately and securely, and in compliance with data protection legislation.

#### FINANCE:

- To maintain the various school databases for pupil and staff records;
- To order goods and to deal with the return of goods to suppliers, where necessary.
- To support the petty cash system.
- To administer and maintain Parent Pay.
- To maintain school dinner registers.
- To follow up on outstanding monies and bad debts.
- To maintain cash collection systems and ensure processes are in line with financial procedures.
- To process orders, ensure orders are checked for payment according to the school's financial procedures and circulated as necessary.
- To raise purchase orders for all orders and SLAs ensuring that all orders are checked on arrival.

#### GENERAL:

- 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.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- 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, Knowledge and Experience

- English and Maths Qualifications to GCSE level.
- A sound level of literacy and numeracy.
- Experience in an administrative setting, ideally within education.
- Experience of working as part of a team and supporting others in order to achieve a shared vision/goal.
- Knowledge of equal opportunities legislation.
- An awareness of policies, procedures and best practice in relation to confidentiality, information sharing and child protection.

## Desirable

- Qualification is Administration, eg. NVQ2 in Administration

## Communication skills

- Possesses effective verbal and written communication skills.
- Presents information and ideas clearly and uses communication appropriate to the audience.
- Able to positively influence the opinions of others through factual discussion.
- Able to adapt personal style of communication to reflect a situation and/or need.
- Able to create an environment of trust by delivering on promises.
- Utilises report writing skills to accurately reflect a situation through positive communication techniques.
- Able to disseminate information and demonstrates a consultative approach to communication.
- Able to persuade and influence others effectively.
- Able to demonstrate tact and diplomacy in communication.

## Desirable

- Able to communicate in an additional language

## Skills and Abilities

- Competent to an intermediate level in the use of Microsoft Office software to complete secretarial or administrative tasks, eg. Word, Excel, Powerpoint, Outlook etc.
- Competent in the maintenance of database packages and experience of reporting from database packages.
- The ability to plan and complete a piece of work in a methodical, efficient and timely manner to meet a set deadline.
- The ability to deal with a range of people, including members of the public and other professionals, in an effective and polite manner.
- The ability to use own initiative and creativity to achieve desired results.
- Possesses good organisational skills in order to maintain efficiency and the ability to prioritise own workload.
- Willingness to partake in continuous professional development.
- Demonstrates excellent administrative and reception practices.
- Exercises flexibility so as to take on changes in work priorities and practices.
- Able to balance tasks and resources in the organisation of a wide range of activities.
- Able to provide contingency plans to address the unexpected.
- Demonstrates clear and logical thinking in working through problems.
- Able to follow organisational procedures and maintain quality of standards in own work.
- An awareness of the needs of children who have a variety of needs and who come from a variety of backgrounds.
- The ability to adapt to new office technologies.
- An understanding of customer service and the principles in delivering outstanding customer service.

## Accountability/Freedom to act

- Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.
- Leads by example in standards of behaviour in the work environment.



## Application Process



Please note that CVs will not be accepted without the application form .

Applicants are asked to complete all the standard information required on the Primary Advantage application form.

**Applicants are required to complete a supporting statement. Without these documents we may be unable to process your application.**

Please specify the role you are applying for i.e Admin Officer. The reference number for this application is: **MSIDE/AO18**.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee must be your current, or most recent, employer
- You provide a referee who can confirm your suitability for the role

## 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 teach an activity or lesson and will be advised of the details of the lesson observation prior to interview.

Candidates must ensure that if they are successful at interview, that 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 13th July 2018** 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.





Morningside Primary School  
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Hackney  
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E9 6LL  
Tel: 020 8985 5382  
[www.morningside.hackney.sch.uk](http://www.morningside.hackney.sch.uk)

[St John & St James CE Primary School](#)

[Holy Trinity CE Primary School](#)

[Springfield Community School](#)

[St Matthias CE Primary School](#)

[St John Baptist CE Primary School](#)

[Gainsborough Primary School](#)

[De Beauvoir Primary School](#)

[Primary Advantage Federation](#)