



new wave federation

APPLICATION PACK
SENIOR ADMINISTRATION OFFICER



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Welcome Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in our advert for the post of Senior Administration Officer working at Grazebrook Primary School. We are very excited about this continued opportunity to raise standards and share our learning experiences. We are delighted that you would like to be part of this and welcome you to join us as we embark on this journey.

This pack has been put together to help you with the application process. If you would like to visit the school for a tour to learn more about the school we are happy for you to contact us. If you have any questions that you would like to ask please do contact **Ms Alia Choudhry, Federation Business Manager on 020 7254 1415**.

We are looking for a confident, organised, well presented, highly motivated and flexible Senior Administration Officer to join our busy Administration Team. The role includes managing our busy office and reception, organising team members, admin, data entry for finance and facilitating effective financial control within the school. As a key player in the effectiveness of the school, you'll oversee all of our administrative systems and processes.

A large part of your role will involve developing effective communication strategies, documenting office procedures and systems, overseeing data entry of invoices and receipts for payment, ordering supplies, cash management, ensuring integrity of data on SIMS.net and FMS6. You should have experience of working at a senior level in a school office, strong secretarial and interpersonal skills and the ability to function calmly under pressure is essential.

The successful candidate will be energetic, flexible, be able to work as part of a team, as well as having a good sense of humour.

We can offer you schools which are popular and well resourced, have a friendly and dedicated staff with good opportunities for development.

Our schools are vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to meet you.

Kind regards,



Mrs Nicole Reid
Executive Headteacher

About our Schools



Grazebrook Primary School – OFSTED 2012

Grazebrook Primary is a larger than average-sized school. The proportions of pupils from minority ethnic backgrounds and those for whom English is an additional language are well above average. The proportion of disabled pupils and those who have special educational needs is smaller than average. Most of this group have moderate learning difficulties. The proportion of pupils known to be eligible for free school meals is above average.

The school has gained many accreditations, including Primary Science Silver Quality Mark, Sing Up Silver, and the Rights Respecting School award. The school runs a daily breakfast club and after-school club. The New Wave Teaching Alliance is based at the school. The school meets the government's current floor standards, which set the minimum expectations for pupils' attainment and progress.

At its most recent OFSTED inspection (February, 2012) it was reported that the school is an Outstanding school.

Shacklewell Primary School – OFSTED 2019

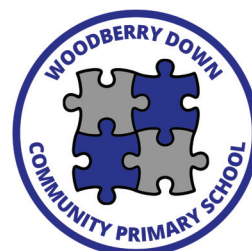
Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

At its most recent OFSTED inspection (March, 2019) it was reported that the school is an Outstanding school.

Woodberry Down Community Primary School – OFSTED 2012

Woodberry Down Community Primary School is a larger than average sized primary school where most of the pupils are from ethnic minority backgrounds. The majority of pupils are learning English as an additional language. A significant minority of these are at the early stages of language acquisition. The proportion of pupils supported by school action plus or with a statement of special educational needs is above average. Many more pupils than in most schools join or leave partway through their primary education. The proportion of pupils known to be eligible for free school meals is well above average. A large minority of pupils are refugees. The school meets the current government floor standard, which sets the minimum expectations for pupils' attainment and progress. This is an outstanding school where the life chances of all pupils are maximized. Pupils' achievement is outstanding. The Apple Regional Teaching Alliance is now based at this school which was awarded to the New Wave Teaching Alliance.

At its most recent OFSTED inspection (June, 2012) it was reported that the school is an Outstanding school.



Job Description

Post Title:	Senior Administration Officer
Responsible to:	Receptionist / Clerical Officers
Accountable to:	New Wave Federation Governing Board
Salary:	SO1(spinal point 23-25) £31,434.00 - £32,577.00 pro rata term time only
Times / Hours:	36 hours 7.45am - 4.00pm
Direct Reports:	Headteacher / Executive Headteacher

Job Summary

- To be responsible for the provision of efficient administrative, secretarial and clerical supportfunctions for the school;
- To assist with the school's payroll and personnel function, and support the Federation Business Manager / Bursar with financial management

Purpose of the Post

- To be responsible for leading the smooth running of the school office.
- To assist with the provision of Personnel, Premises and Finance services in the school.
- To maintain the various school computerised databases of pupil and staff information.
- To provide a confidential secretarial service to the Headteacher & Executive Head

Main Duties

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

Management of the School Office

- Co-ordinating and supervising the work of office staff to ensure the school office is organised efficiently.
- Planning work schedules and ensuring that all office staff are aware of impending work projects.
- Liaising with the Federation Business Manager relating to work to be undertaken by the office
- Managing the school reception service and providing cover as necessary. Dealing with a range of telephone queries from parents and professionals.
- Delegating work to office staff as and when necessary.
- Identifying training needs and bringing them to the attention of the Federation Business Manager for discussion
- Providing administrative support in organising safety procedures, including fire drills.
- Maintaining sickness and holiday records of all staff
- Monitoring the induction of any new member of the office staff
- Implementing statutory or LA requirements as they affect the management of the administrative function in the school.
- Dealing with an emergency, as appropriate, deciding on the best course of action and if medical intervention is required referring the matter to Headteacher / Executive Headteacher or nominated first aider.
- Organising the administration of new admissions and assisting the Headteacher in arranging parental interviews and appeals.
- Representing the school at relevant external meetings, seminars and training courses

Personnel

- Coordinating the recruitment process including drafting job descriptions and adverts, organising and attending interviews, and obtaining references, checking qualifications and administering pre-employment checks including DBS Disclosures.
- Taking responsibility for updating and maintaining all personnel records and the SCR.
- Assisting the Headteacher with regards to ordering supply teachers and other temporary staff.

- Liaising with the school's personnel and payroll providers as appropriate.
- Completing all data reports requested by the Hackney Learning Trust in a timely manner.

Finance

- Liaising with payroll and personnel provider regarding the correct payment of staff salaries, including the administration of claims for travel and overtime.
- Assisting the purchasing of goods and services ensuring that accurate stock and inventory control systems and safeguards are maintained, including safe delivery of stock ordered.
- Being responsible for the receipt, safekeeping and banking of all monies received by the school.
- Updating and maintaining Parent Pay payments, including the Breakfast Club/After School Club, including debt management

Maintenance of Pupil and Staff information

- Preparing statistical information and reports required by the DCFS and LA.
- Producing Annual DCFS Census - Form 7, PLASC return
- Assisting appropriate senior staff members with the inputting and production of examination results
- Ensuring pupil transfer requests are dealt with efficiently, transferring Year 6 files including inclusion files to new nominated schools.
- Ensuring all personnel data is uploaded onto SIMs

ICT Systems Manager

- Acting as systems manager for the administrative computer network and all processes relating to I.T.
- Updating the school's website, in conjunction with the Federation Business Manager, Headteacher and Executive Headteacher.
- Ensuring the repair and maintenance of all office equipment including photocopiers.
- Ensuring daily backups are maintained.

Confidential Secretarial Support

- Handling and responding to telephone calls, and dealing with matters on own initiative, taking messages. Using discretion to redirect calls or pass calls to the Headteacher and Executive Headteacher as appropriate
- Dealing with the Headteacher and Executive Headteacher's mail, including opening, sorting, distributing as appropriate.
- Receiving visitors to the Headteacher and Executive Headteacher and arranging for the provision of refreshments if required.
- Servicing school meetings, including the preparation of agendas, providing refreshments, attending and minuting internal school meetings arranged by the Headteacher and Executive Headteacher.

Person Specification

	Essential
Qualifications	Relevant qualification in supervisory management
	CSBM (Desirable)
Experience	Experience of supervision & administration in a similar public sector environment
	Experience of staff recruitment and selection
Knowledge	A sound knowledge of computer databases and spreadsheets
	Knowledge of co-ordinating and delegating the work of a team
Skills	Ability to set and work to agreed targets and work schedules
	Ability to communicate effectively with persons at all levels
	Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff
	Ability to organise one's own tasks with minimum supervision



Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

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

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.
- Please explain any gaps in your employment/education history and reasons for these gaps, continuing onto an additional page if necessary.

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. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Friday 18th October 2019** and interviews are week commencing **Monday 28th October 2019**. Please be advised that if you do not hear from us within two weeks of the closing date, you have not been short listed on this occasion.

If you have any queries or require any further information, please contact Ms Alia Choudhry, Federation Business Manager on 020 7254 1415 or achoudhry@newwavefederation.co.uk

If you would like to have an informal discussion about the post then please contact me via email at nreid@newwavefederation.co.uk

We look forward to receiving your application.



Grazebrook Primary School

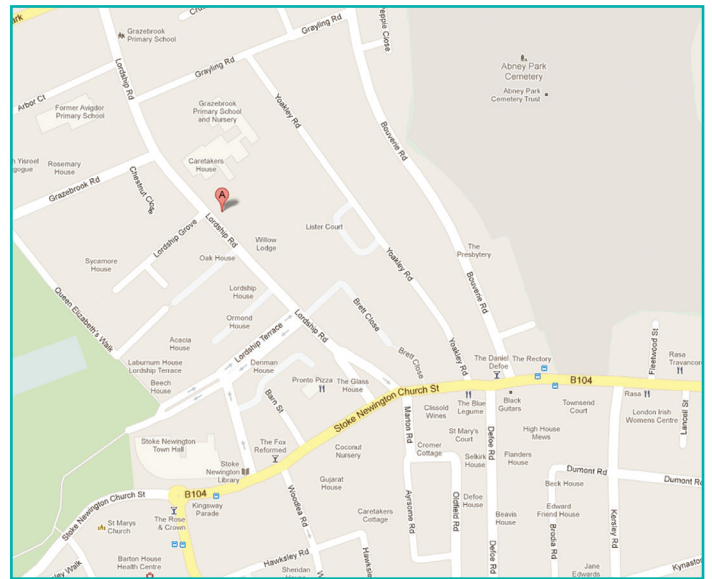
Lordship Road, London N16 0QP

Tel: 020 8802 4051

Fax: 020 8442 5202

E-mail: GBoffice@newwavefederation.co.uk

Web: www.grazebrook.hackney.sch.uk



Shacklewell Primary School

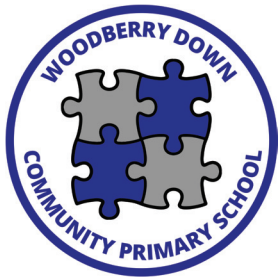
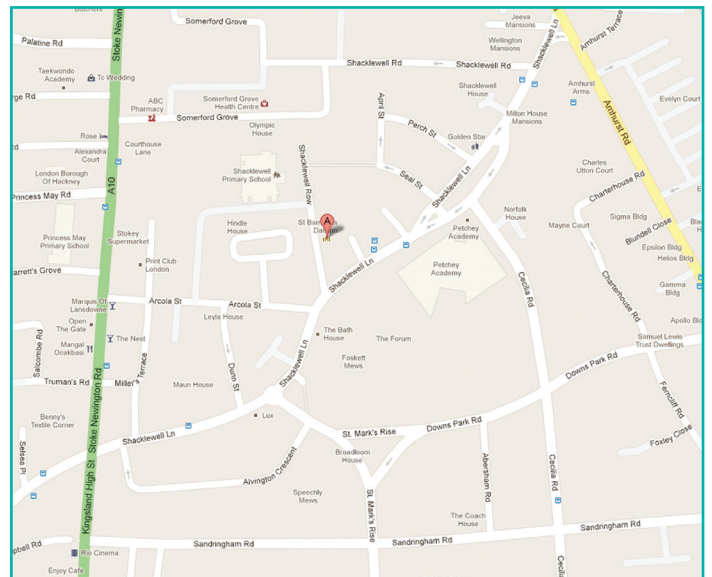
Shacklewell Row, London E8 2EA

Telephone: 020 7254 1415

Fax: 020 7254 1151

E-mail: SWoffice@newwavefederation.co.uk

Web: www.shacklewell.hackney.sch.uk



Woodberry Down Community Primary School

Woodberry Grove, London N4 1SY

Telephone: 020 8800 5758

Fax: 020 8211 0029

E-mail: WDOffice@newwavefederation.co.uk

Web: www.woodberrydown.hackney.sch.uk

