

This is an amazing opportunity to join a brand-new primary school at the very beginning of an exciting journey. Watling Primary opened in September 2023 as the first primary school in The Denbigh Alliance MAT. The Trust values of Care, Education and Opportunity underpin the Watling Primary School ethos.

Job title:	Administrative Assistant
Start date:	September 2024
Contract type:	Part-time, permanent
Hours:	20 hours, term time only plus 5 additional days Monday – Friday 9:00am – 1:00pm
Salary:	£23,114 - £24,702 FTE (depending on experience)
Actual Salary:	£10,812 - £11,555
Deadline for applications:	Friday 12 <sup>th</sup> July 2024
Interview date:	We will be operating a rolling programme of interviews and will contact candidates directly with proposed dates.

We are looking for an amazing Administrative Assistant to join us from September 2024.

We opened in September 2023 and currently have children attending in Early Years Foundation Stage (Reception) and Key Stage 1.

At full capacity, the school will be a 3-form entry primary with places for 630 pupils, with a 39 place Nursery due to open in September of this year.

At Watling Primary School we give children an education that will prepare them for a future we can't even begin to imagine. In addition to the Primary National Curriculum subjects, we focus on developing STEM capabilities (Science, Technology, Engineering and Maths).

The holistic growth of every child through play, exploration, supported risk-taking and opportunities to make connections with the natural world forms an integral part of our curriculum. For this reason, learning outdoors in Forest School is a key part of our provision.

### **Are you looking for...**

The opportunity to join a new school at the start of the journey?

A close working relationship with a small team of like-minded individuals?

An opportunity to shape the strategic direction of the school, working closely alongside the Headteacher?

Access to a wide range of roles in order to gain new skills and experiences?

Extensive opportunities for career progression that will occur naturally as the school grows?

## **We can offer you...**

Reduced rates for staff who have children attending our school at our W@W Club (before and after school wraparound provision).

A commitment to continuing professional development, succession planning and extensive opportunities for career progression.

A focus on staff well-being and creating a positive learning environment for all members of the school community.

An opportunity to be brave and try innovative ways of delivering excellence in education.

A brand-new school environment with a focus on sustainability and eco principles e.g. solar panels, intelligent lighting, air source heat pumps, etc.

Dedicated Forest School provision.

Outdoor areas including playing fields, Multi Use Gym Areas (MUGA), sensory landscaping, hard and soft play areas.

Designated internal areas e.g. STEM Room, Arts Studio, Sensory Room, group work rooms, stunning library area, purpose-designed staff room and separate staff work room.

To apply for this position, please submit your application via My New Term:

<https://mynewterm.com/jobs/481285136/EDV-2024-WPS-88035>

***The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check and online search is required for all successful applicants.***

## JOB DESCRIPTION

Role Title	Department	Reports to
Administrative Assistant	Admin	Headteacher

### PURPOSE

To act as the initial point of contact for parents, visitors and other members of the school and wider community, acting as an ambassador and embodying the values, vision and ethos of the school in all interactions.

To support with the administrative, financial and organisational processes within the school.

To carry out any other reasonable requests, at the discretion of the Headteacher, to meet the changing demands of the school.

### DIMENSIONS

Direct Reports	Budget Responsibility
None	None

### PRINCIPAL ACCOUNTABILITIES

#### General Administration

To carry out general administrative tasks.

To assist with updating records and information systems, including the use of SIMS to input and process data and edit information.

To assist in updating and maintaining the whole school calendar.

To assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary.

To manage, collate and organise completed forms from parents.

To report any issues with the school's IT systems to the appropriate person.

To organise and distribute incoming and outgoing post.

To provide general administrative support to staff as needed e.g. reprographic requirements.

To assist in booking training courses for staff, if required.

To assist in monitoring and maintaining appropriate levels of school resources, ensuring best value following the school's purchasing processes.

To assist with filing, printing and photocopying and help to maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary.

To assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment and providing refreshments as required.

To keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.

### **Attendance administration**

Monitor and maintain an accurate record of pupil attendance, producing reports as necessary.

Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed.

### **Reception**

Act as the first point of contact for parents and visitors arriving at the school.

Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner.

Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.

Assist staff and pupils with the information and support they need.

### **Security**

Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying visitors of safeguarding and safety procedures.

Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.

### **Written communication**

To write and send email responses that are professional and uphold the school's vision and values.

Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc.) to parents, staff and other members of the school community.

Assist with positively marketing and promoting the school.

### **Finance**

Assist in entering data into the school's finance systems and producing reports as necessary.

Collect, record and issue receipts for payments from parents.

Carry out financial administration in line with the school's procedures.

### **Health, safety and discipline**

Recognise that health and safety is a responsibility of every employee.

Promote good order and discipline among pupils to ensure a positive and safe learning environment.

Comply with health and safety policies and any school-specific procedures to promote the safety and wellbeing of all members of the school community.

### **Professional development**

Take part in the school's appraisal and performance management procedures.

Reflect on own performance to identify strengths and areas for development, taking part in further training in order to improve.

Seek out opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Demonstrate a generous approach to the sharing of knowledge and expertise to actively contribute to the professional development of other members of the school community.

Show commitment to the development and promotion of a learning community for all.

### **Working with colleagues and other relevant professionals**

Develop effective professional relationships with colleagues, working collaboratively to secure the best possible outcomes for all members of the school community.

Liaise with colleagues in other schools, sharing knowledge and expertise and working collaboratively.

### **Personal and professional conduct**

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Maintain high levels of confidentiality and act with integrity at all times.

Have proper and professional regard for the ethos, policies and practices of the school and adhere to these consistently.

Maintain high standards of attendance and punctuality.

Promote equality and treat everyone with fairness and dignity.

Adhere consistently to the Watling Primary School Staff Code of Conduct.

### **Safeguarding and Child Protection**

Actively promote and safeguard the welfare of ALL members of the school community.

Consistently follow the school policies on safeguarding and child protection.

Keep up to date with developments in safeguarding and child protection.

## PERSON SPECIFICATION

**E – Essential**

**D – Desirable**

Qualifications/Education	<p>GCSE (or equivalent) including a minimum of a Grade 4 (previously Grade C) in English and Maths (E)</p> <p>Level 2 or 3 School Business Administration certificate or diploma (or similar relevant qualification) (D)</p> <p>Educational Visits Co-ordinator (EVC) training (D)</p> <p>First Aid training, or a willingness to complete this (D)</p>
Experience	<p>Experience of working in a school environment or other educational setting. (E)</p> <p>Experience of carrying out administrative tasks and dealing with face-to-face and telephone interactions. (E)</p> <p>Experience of using school software e.g. SIMS (D)</p> <p>Evidence of working independently, as well as collaborating within a team. (E)</p>
Knowledge and skills	<p>High standards of oral and written communications skills. (E)</p> <p>The ability to respond quickly and effectively to issues that arise and to work under pressure. (E)</p> <p>The ability to plan, organise and prioritise to meet deadlines. (E)</p> <p>The ability to use own initiative and take action accordingly. (E)</p> <p>Excellent attention to detail. (E)</p> <p>Competent user of IT packages including word processing, spreadsheets and presentation software. (E)</p> <p>Ability to use relevant office equipment effectively. (E)</p> <p>A sound understanding of data protection and confidentiality. (E)</p> <p>Knowledge and understanding of the importance of equal opportunities, multicultural education and inclusion. (E)</p> <p>Knowledge of legal requirements, national policy and guidance on the safeguarding of children. (E)</p>
Particular aptitudes Personal skills	<p>An alignment with the values of The Watling Way. (E)</p> <p>High expectations for all members of the school community and the tenacity to challenge this if appropriate. (E)</p> <p>A commitment to developing respectful, supportive and trusting relationships with all members of the school community to contribute to an overall positive working and learning environment. (E)</p> <p>An ability to maintain high levels of energy and enthusiasm towards your own role and the overall development of the school. (E)</p>

	<p>A willingness to take on additional responsibilities and gain valuable experience as the school grows. (D)</p> <p>A brave approach to embracing innovative ways of doing things. (E)</p>
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**Associate Staff Standards**

We as Trust colleagues, make upholding the reputation and standards of the Trust our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

**Personal and Professional Conduct**

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: .....

SIGNED: .....

DATE: .....