



**SHERFIELD**  
SCHOOL

## **APPLICANT INFORMATION PACK**

### **ADMINISTRATIVE ASSISTANT**





# SHERFIELD SCHOOL

## ADMINISTRATIVE ASSISTANT

To commence as soon as possible

Salary: £22,658-£24,964 per annum FTE / pro-rata'd for part time hours.

We are seeking to appoint an enthusiastic and inspirational Administrative Assistant with a 'can do' attitude, to be responsible for administration tasks for the whole school and assist with reception duties, working within a supportive administrative team.

You will need to be able to work independently and as part of our administrative team with excellent organisation and communication skills, be a confident user of IT including Word, Excel and Outlook and have a good standard of education to include Maths and English at GCSE level (grade A\*-C minimum or equivalent). Experience of using SIMS (Schools Information Management System) or similar package would be an advantage. The successful applicant will join our team of talented, committed and diligent support staff, all of whom are aligned in their passion for ensuring that all pupils receive a high quality education and leave us as well-rounded children/young adults and with outstanding qualifications.

This is a **permanent term time plus one week (36 weeks)** post, working up to 37.5 hours per week, covering 7.45am-6.00pm Monday to Friday on a rota basis. We offer a competitive salary and a fantastic working and learning environment. Applications are welcomed for part time or full time hours across the week.

The successful candidate will be expected to work flexibly, covering for other members of the administration team in their absence and taking part in other school events. Benefits include:

- 25 days' annual leave plus public holidays. As this is a term time only role, annual leave will be taken during school holiday periods;
- Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;
- Contributory Pension Scheme;
- In-house training;
- Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata'd if part time.

Full details of the post and an application form may be obtained from the Sherfield School website.

**All candidates are required to complete an application form in full. Please note that applications must be made on the School's application form and accompanied by a covering letter of no more than 500 words.**

To apply, please send your letter and Sherfield application form via post to: Sally Holmes, Sherfield School, Sherfield on Loddon, Hook, and Hampshire, RG27 0HU OR electronically via e-mail: [s.holmes@sherfieldschool.co.uk](mailto:s.holmes@sherfieldschool.co.uk)

**Closing Date for Applications:** midday, 5 October 2018

Interviews will be held shortly afterwards.

**GEMS Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.**



## Job Profile: Administrative Assistant

<b>JOB TITLE:</b>	Administrative Assistant	<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Senior Administrative Officer	<b>LOCATION:</b>	Sherfield School

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**Hours:** Working up to 37.5 hours per week, as part of the Administrative Team ensuring there is administrative support between the hours of 7.45am–6.00pm, Monday to Friday on a rota basis.

**Terms:** Permanent term time plus one week (36 weeks).

**Salary range:** NJC Pay Range\* 25-28 £22,658 - £24,964 FTE (depending on experience and qualifications). Salary will be pro-rata'd based on hours worked per week.  
*\*The NJC for Local Government Services does not have statutory force within Sherfield School, although the School intends to broadly mirror its terms.*

**Benefits:** Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;  
Contributory Pension Scheme;  
In-house training;  
Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata'd if part time.

### PURPOSE OF THE JOB

The post-holder will be working as part of the administration team for whole school.

*This job description should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list. These responsibilities will be subject to review every academic year and may be changed by the Headteacher to reflect or anticipate changes in the job.*

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## 1. ORGANISATION CONTEXT

School Business Manager  
Senior Administrative Officer

## **2. PRINCIPAL ACCOUNTABILITIES**

### **General**

- Be a team member providing support for the best pupil/parent experience;
- Respond to telephone and email enquiries from prospective families, teachers and advisers independently and in a timely and professional manner;
- Answer general correspondence and assist with filing, photocopying and shredding;
- As a member of the administrative team provide excellent customer service for pupils, parents and colleagues;
- Take part in performance management/appraisal cycles;
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils;
- Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school;
- To participate in staff programmes for training, in particular safeguarding and Health and Safety;
- Share in the corporate responsibility for the well-being and discipline of pupils;
- Promote the good work of the school in the wider community;
- To provide First Aid support to pupils and staff in the absence of the School Nurses;
- Any reasonable request by the Headteacher/SLT/Line Manager.

### **Administration**

- Be a part of the administrative team providing support for excellent customer / pupil experience;
- Support and participate with front of house reception duties;
- Respond to telephone and email enquiries from prospective families, teachers and advisers independently and in a timely and professional manner;
- Distribute prospectus and other promotional material;
- Supporting the administrative team, answering general correspondence and assisting with filing and shredding to ensure excellent customer service;
- Assist with the booking of meeting rooms and communal areas, including meeting and greeting guests and arranging refreshments and equipment;
- Assist with uploading of news stories and other information on to the school's website;
- To ensure that incoming and internal post is distributed on a daily basis;
- To assist with reprographics support for the whole school;
- Assist with marketing campaigns for the school;
- With Head of Admissions, support the recruitment and admissions process for all prospective pupils;
- Be prepared to work flexibly, outside of the working day, when required for events, Open Evenings etc.
- In liaison with SLT, and working with the Examinations Officer supporting the efficient and effective administration and conduct of internal and public examinations for Years 7 and above. This will include liaising with Awarding Bodies and departments, assisting with the compliance in all areas of exam regulations by staff and pupils, and helping where required the collation and processing of information required by Awarding Bodies including applications for special consideration, access arrangements and enquiries about results.

- Use of the SIMS Examinations module to assist with entering pupils for examinations, supporting the examinations process and to access results;
- Help to organise the sittings for all examinations, including internal school examinations, booking venues and publicising the examination schedule to staff and pupils.

## **PERSON SPECIFICATION**

### **Skills and knowledge**

Well organised, able to approach work methodically, prioritise and meet deadlines.	Essential
Excellent written and verbal communication skills.	Essential
The ability to work as part of a team and also independently.	Essential
Problem solving skills.	Essential
Professional telephone manner.	Essential

### **Qualifications/Attainment**

GCSE Grade A*-C or equivalent in English and Maths	Essential
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### **Experience**

Effective administrative skills, including the ability to organise and prioritise own workload in order to meet tight deadlines, whilst maintaining a high degree of accuracy.	Essential
The ability to multi-task, and cope with peaks of demand.	Essential
Experience of working with public examinations	Desirable

### **Attitude/approach**

Able to form good working relationships with colleagues, and to relate appropriately to pupils.	Essential
Self-motivated, high energy and pro-active with a 'can-do' attitude.	Essential
An enthusiastic and professional attitude and commitment to learning new skills.	Essential
Discreet and able to deal with confidential information.	Essential
Able to respond flexibly to the demands of working in a school environment.	Essential
A desire to continue to learn and develop.	Essential
An understanding of safeguarding within an educational setting.	Desirable

*September 2018*