



St. Michael's CE Primary School

Office Assistant Job Specification



St. Michael's CE Primary is a lovely school and one of which we are very proud. We have fantastic pupils who are keen to learn and a staff who are talented and committed. The ethos of the school is centred on excellent relationships between pupils and staff and is about learning and achievement for all, working together for the good of all.

It is a stimulating place to work and because of this achieves excellent academic results, accolades for our work and outstanding Ofsted reports and Excellent in our Recent Church school inspection. We have a clear and targeted focus on learning and developing a love of learning. This applies to adults as well as children and we pride ourselves on our professional development portfolio and our commitment to staff development.

We are now looking to appoint a committed and friendly Office Assistant to work in our School Office. Ideally, we are looking for someone to start in March, pending DBS clearances. This is an incredibly exciting opportunity and we warmly welcome any questions of visits - although these would have to be pre-arranged carefully due to current COVID-19 restrictions.

If you would like to arrange a visit to have an informal conversation with us please contact us for more information on info@stmichaels.wandsworth.sch.uk or look on our website: www.stmichaels.wandsworth.sch.uk



WELCOME TO ST. MICHAEL'S CE SCHOOL



OFFICE ASSISTANT POST INFORMATION

ADMIN DETAILS

Closing Date: Friday 22nd January 2021

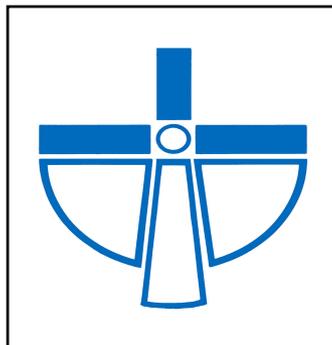
Interviews: Wednesday 27th January 2021

Required for: March 2021

Hours: Part Time - 25 per week, term-time only. 8am to 1pm Monday to Friday but will consider an alternative working pattern for the right candidate.

Salary Range NJC for Local Government Services Scale 2, Spine Point 4, currently £13,670 for 25 hours per week

Visits most welcome but this may have to be virtual for COVID compliance: Contact on 020 8874 7786





ST. MICHAEL'S CE SCHOOL
OFFICE ASSISTANT
Required for MARCH 2021



- Are you looking to develop your career in an Outstanding school?
- Are you looking for a post within a supportive staff and parent community?
- Would you like the opportunity to be part of a dynamic and very successful team?
- Would you love to work in a school where you will be given the opportunity to progress professionally?
- Do you have the necessary organisational and communication skills to work in a busy school office?

If so read on...

The Governors are looking for an Office Assistant who is hard working, collaborative and has strong organisational skills. We are seeking to appoint an excellent Office Assistant to join our wonderful school as of March 2021.

This post will be in line with the National Joint Council (NJC) local government pay scales and salary on appointment is dependent on experience. The job specification gives greater detail.

We can offer you:

- A wonderful office environment and office staff to work with
- Wonderful children who appreciate everything we do
- Brilliant colleagues who are dedicated and supportive
- Outstanding leaders - as recognised by Ofsted and SIAMS - who will provide constant support and development opportunities
- A very supportive parent / school community

For an application pack please refer to our school website <http://www.stmichaels.wandsworth.sch.uk/our-school/vacancy-info/> where all the information can be downloaded.

An application pack can be downloaded from the Wandsworth Council website www.wandsworth.gov.uk/jobs. Completed application forms should be returned to the school either by email or post.

Please note that we only consider applications made on the SDBE Application form.

Please complete your Personal statement using our Job Specification points

[Closing date: Friday 22nd January](#)

[Interview: Wednesday 27th January](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory Disclosure Barring Service check. For all teaching staff a teaching qualification and skills check is also required.



ST. MICHAEL'S SCHOOL PROFILE



St. Michael's is a Church of England school situated along Granville Road, Southfields. We are a Voluntary Aided Primary School where the staff and Governors work in partnership with Wandsworth Education and the Southwark Diocesan Board of Education. The school has a long established association with the Parish Church of St. Michael's and regular visits are made to the Church during the term and for the end of term services.

Our Recent SIAMS Church Inspection 2019 stated that:

The school has a deeply embedded inclusive Christian vision which excellently expresses its mission of Christian service to its diverse community. This is based on the biblical teaching of the value and potential of everyone, each being precious to God. Through insightful leadership, and accurate self-evaluation, its Christian foundation is kept consistently to the fore. It consequently is relevant and responsive to the strengths and challenges of school life, making this a forward thinking and outward looking institution. It successfully challenges and nurtures pupils' academic and personal development. Consequently, all pupils, including the most vulnerable, flourish and make very good progress from their various starting points, leading to outcomes being consistently above local and national averages.

We consider ourselves to be a friendly, family orientated school serving the community of Southfields. Our last Ofsted Inspection cited:

“This is an outstanding school. The great majority of parents agree. They say that their children make excellent progress here and are very happy.” **(Ofsted 2008)**

“All pupils make outstanding progress from their starting points and, by the end of Year 6, their overall standards are well above average”. **(Ofsted 2008)**

The full report can be viewed on our school website www.stmichaels.wandsworth.sch.uk

Children enter the school in Nursery or Reception class in September and we hope stay with us until Year 6 when at the age of eleven years they transfer to secondary school. There are 14 classes in total as we are two-form of entry.

Within our school we aim to create a secure, happy and hard working environment in which children can develop and they are encouraged to work in partnership with each other.

Good behaviour is paramount and as a school we have produced and implemented our own “Positive Behaviour Policy” which is a result of whole staff, Governor, parent and pupil input.



JOB DESCRIPTION OFFICE ASSISTANT



Job Title: Office Assistant

Responsible To: Headteacher - Mrs. Ann-Marie Grant

General Job Description:

Purpose of the Job

Responsible under the direction or instruction of senior staff to provide routine general clerical, administrative or financial support to the school.

Organisation

Undertake office duties, answering routine telephone calls, email and face-to-face enquiries and signing in visitors.
Assist with pupil welfare duties, looking after sick pupils, liaising with parents/staff etc.
Assist with arrangements for visits by health professionals, photographer etc.

Administration

Provide routine clerical support e.g. photocopying, filing, emailing and completing routine forms.
Maintain manual and computerised records and information systems.
Undertake word processing and other IT based tasks.
Sort and distribute mail.
Undertake routine administration e.g. school meals, registers.
Assist in the induction process for new children.
Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.

Resources

Operate relevant equipment e.g. photocopier, computer etc.
Arrange orderly and secure storage of supplies.
Ensure the office is kept tidy, organised and in good order at all times, making sure there is sufficient office resources available.
Undertake routine financial administration e.g. collect and record dinner money and prepare banking.

Responsibilities

Be committed to the safeguarding and promotion of the welfare of children and young people.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure equal opportunities for all

Contribute to the overall ethos, work and aims of the school.

Establish constructive relationships and communicate with other agencies and professionals

Attend and participate in regular meetings as required.

Participate in training and other learning activities and performance development as required.

Safeguarding

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the school.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.

Ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.



JOB SPECIFICATION



When writing the supporting statement **please ensure** that you have **covered all the points below in order.** Please give personal examples to support the points, which make clear your role and responsibilities.

<u>Criteria</u>	<u>Essential (E) or Desirable (D)</u>
<u>Qualifications</u> NVQ Level 1 or equivalent qualification or experience	E
<u>Experience:</u> General clerical/administrative work	E
<u>Knowledge, Skills and Abilities:</u> Good numeracy/literacy skills Good understanding and ability to use relevant technology e.g. photocopier Keyboard/computer skills Participate in development and training opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these An understanding of the schools equal opportunities policy and how it is implemented	E E E E E E
<u>Personal Qualities:</u> Sympathetic to the Christian ethos of our Church of England School. Adaptable, positive and flexible. Recognises the importance of confidentiality in a school context. Commitment to safeguarding and equality Deals with difficult situations effectively	E E E E E



SHORTLISTING AND INTERVIEWS



We ask applicants to note the following points before applying:

**The closing date and time for all applications is
Friday 22nd January 2021 (12:00 NOON).**

- All applications will be processed and a short-list drawn up.
- **Short-listed Candidates:** Contact will be made with short-listed candidates by the **end of Friday 22nd January 2021 and times arranged to interview for Wednesday 27th January 2021**

To ease the short-listing process we ask applicants to note the following:

- Applicants **must complete** the Southwark Diocesan Boards of Education application form;
- When writing the supporting statement please ensure that you have covered all the points in the **Job Specification Selection Criteria in order**. Please give personal examples to support the points, which make clear your role and responsibilities.
- References: Provide **email addresses** and all **telephone contact numbers** for all referees

Visits are welcome but will be different due to COVID-19 restrictions. However, we will still ensure you will be able to gain an overview of the school and the school community. Please phone 020 8874 7786 to arrange a mutually convenient time.

If you think you can fulfil this job description and would like the opportunity to develop professionally and enjoy working here, then St. Michael's is the school for you!

We look forward to hearing from you.

**Find out about us on our school website
www.stmichaels.wandsworth.sch.uk**