



Floreat Wandsworth Primary School

Administrator Recruitment Pack

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WELCOME

April 2019

Dear Applicant,

Thank you for your interest in becoming an Administrator at Floreat Wandsworth Primary School.

Our mission is to enable all pupils to flourish by immersing them in a knowledge-rich academic education and developing their character strengths and virtues. Floreat pupils will learn how to work hard and study well, to be good and do well for others.

We are looking for an impressive individual to join us on this unique journey. The role requires someone who has the ability to multi-task in a fast paced environment and has strong administration skills. Duties will be varied, including looking after the children's needs, supporting colleagues and parents, and being the first point of contact for all visitors.

A friendly disposition and a willingness to participate in school life are considered important qualities for this position.

By role-modelling Floreat's core values of curiosity, honesty, perseverance and service to others, together we will create one of the best primary schools in London.

If this advert speaks to your own aspirations, and you are excited by the chance to play a pivotal role in creating an outstanding school for the children and families of Wandsworth, then we would love to hear from you.

With warmest wishes,

Matthew Custance

Headteacher

APPOINTMENT DETAILS

- **Annual Salary:** £16,000 per annum (actual salary) plus Local Government Pension Scheme
- **Reports to:** The Headteacher and School Business Manager
- **Location:** Floreat Wandsworth Primary School
- **Hours:** 37.5 hours per week (8am – 4pm), term time plus INSET days
- **Contract:** Permanent

JOB DESCRIPTION

The Administrator role is responsible for supporting the school in delivering high standards of pupil attainment through the provision of efficient and effective administrative support. This includes clerical and financial responsibilities.

ORGANISATION

- Be the face of the school – welcoming all guests and role-modelling Floreat's core virtues.
- Undertake Reception duties - answering all telephone, face to face and email/postal enquiries, taking deliveries and signing-in visitors.
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff and managing medical needs.
- Assist with arrangements for visits (both visitors to the school and by staff and pupils for visits off site).

ADMINISTRATION

- Provide general clerical support including photocopying, filing, archiving, emailing, completing routine forms (both on paper and electronically).
- Undertake typing, word-processing and other IT based tasks.
- Sort and distribute mail and other deliveries.
- Liaise with support services and external agencies e.g. local authorities, Department for Education.

- Help maintain effective communication with parents, including through the school website and newsletters.
- Ensure that the school meets its statutory responsibilities in relation to administrative domains e.g. admissions.
- Ensure that equipment and resources are managed effectively and cost-effectively in support of educational and organisational objectives.
- Monitor and maintain manual and computerised records (pupil and staff), including the school's Management Information System (ScholarPack) and Finance Systems (Xero and ParentPay).
- Assist with the completion of census returns, including the investigation and resolution of errors, so that information submitted is comprehensive and accurate.
- Assist with admissions and its associated administration, including Nursery, Reception and in-year transfers, to ensure the school maintains optimal pupil numbers.

FINANCE

- Assist with financial processing, including raising purchase orders.
- Liaise with suppliers where necessary, for ordering and financial queries.
- Ensure that all finance procedures are carried out in line with current regulation and assist the Headteacher and School Business Manager with financial returns and reports.
- Where appropriate, obtain comparative quotes in order to achieve best value for money.

GENERAL RESPONSIBILITIES

- Contribute to the overall ethos, work and aims of the school.
- Attend and participate in relevant meetings, as required.
- Participate in training and other school-ethos development opportunities.
- Be aware of and comply with Floreat policies and procedures, including safeguarding and child protection, health and safety, security, confidentiality and data protection.
- Support a culture and ethos that is utterly committed to high academic achievement and the development of good character.

The postholder may be expected to undertake other tasks commensurate with the post and level of responsibility, as directed by the Headteacher and School Business Manager. The postholder may be required to travel to other Floreat schools where necessary.

PERSON SPECIFICATION

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Experience of working as part of a team to deliver high-quality administrative and/or customer services.
- Previous demonstrable experience in a school administrative role.
- Proven literacy, numeracy and communication skills, including the ability to communicate effectively with a range of stakeholders e.g. staff, governors, pupils, outside agencies and the local authority.
- Ability to undertake a wide range of finance and administrative tasks.
- Experience of using information systems, including computerised systems in an administrative environment and developing administrative procedures.
- A good understanding of the school environment and its associated challenges, including the safeguarding of children.

PERSONAL QUALITIES

- A strong commitment to providing high standards of customer care and customer service.
- Values and embraces diversity.
- Ability to work as part of a team and form good relationships with colleagues.
- A clear understanding of, and commitment to, Floreat's vision and values.
- Maintains strict confidentiality in all matters.
- A willingness to learn and develop new skills.

SKILLS

- Ability to organise own workload, including dealing with a broad range of competing demands, prioritising tasks and keeping to deadlines.
- Excellent communication skills, orally and in writing, with the ability to produce a range of written material and to interact with a broad range of internal and external stakeholders.
- Strong numerical skills.
- Ability to manage the information and data requirements of the school and a variety of outside agencies.
- Strong ICT skills with the ability to manage ICT systems.
- Ability to use initiative, be innovative in resolving issues and use good judgement when making decisions.

SAFER RECRUITMENT

Floreat is committed to safeguarding and promoting the welfare of children and young people in our schools. In order to meet this responsibility, our schools follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail on request.

Disclosure

Floreat requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Application

Complete the application form as soon as possible and email it with a cover letter to recruitment@wandsworth.floreat.org.uk

Shortlisting

Shortlisting will take place upon receipt of application.

Interview

Interviews will be held at Floreat Wandsworth Primary School.

Reference checking

References will be taken up prior to interview unless you request otherwise. Where necessary, other previous employers may be contacted to gather further information.

Probation

The Administrator role will be subject to a probationary period of 3 months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Floreat with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.