



ADMINISTRATOR

TEMPLARS ACADEMY - WITHAM

Required ASAP

Templars Academy require an experienced Administrator to work in our busy school office.

Part time hours (15 hours per week), term time plus Inset days (39 weeks, 44.5 paid weeks). Salary Scale 3 (£6,550 - £6,681 per annum).

Working pattern: Monday to Friday 9.00am – 12.00.

Applicants should have good word processing skills and be computer literate (Word, Excel and Publisher) with knowledge of SIMS desirable. It is an expectation that candidates hold GCSE grades A- C, or equivalent, in both Maths and English.

You should have good interpersonal skills and be first aid trained or willing to undertake a one day Basic First Aid course.

Working at the front office, this position is often the first point of call for visitors, so a cheerful personality is a must. We strive to build excellent relationships with our parents, pupils and the wider school community, so the ability to listen and the desire to help are also essential to the role.

The individual must have the ability to work under their own initiative and be able to work calmly under pressure. He/She must also be organised in their working practices, whilst understanding the need for tasks to be put aside when something needing more immediate attention arises. Confidentiality is of paramount importance

Please apply on-line or contact Michelle Smith, HR Manager at hr@connectedlearningmat.co.uk.

Templars Academy is a busy but friendly school, with lots going on.

Templars Academy is part of the Connected Learning Multi-Academy Trust, a primary only multi-academy trust with 5 schools. Please see www.connectedlearningmat.co.uk for further details.

Templars Academy is located on Cressing Road in Witham, Essex. Our large fenced site benefits from excellent facilities. This includes two school buildings, each with disabled access and toilets, a disabled car parking space close by, and their own halls. We have extensive landscaped grounds, a fully air-conditioned ICT suite and a well-stocked library. The staff and children thoroughly enjoy working together across the school sites. We are constantly seeking to improve the learning experiences for children and have created a curriculum which captures their interest in line with the current national curriculum.

Our vision has recently changed to reflect the way our 5 schools in the MAT work together and are connected. 'All parts to make the whole' encapsulates the spirit of togetherness. We know that together we are stronger and, with your support, strive to provide the very best education for the children in our care, within a nurturing and caring environment.

Connected Learning Multi-Academy Trust are committed to:

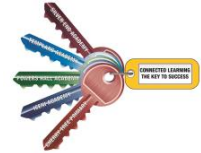
- Safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- Promoting equality of opportunity and community cohesion where the diversity of difference backgrounds and circumstances is appreciated and positively valued;
- The fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment.

The appointment will be subject to an enhanced DBS check, medical clearance and satisfactory references.

Closing date: 15th September 2021

Interview date: To be arranged



Job Description

Job Title

Administrator - Clerical/Admin 'D' (Primary/Special)

Grade

2020 Scale 3

Reports to

Headteacher, Senior Administrator

Liaison with

Headteacher, Senior Administrator, Other Staff, Pupils, Parents, External Agencies, Visitors, ECC staff, Trustees

Job Purpose

To provide effective and efficient clerical and welfare support to the school

Duties

Welfare

- To administer first aid to pupils as required, in keeping with the school's policy, and order first aid supplies as necessary
- To liaise with parents regarding pupils' sickness/injury
- To assist with visits of nurse, dentist etc
- To assist with the general welfare of pupils

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book in line with reception Procedures
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Clerical

- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- Sending of outgoing post and sorting incoming post, including the purchase of stamps
- To provide general clerical support as required
- To assist with the monitoring and maintenance of stock
- To assist with the administration of school visits in liaison with the teaching staff
- To undertake routine data input and typing
- To assist with lost property

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Connected Learning Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- To abide by the Connected Learning Staff Dress Code at all times.
- As part of the Connected Learning Multi-Academy you may be required to work or attend at any of the other schools in the trust.
- The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher/CEO to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION – Clerical/Admin ‘D’ (Special)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills – GCSE A-C or equivalent
	Numeracy	Ability to count and undertake basic calculations, GCSE A-C or equivalent
	Technology	Ability to use photocopier Ability to use word processor
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
Working with children	Behaviour Management	Understand and implement the school’s behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety

	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role