



Ocklynge Junior School



Victoria Drive | Eastbourne | BN21 8XN
www.ocklynge.e-sussex.sch.uk
Tel: 01323 725839



SENIOR ADMINISTRATIVE OFFICER



CANDIDATE INFORMATION PACK

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Vacancy details	<ul style="list-style-type: none"> • 37.5 hours per week • Term-time only + 1 week in the school holidays • Permanent position
Salary	LPS SS Grade 6, points 14-16 starting on £18,578 (pro-rata as term time only)
Closing Date for Receipt of Applications	Midday on Monday 22 nd January 2018
Interview Date	Thursday 25 th January 2018

“The school’s new curriculum is imaginative and interesting and is inspiring better attitudes to learning.”

“The school makes a strong contribution to most pupils’ well-being and their personal, spiritual, moral, social and cultural development.”

OFSTED October 2016

Dear Applicant

We are very pleased that you are considering applying for the post of Senior Administrative Officer at Ocklynge Junior School. I hope our application pack is clear and informative and gives you a sense of our high aspirations for all our pupils.

This is a wonderful opportunity for an experienced Senior Administrator to join our school team to manage the office and provide an efficient and confidential secretarial service to the Headteacher. You will be responsible for the effective management and running of the school's administration systems and all that this implies.

The ideal candidate will have a wide range of administration experience and will be highly organised with accurate record keeping plus the ability to apply themselves with enthusiasm to a wide range of tasks and be solution focused. You will be competent in the use of Microsoft Office and possess the ability to work independently and as part of the wider team. You must be able to exhibit a strong work ethic with the ability to prioritise a varied workload whilst demonstrating excellent attention to detail.

The post is permanent for 37.5 hours per week (8.30am-4.30pm Monday-Friday including a daily 30-minute unpaid break). You will work term time only + 1 week in the school holidays and will be paid on LPS SS Grade 6, points 14-16 starting on £18,578 gross (pro-rata as term time only).

If you require any further information about this role or would like to arrange a tour of the school please do not hesitate to contact the Headteacher, Jon Reynard, at reynardj@ocklynge.e-sussex.sch.uk or 01323 725839.

We look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join Ocklynge Junior School.

Jon Reynard
Headteacher

INFORMATION FOR CANDIDATES

Eastbourne

Ocklynge School is to the north of Eastbourne, which is a seaside resort, set in enviable surroundings flanked by the South Downs and countryside of outstanding natural beauty. There is easy access to Brighton and London (*please see www.eastbourne.gov.uk for further information*).

Ocklynge School

Ocklynge Junior School opened in September 1972 when the former St Mary's Boys School and Ocklynge Girls School were combined. The school caters for children aged 7 - 11 and currently has approximately 840 pupils on roll. We have recently converted to an academy and are now part of the South Downs Learning Trust.

Since the opening of the school there have been a number of extensions and improvements to the buildings. As a school we also benefit from having a large multi-purpose hall with a stage; a theatre used for drama, dance, etc; a music room; a practical room for art and craft; a refurbished library; several rooms for small group or individual work; a swimming pool, a floodlit multi-use games area; a fully equipped computer room and a 'pavilion' where there is an extra classroom and spaces used for breakfast and after-school clubs, individual music lessons and sports changing.

School Aims

In general terms this is what we are trying to achieve with the children in our care:

- To help the children towards the realisation of their full potential.
- To help the children to develop enquiring minds and the ability to listen, concentrate and apply themselves to tasks.
- To develop children's self-reliance, confidence, and the ability to work both independently and co-operatively.
- To appreciate and value each child's contribution and celebrate their achievements.
- To instil respect and understanding for religious and moral values and tolerance of races, religions and ways of life.
- To help the children learn courtesy, good manners, and consideration for others.

School Organisation

The children are organised into 6 mixed ability classes in each year group with 35 pupils in each class. These classes are carefully put together when children join Ocklynge in Year 3 from the feeder infant schools.

The class teacher will plan the work for all the children in the class and has a trained assistant who will provide extra support for individuals or small groups. Each year group has a senior teacher who is Head of Year/Phase and they co-ordinate the work of the whole year group. After the class teacher they provide useful advice or guidance for parents.

OCKLYNGE SCHOOL VALUES

We are Responsible -

we work hard, are helpful, reliable, look after property and co-operate with others.

We are Respectful -

we are polite, well mannered, considerate, gentle and understanding of others.

We are Reflective -

we are patient, honest, kind, good listeners, forgiving and admit when we have made a mistake.

We are Resilient -

we do not give up, we try to sort our problems calmly and give things a go.



ADDITIONAL INFORMATION FOR CANDIDATES

Application Procedure

1. Read carefully all the information about this post.
2. Complete the application form as fully as possible. You must use the school application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
3. In section 'details in support of your application' please tell us:
 - a) Why you are applying for this post.
 - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Appointment Process

1. Suitable applicants will be shortlisted for an interview.
2. If you are successful you will receive an email inviting you to attend an interview. It is therefore important that you give us an email address you access regularly.
3. Candidates called to an interview:
 - a) will be given a tour of the school.
 - b) may have a task/exercise (paper based and/or classroom based).
 - c) will have a formal interview.

Pre- Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check including List 99 check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form and New Starter Health Assessment Questionnaire.

Conditions of Service

Employment is subject to a number of pre-employment checking procedures - these are given above. The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Policy on Equal Opportunities and Child Protection

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated. The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Child Protection & Safeguarding Policy can be found on our website: www.ocklynge.e-sussex.sch.uk

JOB DESCRIPTION

Main Purpose of the Job

1. To provide an efficient and confidential secretarial service for the Headteacher and Deputy Headteacher.
2. To manage the office and to ensure effective management and running of the school's administration systems.

Main Areas of Responsibility

Secretarial

- Provide general confidential secretarial service to Headteacher and Deputy Headteacher and screen from routine enquiries - to include photocopying, emailing, completing routine forms, taking notes of meetings, typing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems and provide hospitality as required
- Provide support to individual managers and teachers as required, including diary management, travel planning, arranging and supporting events and arranging and servicing meetings
- Ensuring that all school pupil and staff records are maintained in an orderly manner, reviewing arrangements as appropriate, and being responsible for confidentiality and security. Maintain other index and filing systems as required

Administration

- To be responsible for organisation of all aspects of school administration and for the smooth running of the office including supporting on reception during busy periods
- Deal with enquiries, answering telephone and relaying messages to staff and pupils
- Maintain procedures for in-year admissions and withdrawals of pupils from the school and completion of termly administration sheets
- To sort incoming mail and despatch outgoing mail
- Under the guidance of the Head Teacher, assume responsibility for the design, production, upgrading, editing and distribution of school policy documents, curriculum policies, staff handbook and school prospectus
- Update all information in accordance with LEA and DfE regulations and maintain an up-to-date portfolio of documents in hard copy and digitally
- To produce reports and statistics for the SLT, pastoral staff, governors and external bodies where required
- Liaise with Area Health Authority regarding medical and dental inspections, organising pupils' attendance within school
- Interpret matters of policy/procedure/statute and ensure schools compliance, initiating appropriate action and developing policies where necessary
- Work with the admin team and share responsibility for regular reviews of all communications systems, telephone, fax, photocopier and reprographic equipment, ensuring they adequately meet the needs of the school and adhere to best value principles, making any necessary recommendations for replacements/upgrades to the Head Teacher and/or Governing Body.

- Participate in the design, production, upgrade, editing and distribution of school/homebased bulletins, stationery, statutory notices. Co-ordinate and produce school reports, governors' report to parents, flier for school prospectus etc

Information Technology

- Through liaising with the ICT Specialist, be responsible for the organisation and coordination of effective and accurate IT for administrative purposes
- Be responsible for management of Administration IT Network - advise staff of database and reporting facilities
- Create and maintain databases to support the school's information requirements
- Research, prepare and complete wide range of statistical information and returns as required by the DfE, LA, Headteacher and Governing Body

Safeguarding

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Liaise with School Nurse to plan medicals and handle responses, provide details of admissions and leavers
- Follow safer recruitment practices and administer DBS checks in accordance with guidelines in place
- Work collaboratively with the SLT and the site staff to ensure the school's Health and Safety policies and procedures are followed

Accountability, Performance and Line Management

- Regularly review own practice, set personal targets and take responsibility for own personal development
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- Appreciate, respect and support the role of other professionals

Other

- Undertake such other duties as the Headteacher from time to time may direct

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

PERSON SPECIFICATION

Essential criteria

- Practical experience of providing administrative and/or project management support to a high standard with exacting standards and a keen eye for detail
- Experience of running effective administration systems and running/developing efficient record keeping systems
- Excellent IT skills including experience of MS Office and Management Information Systems
- Have excellent organisational skills, managing own and the time of administrative colleagues effectively
- Ability to establish good working relationships with colleagues acting as a role model
- Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents/carers
- Ability to multitask and prioritise work to meet deadlines whilst ensuring that lower priority work is kept up-to-date
- Ability to stay calm and diplomatic under pressure
- Ability to take ownership of tasks and work with minimal supervision
- Willingness to participate in further training and developmental opportunities offered by the school and external agencies
- A helpful, approachable and positive nature with the ability to show sensitivity and objectivity in dealing with confidential issues
- Excellent time keeping and pattern of attendance
- Awareness of procedures relating to child protection, equality, security, confidentiality and data protection

Desirable criteria

- First aid training
- Knowledge of health and safety at work
- Experience of working within an educational setting