



Administration Assistant Application Pack



CONCORDIA
ACADEMY

REAch2
ACADEMY TRUST
EXCEPTIONAL OPPORTUNITIES FOR LEARNING

Contents

Letter from Catherine Paine, Chief Executive Designate	3
Our Cornerstones and Touchstones	5
The role	6
The application.....	7
The application process and timetable.....	7
Safeguarding, Safer Recruitment and Data Protection.....	8
Job Description.....	9
Person Specification.....	12

Letter from Catherine Paine, Chief Executive Designate

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Catherine Paine

Chief Executive Designate, REAch2 Academy Trust

Letter from Raheel Akhtar, Head Teacher, Concordia Academy

Dear Candidate,

Children have only one chance at receiving a quality education and it is the job of everyone at Concordia Academy to ensure that it is the best it could possibly be. We have an ambitious and dynamic vision for our school that includes setting a record of high quality outcomes for all of our students.

Our school is underpinned by a blend of values such as respect, hard work and high expectations, coupled with innovations in relation to teaching and learning. We work together to embed a culture of success, high aspiration and reflection in which children can thrive and achieve. We want our students to have the confidence and knowledge to not just live but prosper in a modern, ever-changing society. We will equip them with the skills to succeed and the understanding that will enable them to make the most of the opportunities that they are given.

We are forward thinking in all we do. Our children will study a modern and innovative curriculum, our staff will have access to the very best and latest professional development that has the greatest impact on learning, and our school will be housed in outstanding facilities that are high-tech and custom built. Our goal will always be to improve on what we have done before.

As the headteacher of this vibrant, new school I am delighted to welcome you and I hope you will join us on our journey.



Mr Raheel Akhtar

Headteacher

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role

Administration Assistant

Do you want to join an outstanding new school looking to appoint an ambitious Administration Assistant?

Concordia Academy opened as a new free school in 2016. In September 2018, we moved to our superb new purpose-built site on Union Road in Romford. We are currently recruiting for an Admin Assistant/Receptionist to join our busy office. Experience of working in a school environment would be an advantage but not essential.

Post: Administration Assistant

Location: Concordia Academy, Union Road, Romford RM7 0HG

Hours: 36 hours per week Full time, Term Time only including inset days plus 1 week

Contract Type: Permanent

Salary: NJC Outer London

Closing Date: Applications will be considered upon submission

About the role:

An exciting opportunity has arisen to appoint an Administration Assistant at Concordia Academy. We are a member of the REAch2 Trust, a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance. Concordia is an 'Outstanding' school and we are all dedicated to securing an exceptional educational experience for every child.

We are looking for an Admin Assistant to join our busy office. The successful candidate will be the first point of contact for parents and visitors and therefore a calm, welcoming and positive disposition is essential. This varied role includes duties such as answering the phone, dealing with emails, administering first aid and processing personal data. You will work closely with the School Business Manager and receive training in some finance tasks. Experience of working in a school environment would be an advantage but not essential.

The application

You are invited to submit an application form to **Sophie Clarke, School Business Manager at info@concordiaacademy.co.uk**.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact **Sophie Clarke, School Business Manager 01708 932710**.

The application process and timetable

Application deadline:	Applications will be considered upon submission
School visits:	Subject to timetable – upon request
Interviews:	Applications will be considered upon submission
Contract details:	Permanent – Term Time (39 weeks) plus 1 week
Salary:	NJC Outer London Grade 2 points 1-5
Start date:	September 2022 (Possible training required in July)

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

To work under the direction and guidance of senior staff to provide general clerical, administrative and financial support to the school. To provide a friendly, welcoming and efficient service to all parents and carers, pupils, staff and visitors, in line with the school's visions and values.

Post: Administration Assistant

Salary: NJC Outer London Grade 2 points 1-5

Responsible to: School Business Manager/ Headteacher

Responsibilities

- To act as the first point of contact for parents and carers and all visitors to the school, providing a welcoming, professional, and efficient service at all times.
- To Be the first point of contact at reception and on the telephone, take messages, filter visitors and enquiries as appropriate, respond to pupil and parent enquiries, providing a welcoming, professional, and efficient service at all times.
- Have excellent interpersonal skills with the ability to be able to empathise (with confidence and tact).
- To build a good rapport with all stakeholders, including parents, and resolve any complaints/issues quickly to maintain high quality customer service.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges, and signing in visitors on InVentry
- To accept and sign for deliveries as appropriate.
- To undertake typing and word processing as required.
- To undertake filing and reprographic work as required, including the basic maintenance of the photocopiers
- To provide general clerical support as required.
- To assist with the monitoring and maintenance of stock.
- To assist with administration of school visits in liaison with teaching staff.
- To be responsible for the preparation and maintenance of paper and computerised pupil data records, including attendance
- To Use the MIS system to maintain the pupil database system, including attendance and payments.
- Filing, opening and distribution of mail, record and post outgoing mail, distribution of mail to parents/governors.
- Participate in training and other learning activities and performance development as required.

- To work closely with the School Business Manager in ensuring the school is operational and efficient on a day-to-day basis
- To work closely with the School Business Manager in ensuring the Academies financial procedures are adhered to by raising Purchase Orders, receiving invoices, obtaining and checking statements and other tasks as required.
- Collate relevant forms for pupils leaving the school; update the pupil database; and send pupils' files and records to the relevant schools to ensure that procedures are complied with.
- To be responsible for the collection of school money.
- To be responsible for registers.
- To Act as Attendance Officer to the school, understanding and using correct attendance codes to mark registers daily
- To arrange prospective parent visits to the school
- To be responsible for ensuring all school admission packs are kept up-to-date and distributed.
- To collect, record and issue receipts for other monies as required.
- To prepare monies for banking.
- To Raise Purchase Orders and complete orders as required.
- To enter Invoices upon receipt and help prepare for Monthend accounts.
- To monitor student lateness
- Maintain accurate student attendance and lateness records on the Arbor Attendance Module on a daily basis
- Report any welfare and/or child protection concerns as per the school policies and procedures
- To be responsible for managing and maintaining student information using Arbor
- To be responsible for all admissions to the school, acting as the school's Admissions Officer. Completing and sending all relevant paperwork as needed.
- To be the key person responsible for pupil admissions in accordance with the school admission policy
- Collating and preparing the census to ensure it is submitted by the required deadlines.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staffs etc.
- Assisting with arrangements for visits by school nurse, photographer etc.
- To undertake designated health and safety duties as required by senior staff.
- To order supplies and resources as required and arrange orderly storage of supplies and resources.

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Remain calm under pressure or in a busy environment.
- To operate, maintain and develop the administrative procedures and systems of the Academy in co-operation with members of the Senior Management Team and Governors.
- To promote the Academy within the community.
- Establish and use effective methods to review and improve administrative systems and ensure systems are streamlined to maximise efficiency and avoid duplication.
- Attend and participate in relevant meetings as required.
- To undertake any other or additional activities as may be appropriate to achieve the objectives of the post and as directed by senior staff.

The duties above are neither exclusive or exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

	Essential	Desirable
Right to work in the UK	*	
Knowledge/Qualifications and experience		
Educated to GCSE Level with Maths and English Grade A-D or equivalent	*	
Experience of administrative work in a busy office environment	*	
Experience of working within a school and knowledge of how a school functions	*	
Excellent reading and writing skills	*	
Excellent letter writing skills	*	
Ability to count and undertake calculations	*	
Knowledge of Microsoft Office applications	*	
Proficient word processing and IT skills.	*	
First Aid Qualification		*
Knowledge of general school policies and procedures		*
Knowledge of H&S policy and procedures		*
Skills , abilities and personal attributes		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Ability to exchange verbal information clearly and sensitively with children and adults	*	
Seek support to overcome communication barriers with children and adults	*	
Willingness to work on own initiative, work with flexibility, and work collaboratively with colleagues.	*	
Understand and implement the school's Behaviour Management Policy	*	
Remain calm in a crisis, and ability to 'go the extra mile' to identify solutions.	*	

Understand and support the differences in children and adults and respond appropriately in relation to the role	*	
Basic understanding of the learning experience provided by the school	*	
Understand the role of others working in and with the school	*	
Ability to establish rapport and respectful and trusting relationships with children, their families, and carers and other adults	*	
A methodical and efficient approach to tasks with the ability to work on own initiative with minimal supervision.	*	
Ability to provide timely and accurate information	*	
Ability to identify key issues and present them clearly to all stakeholders.	*	
Ability to identify examples of poor practice and ensure that necessary change is implemented.	*	
Ability to communicate effectively, orally and in writing, with a wide range of stakeholders.	*	
Commitment to promote and support the aims of REAch2	*	
Excellent organisational skills	*	
Ability to manage own time effectively	*	
Demonstrate a commitment to equality	*	
Working knowledge and good understanding of Health & Safety		*
Understand and implement child protection procedures	*	
Understand procedures and legislation relating to confidentiality	*	
Be prepared to undertake training as appropriate and develop skills	*	