



# Recruitment Pack

Information for Candidates

**Administrative Assistant**

**Grade CD (point 3 – 6)**

**Term Time only (+ training days)**

**Permanent – 16 hours per week**

**Starting September 2023**

Kellington Primary School

Roall Lane, Nr Goole, Kellington, E Yorkshire, DN14 0NY

Telephone: 01977661127    Email: [admin@kp.starmat.uk](mailto:admin@kp.starmat.uk)

Website: <https://www.kellington.n-yorks.sch.uk/>



## **Message From The Headteacher:**

### **Thank you for your interest in the post of Administrative Assistant at Kellington Primary School.**

Here at Kellington Primary School, we all believe that the primary phase of education is such an important stage in any child's life. The experiences they receive at our school will lay the foundation for all their future learning and their life ahead. We are preparing the children for their place in the future World, by providing them with hopes, dreams and ambition and are looking to appoint an enthusiastic individual to help us achieve this.

At Kellington we are a committed team, dedicated to ensuring that every child is able to succeed academically, socially, physically and emotionally. The children who we are privileged to work with are at the centre of our planning and we strive to give every child the best teaching and learning experiences, a purposeful and quality school environment and a broad and balanced curriculum, containing an exciting range of opportunities, from which they will learn and develop.

We know that being a village school, developing links with our local community is very important. Effective relationships between home and school are developed - with children at the heart of our conversations and decision making. The wider local community is also a valued and integral part of our school life and we have valuable links with various local groups.

We have wonderful children here at Kellington Primary School and an amazing team of staff. If you would like more information about our school, or would like to organise a visit, please contact the school office.

**Melanie Lawrence**  
Executive Headteacher

## The selection process:

If you wish to apply for the post of General Teaching Assistant, then you should:

- Fully complete the application form which can be found via the link below, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses). Do not enclose additional CVs.

### [The STAR MAT Support Staff Application Form](#)

- Your Supporting Statement within your application form should be 1 side A4 Arial 11 point, 1.15 spacing, maximum, addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Skills and knowledge – generic
- Skills and knowledge – special to role

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Your audience for your written work will be school staff and governors.

Remember when addressing the above, ***less is sometimes more.***

## The process timeline:

<b>Event</b>	<b>Date</b>
Closing Date & Time for Applications	Thursday 15th June 2023 12pm
Shortlisting	Friday 16th June 2023
Notification of Interview	Friday 16 <sup>th</sup> /Monday 19th June 2023
Interviews	Thursday 22nd June 2023
Notification of Decision	Thursday 22nd June 2023

## Job Description

Job Title:	Administrative Assistant
Pay Grade:	Grade CD ( point 3 -6) £7,795 - £8,143 (actual salary) Permanent, Term Time only plus 5 training days
Responsible to:	Executive Headteacher
Job Purpose:	To provide Reception/Administration support service to the School and Headteacher to support and enhance the educational provision it provides.
Job Context:	Works within the busy environment of the school office, managing the Reception for the school, providing an administrative, reprographics, and reception service, where excellent organisational skills are essential to cope with the demands of having to deal with a variety of tasks.  The STAR MAT is committed to safeguarding and promoting the welfare of our children. We have a robust safeguarding policy and all staff receive training relevant to their role at induction and throughout employment. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. All staff participate in the STAR MAT's performance management scheme.

### ACCOUNTABILITIES / MAIN RESPONSIBILITIES

#### Operational Issues

- Deal with all Reception duties, answer all external calls and deal with parent/pupil enquiries
- File, sort and index paperwork, including incoming and outgoing post, transmit documents and photocopy.
- Compile standard letters, documents, orders and lists as directed by the Headteacher.
- Assist with reprographics as required.
- Undertake simple financial tasks as directed by SBM.
- Input transactions onto SAGE financial management system, as directed by SBM.
- Maintain and update all necessary records using manual and computerised systems and check entries.
- Assist in the collation of materials, eg. school brochures
- Maintain a diary of appointments and activities for the school
- Support and respond to enquiries and concerns raised by parents, children or staff and redirect the stakeholders as appropriate to members of the staff team for specialist support.

Communications	<ul style="list-style-type: none"> <li>• Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.</li> <li>• Communicate effectively with other staff, visitors, children and their families/carers.</li> <li>• Attend staff meetings and training days by agreement with the Headteacher.</li> <li>• Support the administration of promoting the school through, for example, the school website, social media, press and advertising</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Place stationery orders as instructed by SBM/Headteacher</li> <li>• Ensure organisation of resource orders received into school</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Highlight additional training and supervision needed to build on your skills and knowledge</li> </ul>
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role</li> <li>• Maintain confidentiality as appropriate</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people in line with policy and legislation, raising concerns as appropriate.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Be aware that different types of information exist (for example confidential information, personal data and sensitive personal data), and appreciate the implications of those differences</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the MAT policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health &amp; Safety Policy and Procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values</li> <li>• The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.</li> </ul>

Flexibility	<ul style="list-style-type: none"> <li>• The STAR MAT provides front line services, which recognises the need to respond flexibly to changing demands and circumstances.</li> <li>• All staff are required to comply with MAT Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The STAR MAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue	May 2023

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

**Person Specification:**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of administration and office systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of school administration systems</li> <li>• Knowledge of Child Protection and Health &amp; Safety legislations and procedures</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Clerical or administrative experience</li> <li>• Experience of working with Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Cash handling experience</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Excellent interpersonal and communication skills</li> <li>• Good numeracy and literacy skills</li> <li>• A good sense of judgement</li> <li>• Ability to work to deadlines</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Literacy &amp; numeracy qualification e.g. Level 2 qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training (Dependent on the schools needs - insert as appropriate)</li> <li>• CLAIT Plus, ECDL or Level 2 Word Processing</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work independently or successfully in a team</li> <li>• Confidentiality</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• To be committed to the STARMAT's policies and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	