



Office Administration

Required 1st September 2020

Grade 6

Salary £9,927.42

Term time + 2 days

22 hours

Permanent contract

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Dear Colleague

Thank you for expressing an interest in this exciting post.

Orchard Primary Academy is a unique and vibrant school where staff are fully committed to changing the fortunes for the children and families that it serves. The Academy, under the guidance of South Pennine Academies, has been on a journey of improvement in the last 3 years and continues to strive for excellence in all areas. Our children are fantastic. They are curious, willing and have taken challenges that have been put in front of them head-on. Our staff are committed and passionate practitioners who truly want the best for each child.

Orchard Primary Academy serves a community that has had and still has its challenges. Leaders work tirelessly to not only educate children, but to keep them safe, ensure they are in school regularly and to make sure they are ready to learn. Chickenley is a close-knit community and the school is at the heart of it.

We are committed to not only providing our children with a high-quality academic curriculum, but also a carefully planned enrichment curriculum. We place a huge emphasis on physical activity, sport and competition and love to teach our children outdoors through our forest school programme and active learning sessions. Trips and enrichment are a key part of our approach to help children understand the world outside of the community. All children, in all classes attend regular trips which are linked to their curriculum and we have a range of visitors who come in and share their knowledge, experiences or provide an 'out-of-this-world' experience.

We are looking for an Office Administrator who is:

- Enthusiastic and committed to their role
- Willing to learn new skills and to work on a number of different systems
- Resilient when faced with challenges
- Committed to the safeguarding of children
- Understands basic financial procurement procedures
- Is a happy and calming and positive influence in a busy school office

The Governors, and our Sponsor South Pennine Academies Trust will ensure that Orchard Primary Academy provides the very best educational success for our children. We will create a dynamic relationship between Governors, Sponsor, CEO and Principal which will be both challenging and supportive as we work together to create an outstanding Academy.

If you think that you are still right for the job then we look forward to receiving your application. If you wish to discuss the job in more detail then please do not hesitate to contact the Principal, Matthew Carbutt.

Yours faithfully

Mr. M Carbutt

Principal

Our Aims at Orchard:

Vision:

Orchard Primary Academy will develop the whole child through: high expectations; wider-world experiences; delivering a relevant curriculum and by developing local community partnerships. We will develop respectful, resilient and aspirational learners and staff, who enjoy each day and make the most of every opportunity. We will create a safe and happy environment where children and staff are listened to and feel valued.

We believe that all children can achieve, no matter what their starting point or barrier.

Aims

1. Improve progress and attainment outcomes for all groups of children
2. Implement a broad and balanced curriculum that inspires learners' curiosity; promotes resilience and develops an appreciation for the world around them
3. Promote inclusivity and provide a variety of 'wider-world' opportunities to meet both academic and holistic needs;
4. Build strong community partnerships
5. Support child and staff mental health, physical and emotional wellbeing.

All staff at Orchard Primary Academy are committed to their role in safeguarding our children in all aspects of their lives. Our staff are caring, vigilant and leave no stone unturned in their pursuit to keep our children safe. Safeguarding procedures, policy and systems are thorough and are part of our everyday practice.

Through our curriculum and ethos, we aim to instil 3 core values in our children that will encourage our children to 'Dream Big and Dare to Fail' in all aspect of their lives

Orchard Primary Academy is committed to thorough and regular safeguarding checks and CPD.



Dream big and dare to fail



South Pennine Academies

Orchard Primary Academy is a proud member of South Pennine Academies.

South Pennine Academies help us to reach our aims and objectives through tailored support. The vision, values and key priorities of the Trust are outlined below.

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class Centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

South Pennine Academies believes in school improvement through a partnership model.

This brings drive, expertise and capacity to the school improvement agenda. We recognise and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a multi academy trust allows school to school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community

South Pennine Academies Partners



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Office Administrator**, then you should:

- Follow the link to complete the electronic South Pennine Academies application form from the academy website at www.orchardprimaryacademy.org. Please do not complete a Kirklees Application form as they cannot be accepted. If you require a handwritten form to complete, please contact the academy office on 01924 469 578. If you are applying via a third party website such as Kirklees or TES, then our application form should be available via a link.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person / employee specification and the unique contribution that you could make to the future success of the Academy.
- Submit your application as soon as possible via email to office@orchardprimaryacademy.org or **hand deliver to the academy office or post back to:**
Orchard Primary Academy, Princess Road, Chickenley, Dewsbury, West Yorkshire, WF12 8QT

Timetable for the selection process

Please note that the interview process may take place via a remote platform due to COVID-19

Closing date for applications: Friday 5th June 2020 at 9.00am

Interview notifications by: Monday 8th June 2020 by 3.00pm

Interview date: Friday 12th June 2020 (times to be confirmed)

Visiting Orchard Primary Academy

Due to the current situation of COVID-19 and schools not being open, a tour of the Academy is not an option. However, Principal Mr Carbutt would be happy to discuss the role and tell you all about the Academy and the Trust via telephone should you wish.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. Orchard Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Job Title	Office Administrator
Salary Scale	Grade 6
Responsible to	Office Manager
Required for	September 2020
Academies:	Orchard Primary Academy

The Role

We are looking for a committed and enthusiastic office administrator who will promote high standards of communication and all aspects office administration.

KEY AREAS

1. Office Management
2. Reception
3. Systems Management
4. Pupil Records
5. Finance
6. General

DUTIES AND RESPONSIBILITIES

1. Office Administration

- Produce statistical data as required.
- Administer free school meals, supporting parents with applications to maximise income to the academy
- Ensure Fruit and Milk is available for children
- Update all internal listings (staff files/addresses) etc.
- Produce academy letters, newsletters and other communications as required
- Provide administrative support in relation to SEND and safeguarding
- Provide administrative support to ensure reports are sent out to parents in line with the academy calendar
- Act as the Academy's EVC
- Provide administrative support for parents evening
- Take minutes and associated administration as required.
- To use desktop publishing skills in the preparation of school documents, plans and policies, prospectuses, school displays, open / parents evenings.
- Word-process a range of documentation and correspondence (including those of a confidential nature).
- To act as first aider and to ensure first aid training is up to date and relevant supplies are available.
- Administer the sale of Uniforms when required.
- Use appropriate software, to maintain a fully computerised system.
- Administer the office email account

2. Reception

- Provide an efficient reception service dealing with visitors and telephone callers to the school and including liaising with parents and external agencies.
- Operate a visitor recording system
- Ensure all safeguarding checks are carried out on all visitors

3. Pupil Records

- To liaise with feeder schools and transfer schools in order to maintain reliable cross transfer information.
- Working with the office manager be responsible for communicating with parents with regards to updates of student records e.g. letters home etc.
- Working with the Office Manager be responsible for providing data e.g. attendance percentages and administrative returns as required within the purview of the post.
- To oversee issuing of medical forms
- Responsible for the filing and security of all student confidential records to include maintaining a signing out book for the issue of all student files as and when required.
- Provide attendance and school data reports as and when required.
- Ensure safe disposal of records in line the trusts procedures

5. Finance

- Responsible for maintaining inventories and records of school resources and ensure correct procedures are being followed.
- Process orders and invoices for resources in line with trust procedures
- Collect and record cash coming into the academy on a daily basis through our cash and paperless system.
- Accept deliveries in line with trust procedures
- Maintain control and manage use of company charge card in line with trust procedures
- Responsible for maintaining the Academy's petty cash imprest system in line with trust procedures
- Collect and administer dinner monies, ensuring the correct information is passed to the kitchen

GENERAL

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's manager from time to time, in consultation with the postholder.

The postholder's duties must at all times be carried out in compliance with the academies Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Co-operate with management of the academy as far as is necessary to enable the responsibilities placed upon the academy under the Health and Safety at Work Act to be performed, eg operate safe working practices.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

As part of your wider duties and responsibilities you are required to promote and actively support the academies responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to your Employee Handbook for further information regarding Safeguarding

Job Specification

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of word processing and/or administrative work.	Application Form/ Selection Process	E
		1.2	Experience of working with computer databases		E
		1.3	Previous experience of working in a school environment.		E
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and literacy skills in order to produce basic reports and perform simple calculations.	Application Form/ Selection Process	E
		2.2	Level 3 qualification or equivalent in administration or able to demonstrate ability to work to that level		D
		2.3	First Aid qualification or willingness to complete training		D
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding and commitment to the Trust's Equality Policy and how it relates to the duties of the post.	Selection Process	E
		3.2	Experience of quality customer service	Selection Process	E
4.	SKILLS AND ABILITIES	4.1	Computer literacy skills: including e-mail and internet.	Application Form/ Selection Process	E
		4.2	Ability to communicate effectively with a range of people both verbally and in writing.		E
		4.3	Ability to work effectively as both part of a team and as an individual.		E

		4.4	Ability to work effectively and respond positively to the demands of a varied workload.		E
		4.5	Ability to work to strict deadlines whilst maintaining accuracy.		E
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to undertake continued training and development	Selection Process	E

