



The Richmond upon Thames School

Job Application Pack

Administration Assistant

Salary

Scale 4

Start date

As soon as possible

Contract

Fixed Term. 12 Months

Hours of work

Part-Time, Term-Time Only





Welcome

Dear Candidate,

I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS), a new 11-16 secondary school in Twickenham.

Our trustees, with support from the local community, have brought the school to the stage where it opened in September 2017. I was appointed as Head Teacher in February 2016 and started full-time on 1 September 2016.

Our aim is to establish a vibrant, inclusive school that provides an outstanding experience for every member of its community. RTS will be a dynamic centre of learning that is able to draw upon the opportunities provided through the unique partnership which was formed to develop it. At RTS there will be no compromises on our commitment to ensuring excellent outcomes for all pupils. We believe that through a balanced combination of support, challenge and hard work we can all achieve beyond our expectations.

RTS is a partner of the innovative Richmond Education and Enterprise Campus development of the existing Richmond upon Thames College site and the school will move into its permanent accommodation in summer 2018.

Our school will grow year by year starting with Year 7 and the next few years will be a very exciting time as we grow and develop together. Starting a school from scratch is an exceptional opportunity that takes commitment, dynamism and a collaborative approach to working together to create something very special.

As a founding member of staff, this post will provide a unique blend of challenges and rewards but more so the opportunity to help shape the school from the start. We hope you will be able to see your place in this story and come forward to apply for this exciting role.

If you would like to arrange an informal, confidential discussion with me before applying, please contact Ghillie Blackwell by email, info@rts.richmond.sch.uk or phone, 0208 891 2985.

We look forward to receiving your application and wish you well with the process.

Kelly Dooley

Head Teacher - The Richmond upon Thames School

Application details

Thank you for your interest in the Administration Assistant vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website www.richmonduponthamesschool.org.uk

If you would like to arrange an informal, confidential discussion with the Head Teacher before applying, please contact Ghillie Blackwell by email info@rts.richmond.sch.uk or phone, 0208 891 2985.

Supporting Statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. We do not accept CVs.

1. How has your experience to date prepared you for this post?
2. If appointed, what aspect/s of this post could prove a particular challenge for you?

Closing Date

Please ensure your application is submitted by **20 September 2017**.

We may close the vacancy once sufficient applications have been received. It is therefore advisable that you submit your application as early as possible to avoid disappointment.

Shortlisting

We are unable to provide feedback to candidates who are not invited for interview.

Interview

To be confirmed.

Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Our motto

Excellence through endeavour



Our school

RTS is a co-educational, non-selective and non-faith based for 11-16 year olds and will admit five forms of entry (150 children) per year.

The Richmond upon Thames School (RTS) will provide an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students will be valued as individuals, recognised for their talents and challenged in their endeavours.

Our school will encourage an atmosphere that rewards hard work and expects high academic achievement, but will also provide an environment where children can develop as people and learn valuable life skills. Our pupils will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything they do.

RTS will be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It will provide equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We will also promote a shared sense of purpose among our students, teachers, parents, and trustees, all working towards a common goal to make the best possible school for our children.

Our team of talented staff will inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that will keep every child engaged.

The school will be characterised by excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners will help shape the curriculum and set real-world projects, offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners, Harlequins, Haymarket Media Group, Richmond upon Thames College and Clarendon School, will offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we will also give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students will be encouraged to participate in programmes that will widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before- and after-school clubs, holiday activities, sports facilities hire and adult evening classes.



Our Campus and facilities

RTS will be located in a new, purpose built building. Clarendon School's secondary students will be located in new accommodation adjoining RTS's building. A newly built Richmond upon Thames College and the Haymarket tech hub, for up to 20 of their technical staff, will together with the schools make up the Richmond Education and Enterprise Campus.

Our outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for Rugby and Football and a four-court Sports Hall.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally and this will bring an exciting additional dimension to our school.



Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."



Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the school to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."



Job advert

Administrative Assistant

Salary: Scale 4
Start date: As soon as possible
Contract: Fixed Term, 12 Months
Hours of work: Part-Time, Term-Time Only

We are looking for dedicated people who share our commitment to ensuring excellent outcomes for all. The successful candidate will believe passionately that the potential of every child can be realised within a nurturing aspirational culture for achievement. As a new and growing school, this will be both a challenging and exciting role.

We are seeking an individual who:

- is flexible and willing to take on varied tasks
- has excellent literacy and numeracy skills
- is resourceful in dealing with competing deadlines and priorities in a busy environment

All staff are welcomed into an ambitious working environment where professional development builds capacity and strengthens expertise.

If you would like to arrange an informal, confidential discussion with the Head Teacher before applying, please contact Ghillie Blackwell by email - info@rts.richmond.sch.uk or telephone - 0208 891 2985

Closing date: 20 September 2017



RTS opened to 150 Year 7s in September 2017, and will grow by 150 year on year until full. We are an 11-16 mixed school with an open admissions criteria. The school is co-located with the Haymarket Media Group tech hub, Clarendon School and Richmond upon Thames College on the Richmond Education and Enterprise Campus (www.reec.org.uk).

The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.

Job description

Title:	Administrative Assistant
Reporting to:	School Business Manager
Line management of:	N/A

Overall Job Purpose

- Providing receptionist support to the school, being the first contact / front line in receiving visitors, staff and pupils to the school
- Providing support to the school's administrative function
- Providing pupil attendance support to the school

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required

Providing receptionist service to the school

- Welcoming, receiving, signing in and dealing with and directing staff, pupils, parents, school governors, school visitors and other stakeholders as appropriate
- Managing the visitor school entry system
- Operating the school's main telephone, transferring calls, or taking and delivering messages as appropriate
- Managing the school's main email in-box, replying, forwarding messages and making appointments for staff as appropriate
- Managing the staff room noticeboard and public digital display screen, adding and removing content as appropriate
- Updating the school calendar, adding and removing content as appropriate
- Updating the school's website, adding and removing content as appropriate

Providing attendance and welfare support to the school's administrative function

- Assisting in ensuring pupil attendance registers are recorded electronically by teaching staff and daily lunch data is shared with our school caterer
- Assisting in ensuring that reasons for pupil absence are obtained and recorded daily
- Assisting in the processing of lateness and in-year transfer applications
- Assisting with pupil first-aid and welfare, looking after sick pupils, liaising with parents, staff etc.
- Assisting with arrangements for visits by the school nurse, photographer etc.

(continued over)

Job description (continued)

Providing admin support to the school's administrative function

- Receiving and sorting incoming mail for delivery to appropriate staff
- Recording, stamping and posting outgoing mail
- Producing daily and monthly lunch reports for the school kitchen
- Assisting with the maintenance of the school's confidential Management Information System: Progresso and producing basic reports as required
- Assisting in the maintenance of the school's filing and archiving systems
- General clerical and administrative tasks such as photocopying, printing, scanning, laminating, word processing etc.
- Reporting premises faults, damages, incidents and other occurrences to the school Business Manager (SBM) as appropriate including following up on and taking steps to ensure the faults are resolved in a timely manner
- Reporting equipment faults e.g. printer, water cooler, noticeboard screens, telephone system etc. and other equipment to relevant companies with whom the school has service and maintenance agreements as directed by the SBM
- Monitoring school stock levels and making stock orders
- Receiving and checking stock orders by matching delivery notes with purchase orders and informing the SBM of any discrepancies
- Organising the storage of stock orders by liaising with the school Premises Manager (PM) and SBM
- Assisting in generating statutory and non-statutory reports and returns to the Local Authority and government as required

Safeguarding

- Assisting the SBM in enforcing the school vetting procedure, obtaining visitors' vetting details e.g. DBS certificate, Photographic ID etc. for the Single Central Record
- Assisting staff in the day to day implementation of the school Visitor Policy
- Carrying out designated school fire evacuation role and adhere to fire evacuation procedure in the event of a fire and during a fire drill
- Adhering to the school Health and Safety Policy and procedure

Other

- As a growing school, we anticipate changes to roles and responsibilities.
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled applicants or continued employment for any employee who develops a disability or disabling condition.
- This job description is current at the date shown, but, in consultation with the post-holder may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.
- RTS school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills including qualifications equivalent to Level 2 in English and Maths • Word Processing qualifications or proven experience/skills • Experience which clearly demonstrates the ability to successfully work in a demanding Reception • Managing workload and the ability to prioritise • Multi-tasking to meet tight deadlines • Effectively communicate in person, by telephone and in writing 	<ul style="list-style-type: none"> • Administrative and/or Customer Services qualifications • First Aid qualifications
Skills, Knowledge and Personal Qualities	<ul style="list-style-type: none"> • Likes working with children • Excellent interpersonal skills with the ability to form and maintain appropriate relationships with children and adults • An eye for detail. Excellent presentation • Uphold school ethos, values, procedures and guidelines at all times with utmost consistency • Ability to communicate effectively, both verbally and in writing • The ability to deal with peaks and troughs of workload • A team player and a 'volunteer' character • A 'can do' attitude and a mentality of going 'above and beyond' expectation • Well organised with good time management • Productive and proven administrative skills, inc. • Word Processing • Excellent ICT skills • Reliable and trustworthy • Calm under pressure and enjoyment in overcoming challenges • Professional understanding of the importance of confidentiality • Have a sense of humour, warmth, stamina, energy and resilience 	<ul style="list-style-type: none"> • Identifying and improving basic administrative and Reception processes • Willingness to attend appropriate training • Database entry / Excel • Willingness to gain enhanced skills relevant to the post



The Richmond upon Thames School
Egerton Road, Twickenham
Middlesex, TW2 7SJ

Email: info@rts.richmond.sch.uk

Phone: 0208 891 2985

www.richmonduponthameschool.org.uk