

EXCELLENCE THROUGH ENDEAVOUR



The Richmond upon Thames School

Job Application Pack

Senior Administrator

Salary £26,821 - £27,670 (pro-rata)

Start date July or soon after





Dear Candidate

I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS). We are a comprehensive secondary (11-16) academy which opened in the London Borough of Richmond upon Thames in 2017.

We are seeking resilient and forward-thinking people to support me and my senior team realise our Trust's vision that every student will leave RTS with excellent academic outcomes and a clear purpose for the next stage of their lives.

We have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. With 600 students across Years 7, 8, 9 and 10 and next year growing to 750, the years which follow promise to be a very exciting time. Until 2021, when we are full, we will continue to grow into our permanent building and new sports centre. The school is uniquely situated on the Richmond Education and Enterprise Campus with Clarendon Special School, Capella House School, Richmond Upon Thames College. The next phase of the campus' development continues with the College's STEM centre and our New Sports Centre due for completion in 2023. In Autumn 2021, our founding Year 7 will be in Year 11, looking onward to their chosen Key Stage 5 programmes of study.

Starting a school from scratch is a once-in-a-lifetime opportunity that takes commitment, dynamism and a collaborative approach to working together to create something extraordinary. We recruit excellent staff and provide the professional development that they need to guide their endeavours for excellence as we know that building an exceptional school relies on our ability to inspire and nurture a phenomenal team of staff.

Working closely with me, you will help to shape the strategic direction of the school through a focus on raising attainment and progress for all students. You will benefit from working with a strong and dedicated team of staff fully committed to ensuring that all students achieve excellence through endeavour.

I hope that you will be able to see your place in this story and come forward to apply for this fantastic role.

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher via pa@rts.richmond.sch.uk to arrange a suitable time.

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

A handwritten signature in black ink, appearing to read 'K Dooley', with a small flourish at the end.

Kelly Dooley
Head Teacher - The Richmond upon Thames School

Application details

Thank you for your interest in our 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.richmonduponthameschool.org.uk

School visit

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher at pa@rts.richmond.sch.uk.

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.**

- Why is your prior experience particularly relevant to the context of the post?
- What attracts you to the Richmond upon Thames School and this particular post?
- Why are you uniquely qualified for this role?
- If appointed, how will you ensure your support enables the Senior Leadership Team to achieve 'excellence'?

Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview. The School reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.

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 school for 11-16 year olds and admits five forms of entry (150 children) per year.

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

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

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose with 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 inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, and will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners Harlequins, Haymarket Media Group and Richmond upon Thames College, 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 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 are encouraged to participate in programmes that 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 is located in a new, purpose built building, and Clarendon School's secondary students, as well as Capella House students, are located in accommodation adjoining RTS's building.

A newly built Richmond upon Thames College, together with the schools, make up the Richmond Education and Enterprise Campus.

When complete, RTS's 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. In 2023, our double-height Sports Centre, comprising four-courts, dance studio and changing facilities will open.

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 bring an exciting additional dimension to our school.



**Richmond upon
Thames College**

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®

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

"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 Free 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

Senior Administrator

Start date: July or soon after

We are seeking to appoint a dynamic, committed and enthusiastic Senior Administrator to join the school as it enters its next phase of development.

This role is an integral part of the student support team that makes a significant contribution to the achievement, wellbeing and safety of our students. Working closely with parents, teachers and support staff, your energy, commitment and passion will inspire our students to excel beyond what they themselves believe is possible. Joining us in the early stages of our development provides excellent opportunities for career development.

Through our unique School Trust Partnerships, will provide you with exceptional opportunities for career development and progression. You will also also be working as part of an engaged and motivated team within the context of a highly successful school.

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher at pa@rts.richmond.sch.uk.



RTS opened to 150 Year 7s in September 2017, growing 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 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 Salary Reporting to Line management of	Senior Administrator RTS Scale Office Manager Office Administration Staff
Hours of work: Hours of work: The working week is 37.5 hours, core hours are between 08.15- 16.30 Mon-Thu (15:15 on Fri). Term time only + two weeks	

Overall Job Purpose

1. Oversight and implementation of the school parental communications
2. Management of the office team
3. Provision of administrative support to SLT and of the school's work-related learning programme

Parents/Carers Communication

1. Effectively implement the school's parent/carers communications protocol
2. Maintain and operate parent communication systems and ensure contact details are up to date
3. Responsible for sending accurate whole school and teacher communications to parents
4. Maintain the school email account, following up all queries received
5. Oversight for maintaining the student filing system of the school
 - 5.1. This includes the student archive room and ensuring student files are maintained in accordance with the school's data retention and disposal policy
6. Maintain the emergency contact list for students and relevant authorities in case of emergency situations
7. Produce MIS (Arbor) reports as directed by the Senior Leadership Team and Office Manager

School Office Supervision

1. Develop an office team that delivers and meets the needs of the school
2. Ensure all members of the office staff present, at all times, a positive image of the school to all staff, parents and visitors
3. Ensure all visitor checks and health and safety processes are in place to monitor entry in and out of the building
4. Line manage staff ensuring the smooth and effective running of the school office
5. Manage administrative staff performance and appraisal
6. Ensure the school office is kept tidy, organised and in good order at all times
7. Maintain stock levels of school stationery, including reprographics supplies
8. Maintain standardised administrative systems, processes and working practices across the school
9. Be responsible for the maintenance of clear and effective filing records and other systems and to keep them updated in accordance with legal requirements
10. Use electronic office-based systems to minimise paper-based records
11. Promote the delivery of a standardised set of high quality secretarial, administrative, customer service and time management skills across the office team
12. Keep abreast of information and advice about the school and school activities and ensure these are effectively shared by school administrators
13. Ensure administration staff workloads are effectively prioritised and monitored to meet relevant deadlines; and to report to the SLT when there are difficulties in achieving or managing this
14. Ensure administration staff are appropriately trained and maintain relevant CPD
15. Liaise with senior leaders (teaching and non-teaching) to manage the delegation of tasks to relevant school administration staff, disseminate relevant documentation and maintain regular correspondence with relevant staff, external authorities and persons
16. Be responsible for quality assuring Senior Leadership Team (SLT) administration requests, including managing a schedule for minute-taking of parent meetings and staff meetings as requested by SLT
17. Coordinate administration staff cover and manage additional working days/hours to ensure coverage of a broad range of school activity
18. The arrangement, organisation and distribution of school photographs (Autumn and Summer)

Job description

Careers, Information, Advice and Guidance (CEIAG) Admin

- Provide administrative support of the school's work-related learning programme
- Produce timetables for staff visiting students on placements
- Manage the distribution of evaluations of the school's CEIAG Programme
- Timetable small group sessions, as advised by the Senior Leaders with responsibility for CEIAG, on aspects of CEIAG as appropriate
- Maintain, update and develop the school CEIAG display boards as directed by the Middle/Senior Leaders with responsibility for CEIAG
- Provide administrative support for all internally and externally provided activities and programmes for CEIAG
- Liaise with external agencies, such as Universities and other training providers as directed by Middle/Senior Leaders with responsibility for CEIAG
- Produce and maintain the school's CEIAG, including prospectus and website information

First Aid

- To undertake first aid training and hold the First Aid at Work (FAW) certificate
- To act as a main first aid person at key times during the school day
- Maintain accident report logs and ensure these are entered onto the MIS (Arbor) daily
- Contribute and ensure regular checks are made to the contents of first aid boxes throughout the school and contents are in date
- Help with supporting students with medical conditions
- To ensure the medical room is maintained to a clean and orderly standard

To support the wider RTS Admin Team with a range of organisational, clerical and general tasks. This includes, but is not limited to:

- To help monitor the admin/info mailboxes and complete tasks as necessary
- To undertake similar duties, commensurate with the level of the post, at the discretion of the Office Manager/Head Teacher's Executive Assistant, Facilities/Finance Managers or SLT. This might include temporary re-deployment to meet the needs of the wider school, and may involve normal duties having a lower priority or being temporarily put 'on hold'. These duties may include (not limited to):
 - General clerical/administrative / filing support; collecting and distributing lost property
 - Lunchtime and/or temporary cover
 - Supporting preparations for major School events
 - Communications with staff, students, parents/carers and other external stakeholders
 - Administration supporting the admissions/exams processes
 - To be aware of, and comply with, policies and procedures relating to child protection, security, confidentiality and data protection
- To attend and participate in meetings, training, performance management processes and professional development, as required
- To contribute to the overall ethos of the School

Person specification

Qualifications and experience

- Good standard of literacy and numeracy
- Experience of working with young people
- Experience of working in a school environment
- Experience of working in a secondary school setting
- Relevant training for working with young people aged between 11-19
- Experience of collaborative working with external organisations and agencies
- Evidence of continued professional and or personal development
- First Aid qualifications

Knowledge and skills

- Good organisational and good time keeping skills
- Good database skills, able to enter, extract, analyse and present data
- Ability to communicate effectively, both verbally and in writing
- Effective communication with children, parents/carers and other professionals
- The ability to liaise with and gain the confidence of all school staff
- Ability to display an understanding of social/welfare issues as they affect children, families and schools
- Demonstrable awareness of legislation relating to the welfare and protection of children.
- Demonstrate awareness of risk
- Ability to work on own initiative within departmental protocols/procedures
- Ability to deal with difficult situations
- Knowledge of relevant regulatory or legislative framework e.g. safeguarding regulations
- Good working knowledge of school systems such as Arbor
- Knowledge of the main aspects of the organisation of secondary schools
- Knowledge of the rights and responsibilities of parents

Professional development

- Evidence of a broad range of continuing professional development over time
- A commitment to further professional development

Working At RTS

The school is well placed for excellent transport links whether travelling by foot, cycle, car, bus or train.

- There are ample secure cycle racks for staff to use (as well as staff showering facilities on site), as well as access to a 'Cycle to Work' scheme.
- The site also has a secure, controlled access car park for staff to use with direct access to the A316.
- The school is well served by local bus routes in all directions; and is within easy walking distance to Twickenham train station, which is in Zone 3 and well served by South Western Trains. The station has recently undergone a major redevelopment with a new station building, access and shops.

There is a focus on developing community and positive staff wellbeing through

- Quiz nights;
- Free yoga and relaxation sessions;
- Staff-led fitness;
- Staff 'pique-nique' events;
- Seasonal gatherings;
- Free tea and coffee in the light and airy staff social room

Continuing professional development has a strong focus. There is an extensive programme available which extends to internal and external specialists, as well as partnerships with other educational and business providers.

Reciprocal school visits are encouraged with existing arrangements already in place.

Membership of a pension scheme is available.

The school has a two-week Autumn half-term break.

RTS is proud of its well established links within the community and has an active PTA. We welcome and encourage local businesses and groups to join us during the annual Summer and Christmas Fairs.

The Richmond upon Thames School

Egerton Road, Twickenham

Middlesex, TW2 7SL

Email: info@rts.richmond.sch.uk

Tel: 020 8891 2985

www.richmonduponthameschool.org.uk