



**Robert Miles  
Infant School**

## Job Application Pack

**Job Title: School Administrator**

Salary: Scale 4 point 7 - £20,444

Hours: 14 hours per week (2 days), term time only

Closing date: Thursday 14<sup>th</sup> July 2022

Start date: Tuesday 30<sup>th</sup> August 2022

## Letter from the Head Teacher

Dear Applicant,

Thank you for your interest in joining Robert Miles Infant School's dedicated and supportive staff team. The School Administrator is a critical role in our school, working to support the school by providing high quality administrative support.

Robert Miles Infant School is situated in the heart of Bingham, a delightful market town 11 miles from Nottingham or Newark. We have a regular bus service and are less than a 5-minute walk from the train station and the centre of Bingham town. The school can accommodate 180 pupils and many of these use our wrap around care. We also welcome children from Robert Miles Junior school and offer a walking bus service for them.

The ethos of the school is centred upon the motto "Work hard – Be kind". This motto epitomises the entire staffs' genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils' spiritual, moral, social and cultural development.

It also applies equally to every member of our staff team. Together, all members of staff "work hard", improving ourselves and fulfilling our duties to the best of our abilities to give our children the school that they deserve. Every single employee is expected to work in a "kind" way, demonstrating the power of positive care and attention to children both directly and through our interactions with each other.

Our school leaders believe that Robert Miles Infant School is a place of professional learning where the development of staff is the key to securing the best outcomes for our learners. Staff appraisal systems are built upon the premise that applied continuous professional development and learning is the marker of career progression.

The staff team is made up of dedicated and highly skilled professionals. Our Education Team consists of class teachers and teaching assistants who are focused on excellence in teaching and learning. Ensuring the smooth running of the school, Office staff take responsibility for liaising with Parents/Carers, our finances, human resources and statutory reporting, alongside the School Business Manager who works directly to maintain all aspects of the school site, as well as managing our cleaning team and liaising with the numerous contractors who supply specialist services to us. In addition, a team of midday supervisors support teaching assistants in caring for the children at lunchtime, when cooked meals are served from our on-site kitchen under the separate management of an external catering company. An Executive Head Teacher from our Trust supports the school Senior Leadership Team, consisting the Head Teacher, Deputy Head, and special needs coordinator and key stage 1 leader.

The school grounds consist of brick constructed extensions on either side of the original Victorian building housing teaching classrooms, a traditional school hall, kitchen and play areas; forest schools' area, sensory garden and allotment.

Robert Miles Infant School is a sponsored academy, operated by the Nova Education Trust. Nova is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust is committed to providing high quality education to all pupils, regardless of their backgrounds. The Trust has core values which are central to developing a positive ethos throughout our group of schools. This approach is focused on securing

success for all our learners and providing them with the very best life opportunities. For all staff, pupils and the wider community, the Trust promotes trust, integrity, mutual respect, empathy and self-improvement. The Nova Education Trust believes that nothing is more important than making a difference to children.

Visits to our school are warmly encouraged. Please contact the school office.

S. Adams

Mrs Sonja Adams  
BA (Hons), PGCE, Fulbright 2005, NPQSL, NPQH  
Head Teacher

## **Application Details**

Thank you for your interest in the School Administrator vacancy at Robert Miles Infant School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

### **How to Apply**

Should you wish to apply for the post, please complete an online application form and include a covering letter, which clearly demonstrates your suitability for this role. You should outline:

- What you can bring to our dedicated, driven and determined team
- Relevant experience
- What you see are the key issues facing education at the moment and how you will support our teachers in addressing these
- How you will support all of our learners in attaining their potential

The online application form for this role is located on the current vacancies page of the school website [www.novaeducationtrust.net](http://www.novaeducationtrust.net). Wherever possible, please provide email addresses for your referees.

### **Closing Date**

Please ensure your application arrives by 9am on the closing date on the front of this pack.

### **Interview**

Interviews for the role will be held on a date to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

### **Safeguarding**

Robert Miles Infant 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.

# Job Description

School: Robert Miles Infant School  
Post: School Administrator  
Responsible to: School Business Manager  
Dated: 24/06/22

## Purpose of the role

To be the first point of contact for students, parents/carers and visitors upon arrival at school and to provide administrative support to the school.

## Responsibilities

To undertake a range of administrative activities, including but not limited to:

- Support on school reception, taking phone calls, face to face enquiries and greeting visitors.
- Supporting the School Business Manager in the day to day finance administration including support with general banking and placing orders.
- Complete general school filing.
- General administration tasks to support the school and the leadership team.
- Producing and printing letters and distributing correspondence to staff and students.
- Effective management of the whole school diary.
- Complete and maintain pupil records, including transferring records for pupil leavers.
- Support with pupil attendance, including making first day calls, pulling reports, and following attendance protocols.
- Printing and recording of dinner registers.
- Assisting in the administration of breakfast and after school clubs.
- Oversee the office email inbox, forwarding on emails and ensuring that queries are dealt with promptly and efficiently.
- The ongoing update and maintenance of the school website content including uploading news events.
- Assist with the administration and organisation of school trips and visits.
- Maintain stationery stock and supplies for the team
- To record student medications.
- Maintaining confidentiality.
- Supporting GDPR compliance.
- Any other duties deemed necessary by school leadership.

## Generic Requirements:

- It is a requirement of all posts within the school that Health and Safety requirements are upheld in the performance of duties
- All employees of the school are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

| Factor                      | Essential  | Desirable  |
|-----------------------------|--|--|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• 5+ A*-C including English and Maths or equivalent</li> <li>• To be first aid trained or willingness to undertake training.</li> </ul>   | A Degree   |
| <b>Experience</b>           | Experience of working in a busy admin/secretarial position   | Experience of working in a school office   |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Effective time management skills</li> <li>• Ability to prioritise tasks</li> <li>• Adaptable approach to work and confidence to respond and deal with unanticipated problems</li> <li>• Ability to work effectively as part of a team and a willingness to support others</li> <li>• Capability to work independently and use own initiative as and when required</li> <li>• ICT Literate including mail merge, Outlook, Powerpoint and Excel.</li> </ul> | Knowledge of school systems<br>Knowledge and previous use of bromcom<br>An understanding of finance processes and procedures.<br>To have internet management and update skills.<br>Experience of managing school events. |
| <b>Personal Qualities</b>   | <ul style="list-style-type: none"> <li>• Outstanding communication skills</li> <li>• Approachable</li> <li>• Ability to remain calm in stressful situations</li> <li>• Ability to establish good working relationships with teaching staff and pupils.</li> <li>• Reliable and punctual</li> <li>• A commitment to safeguarding and promoting the welfare of young people</li> </ul>   |  |

## **Overview of the Trust**

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

### **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

### **Safeguarding**

Robert Miles Infant School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. All posts in Nova Education Trust schools are subject to an enhanced Disclosure and Barring Service check.