



Administrative Assistant

Application Pack

October 2021

Learn. Believe. Achieve.

Thank you for your interest in this role. Before applying, we encourage you to contact Mrs Adrienne Boardman, Senior Administrator, for an informal discussion about this role (aboardman@robertnapier.org.uk).

HOW TO APPLY

To apply for this post, please complete a Support Staff Application Form, which can be found on the school website at [The Robert Napier School - Vacancies](#).

Please submit your completed application form to vacancies@robertnapier.org.uk.

The Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.

Position: Administrative Assistant / Receptionist

Location: The Robert Napier School, Third Avenue, Gillingham, Kent ME7 2LX

Reporting to: Senior Administrator

Closing Date for Applications: Monday 1st November 2021

Selection and Interview Date: w/b Monday 8th November 2021

Start Date: As soon as possible

Salary: Trust Grade 4-11 £18,933-£21,748 per annum, pro rata.
This equates to £15,250 to £17,517 per annum.
(37 hours per week, Term time only plus 5 days)

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Welcome

Thank you for the interest you have shown in the role of Administration Assistant/ Receptionist at the Robert Napier School.

We are seeking a well-qualified, enthusiastic administration assistant, to work in our busy reception/front office. This is a dynamic environment, where no two days are the same. The successful candidate will need to be able to multi-task and be willing to 'turn their hand' to whatever needs doing at the time.

At times the reception/front office can be very busy, with staff, students, external professionals and parents all passing through. The successful candidate will need to be able to relate well to people, have a positive personality and good sense of humour.

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with The Robert Napier School, the Trust is made up of Fort Pitt Grammar School for Girls, The Thomas Aveling School, Balfour Primary School and Phoenix Junior School. All the schools are located within a 5-mile radius and work closely to provide an outstanding education and opportunities for the children of Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas of the school, to ensure the students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a mentor to help them settle into their new role.

I hope you find this applicant pack informative. If you have any further enquiries, please do not hesitate to contact us, using the contact details at the start of this pack. I look forward to receiving your application.

Steve Quenby
Headteacher

Job Description

Purpose: Providing an efficient and comprehensive administrative support as part of the school office team.

Reporting to: The Senior Administrator

Duties:

1. Complying with the safeguarding procedures for students at all times whilst carrying out duties. (e.g. Ensure students have valid reasons for leaving the school, check permissions etc.)
2. Taking and relaying accurate and timely messages from telephone calls, patrol calls and answering queries where possible, in line with the agreed service standards
3. Typing and setting up documents such as letters and reports and assist in the coordination and production of reports and statistical data where required for teachers & external agencies (such as the Local Authority).
4. Reception duties – dealing with enquiries where appropriate and being the first point of contact for people visiting the school. Dealing with student queries as and when required (e.g. timetables, lost property, phone calls home etc) Adhering to the previously agreed Telephony & Reception service standards.
5. Keeping computer records updated and ensuring procedures are adhered to when information needs changing (e.g. up-dating contact numbers for students) that the Data Protection Act is complied with and all documents are filed promptly
6. Data input and assisting with the recording of Student Attendance
7. Dealing with the distribution of the post –distributing incoming mail and posting outgoing mail.
8. On occasion participate in Open Evenings, Presentation Evenings and New Parents Evenings and the public examination days/results days (if required)
9. Maintaining the appearance of the reception and main office, ensuring it is a clean, safe and professional environment.
10. Part of the First Aid Team (In school training to be arranged)
11. Complying with The Robert Napier School Office Service Standards previously agreed
12. To carry out any other reasonable duties and responsibilities within the job role, commensurate with the grading and level of responsibilities of the post deemed necessary by the Senior Administrator and/or other Senior Leadership Team members.

Terms of Employment: Term-time only (**37hrs per week**) plus 5 days

Hours of Work: **08:00 – 16:00** Monday – Thursday (30min lunch break) **08:00 – 15:30** on Friday.

Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work/work independently, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to follow directions given by Head teacher and Line Manager	✓		Interview
Good Organisational skills	✓		Application & interview
Knowledge			
An understanding of school systems, procedures and policies		✓	Application & interview
Qualifications and experience			
ICT certification to support word processing skills, database and spreadsheet skills or relevant experience		✓	Application & interview
Minimum GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
Previous experience in computerised administrative systems		✓	Application
Previous experience of working with children		✓	Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview

The Robert Napier School

Our Mission

'To be the outstanding community school of choice'

Our Vision

At The Robert Napier School our mission is to be the **community school of choice** that work together to inspire students to believe they can have a better future. We will work with **every** student to unlock their potential.

We will be successful by instilling creativity, motivation and resilience in all our students. **Every** student **learns, believes** and **achieves** more, both in our school and beyond.

Our Values

Under the schools motto of **Learn, Believe, Achieve** sits six core values that our community value in all we do:

Learn: Respect; Trust

Believe: Perseverance; Resilience

Achieve: Fairness; Courage

Our Priorities 2021/2022:

- Improve literacy so all students can access the curriculum
- Be the community school of choice by being oversubscribed in July 2022
- Y11 to achieve 50% Level 4+ in English and Maths
- Progress 8 to be at least 0
- Increase 6th form to 150+ students
- Being 'outstanding' in Leadership and Management

The Robert Napier School Senior Leadership Team

<p>Mr Steve Quenby Head Teacher</p>	<p>Mrs Jane Dunnett Deputy Head Teacher</p>
<p>Mr Daniel Dunscombe Assistant Head Teacher Quality of Education – Key Stage 3</p> <ul style="list-style-type: none"> • KS3 Raising Standards Lead • KS3 Behaviour • KS3 Marking & Assessment • KS3 Student Tracking & Intervention • KS2 – 3 Transition • Cross-Curricular Numeracy • Staff Wellbeing 	<p>Mr Conor McVeigh Assistant Head Teacher Quality of Education – Key Stage 4</p> <ul style="list-style-type: none"> • KS4 Raising Standards Lead • KS4 Behaviour • KS4 Marking & Assessment • KS4 Student Tracking & Intervention • Careers • Cross-Curricular Literacy • School Website
<p>Mr Matt Fenton Assistant Head Teacher Quality of Education – Key Stage 5</p> <ul style="list-style-type: none"> • KS5 Raising Standards Lead • KS5 Behaviour • KS5 Marking & Assessment • KS5 Student Tracking & Intervention • Junior Leadership Team • Oversight of UCAS • Sixth Form Enrichment 	<p>Mr Rob Leadbetter Assistant Head Teacher Welfare, Safeguarding & Attendance</p> <ul style="list-style-type: none"> • Safeguarding (including Designated Safeguarding Lead) • Attendance Policies and Strategy • Implementation of Nurture UK Strategy • Student Welfare • Student Voice • Student Council
<p>Ms Aliah Plaster Assistant Headteacher Special Educational Needs</p> <ul style="list-style-type: none"> • SENCO & SEN Department • Visually Impaired Unit • Access to Mainstream • Alternative Curriculum - ASDAN • Access Arrangements • Quality Assurance 	

Note: All Assistant Head Teachers undertake line management of curriculum departments and other TLR holders.

Beyond Schools Trust



The Trust Vision

'To be a high performing Trust that is well respected for providing exceptional educational experiences in our communities'

All schools within the Trust retain their own distinctive character but have a common ethos and mission:

Our Ethos

One Vision, One Trust, One Family of Schools Inspiring Outstanding Learning

Our Mission

Providing opportunities for each individual to be the best they can be.

We have very high expectations of our staff and students and, in return, provide vast amounts of support to help everyone achieve their best. We want your employment choice to provide you with a fulfilling career experience that makes you a talented, resilient and high performing employee.

Values

We expect everyone that works in the Trust to play a part in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows **why** we should value each other and **how** we should value each other so we can create a community where we all aspire to succeed.

Location of the Trust

The Trust is based in Medway and knowing the area well means we are aware of, and work tirelessly in a co-operative manner, to both minimise the pressures and strains that local children experience and maximise the potential they all have for great success. Each part of the Trust works collaboratively in sharing ideas and best practice and in generating new opportunities for pupils and students.



THE
**ROBERT
NAPIER**
SCHOOL

The Robert Napier School
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