

Candidate Information Pack

Receptionist & Administrative Assistant

Immediate Start

Full or Part time flexible hours



Receptionist & Administrative Assistant

The Kingston Academy seeks a Receptionist & Administrative Assistant to work as part of the Pupil Services team, assisting with a variety of operational and administrative tasks. As a key member of a dynamic team, you will be offered the opportunity to develop your administrative skills in a wide range of areas.

We invite applications from candidates with the following attributes for this role:

- Highly organised and excellent communication skills;
- Able to work under pressure whilst maintaining accuracy;
- A team worker who is always ready to assist wherever needed.

More details on the person specification are provided at the end of this document.

Application Process

- Applicants are required to visit the website where they are able to submit their application using our recruitment portal.

Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- A written administrative task;
- Interview with Head Teacher and Director of Business and Operations

Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.



Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished Operations team. The opportunity to share in the architecture of a new school and be integral in its delivery at a strategic level is unique.

You are joining us at an exciting stage in our development. Kingston Educational Trust has been granted Multi Academy Status and we are looking to welcoming Fern Hill Primary to our trust in January 2022.


Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this exciting, central role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application. A member of our senior leadership team would be happy to talk to you about the role and the Academy, the staff and our pupils. Alternatively, you may call to discuss any questions you may have prior to submitting your application. You can contact Lisa Cruickshank on 0208 465 6200 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this exciting, central role.

I very much look forward to receiving your application.

Mrs Sophie M Cavanagh



Head Teacher





Background to the school

The Kingston Academy is an ambitious new free school set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The overriding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school is now full having grown by a single year group each year since it was founded.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education. All pupils will take either 9 or 10 GCSE subjects depending on whether they take separate sciences or the combined science award.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.

A distinctive feature of the school is our extended school day when pupils take part in our enrichment programme delivered by all teaching staff and external providers. There are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Enrolment in our enrichment programme is compulsory for pupils, but they are also encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.

Benefits of working at TKA

There are many benefits to working at The Kingston Academy including:

- Generous pay-scales, regularly paying 1% higher than National Operations Pay Scales
- Staff reward scheme for exceptional performance
- 2-week October Half Term break
- Access to subsidised Cycle to Work scheme
- Weekly Professional Development sessions at whole-school and departmental level
- Staff Laptop or Chromebook
- Subsidised study at Kingston University at Masters and Doctorate Level
- Flexible working arrangements on request



Receptionist & Administrative Assistant – Job Description

Post Title:	Receptionist & Administrative Assistant
Salary:	The Kingston Academy Operations Pay Scale from Grade C Point 3 £22,000 FTE
Reporting to:	Office Manager
Hours:	Full time or Flexible, Part-time hours considered

Core Purpose

As part of the Operations team, the Receptionist & Administrative Assistant will help to deliver the Academy's ethos of excellence by assisting in a variety of operational and administrative tasks. The role is to support the team in providing an interface between the Academy and the Community. In addition, it will involve working closely with other members of the Operations team and Teaching staff, to support the full range of administration and operational tasks.

Receptionist

- Processing telephone calls and ensuring appropriate action is taken. Operating standard office equipment, e.g. photocopier, laminator
- Distribution of incoming mail.
- Organisation of external post.
- General administrative duties
- Ensuring that face to face enquiries from visitors, parents, staff and pupils are dealt with appropriately.
- Ensuring that appropriate security checks are observed for school visitors and that the sign in process is properly observed

Administrative Assistant

- Provide whole school administration support as required
- Act as a point of contact for parents, pupils, visitors and telephone calls
- Promote and ensure the health and safety of pupils, staff and visitors, in accordance with appropriate health and safety regulations, at all times
- Organise and maintain whole school digital filing
- Provide whole school administration support as required i.e. PPG, SEND, Medical, Careers
- Provide first aid to pupils, staff as needed
- Show flexibility in undertaking a range of ad-hoc administrative tasks as required by the Academy for example assist with the preparation for whole school events
- Support with the reporting of pupil detention data
- Take minutes in meetings involving pupils and parents as directed
- Make use of ICT based systems to extract data and prepare information for the Heads of Year, including Behaviour Watch (training will be given)
- Prepare information for meetings and Reports where appropriate
- Support with the administration of attendance and exclusions
- Supporting with the administration of termly awards and certificates
- Act as a first point of contact for both students and their parents, passing on key information to the Pastoral team so that they are able to address the matter and communicate outcomes as appropriate.
- Aid the Pastoral team to respond to any student issues raised by subject teachers.
- Support the Pastoral team to implement strategies which secure high standards of behaviour and attendance in line with the school staged sanction system.
- Provide administrative support to year teams
- Where applicable record information about leavers/potential leavers and report trends to the Pastoral team
- Assist in the maintenance of computer based records using SIMS to ensure that these are all kept current and up to date
- Liaise with partner schools if/when appropriate

- Assist with the smooth running of Parent Evenings and other school events
- Contribute to updating and maintaining high quality displays in public areas of the Academy
- Reception service at least once a week, or as and when required
- Complete a range of other administrative duties in support of the pastoral team
- Monitor and maintain stationery supplies within an agreed budget
- Ensure that all sensitive information is dealt with in accordance with the data protection act
- Assist during fire evacuation

General

- To support and promote the values and ethos of The Kingston Academy
- To undertake such training as may be required
- To be aware of the responsibilities under GDPR and Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
- To work in accordance with the Schools Health and Safety Policies and Procedure
- Undertake additional administrative duties as part of the School's Administration Team and assume other duties which may reasonably be required or delegated by the Chief Operating Officer from time to time to meet the needs of the service.
- Undertake other duties as required in line with overall grading and purpose of the job.

Safeguarding

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

Additional Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- It is the post-holder's responsibility to carry out their duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Receptionist & Administrative Assistant – Person Specification

Qualities and Attributes	Essential	Desirable
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Qualifications		
5A*- C grades at GCSE including at least C grade in English and Mathematics	✓	
Basic First Aid training or equivalent		✓
Knowledge and Experience		
Experience of working in a receptionist/administrative function	✓	
Good IT skills and confident in the use of Google Docs, Microsoft Excel & Word	✓	
Ability to communicate effectively on the telephone and in person	✓	
Strong attention to detail and able to produce work with a high level of accuracy	✓	
Experience of working in a school or similar establishment		✓
Good organisational and workload management skills specifically with the ability to prioritise own work and reprioritise when necessary	✓	
Able to work in an office environment that often demands high levels of concentration, while coping with frequent interruptions	✓	
Able to respond to changing priorities	✓	
An understanding of the importance of confidentiality	✓	
Integrity and understanding of care needed with sensitive information	✓	
Personal		
Ability to relate well to all types of stakeholders for example students, suppliers and contractors, governors, local authority staff	✓	
A commitment to positive and healthy outcomes for young people	✓	
Ability to listen effectively and be sensitive to others	✓	
A demonstrable commitment to the safeguarding of students and child protection	✓	
Desire to enhance and develop skills through continuing professional development	✓	