

Senior Administration Officer

Ambler Primary School & Children's Centre

AMB/117



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Blackstock Road, Finsbury Park, London, N4 2DR

A rare and great opportunity: Ambler Children's Centre is recruiting!

Senior Admin Officer

Contract: 1 x Permanent - All Year Round

Hours: 35 hours

Salary Grade: Scale SO1 Spine Point 29 – 31

Actual Salary: £30,012 to £31,764 per annum

Ambler Children's Centre is part of an Ofsted rated 'Outstanding' provision and we are seeking to appoint a Senior Administrative Officer, with strong school experience. We are looking for someone who has the passion and commitment to contribute to an enthusiastic and dynamic team.

"The determination and energy of the headteacher have brought about a clear vision of high ambition and aspiration for both pupils and staff" – Ofsted Report May 2017.

We need a proactive, effective and positive Senior Administrative Officer who will manage the efficient running of the office. You will be the main contact of the Children's Centre administration ensuring all our staff, parents/carers, visiting professionals and children have their queries and other needs met appropriately.

Ambler Children's Centre and Primary School offer a seamless service for children and their families on the Ambler site.

We can offer:

- Fantastic children who strive to achieve their best
- A supportive leadership team
- Good opportunities for CPD
- A warm positive working environment where everyone is valued
- An enthusiastic dynamic and talented management and staff team

We are looking for someone who is:

- Flexible, organised, efficient and able to meet deadlines
- Experienced in the use of School Management Systems such as SIMS
- Confident with Microsoft packages
- Able to work productively as part of a team, with office, teaching and support staff
- Positive in their approach, with a good sense of humour.

Visits to our Centre are welcomed and actively encouraged by contacting Reception at Ambler primary School and Children's Centre on 020 7359 7628 or email childrenscentre@ambler.islington.sch.uk

Timeline:

Closing date: Midday, Friday 13th July 2018

Shortlisting: Monday 16th July 2018

Interviews: Friday 20th July 2018

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link. If you need any assistance please email Schools HR at Schooolsrecruitment@islington.gov.uk quoting reference: **AMB/117**.

Ambler Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations

Job Description

SCHOOL: Ambler Children's Centre

POSITION: Senior Administration Officer

GRADE: SO1 spine point 29 - 31

RESPONSIBLE TO: Children's Centre Lead

PURPOSE OF THE POST

Manage the running of an effective, efficient and confidential administrative support service at Ambler.

MAIN RESPONSIBILITIES

Administrative

1. To be a member of the Ambler Administrative Support Team
2. To use computer packages provided (including SIMS, FMS and EYMIS) for the input of data and extraction of information and when requested prepare and provide monitoring and statistical information, as required by centre management and London Borough of Islington (LBI) Early Years (EY)
3. Set up and maintain efficient office systems within the admin offices, including manual and computerised information retrieval systems ensuring staff are properly trained
4. To provide the first point of contact for all visitors to the centre, welcoming them and providing information or referring to the appropriate member of staff
5. To provide word processing skills for the production of letters/reports and publicity material as required in connection with the duties of the post
6. To provide general clerical/administrative duties including minute taking for meetings photocopying, filing, record keeping, maintaining diaries, receipt/distribution of post etc.
7. To be responsible for the maintenance of confidential children's/families records
8. To give administrative support, as required, in the process of allocating places
9. Attend and participate in relevant strategic and non-strategic meetings as directed by the Senior Leadership Team (SLT)
10. Administer staff cover by checking absences on each day, organise supply cover as directed by the manager in charge and keep records of supply and cost
11. Administer procedures relating to children transferring to or leaving the provision
12. To provide administrative support to members of the Senior Leadership Team in relation to website design, content creation and uploading of information as required.

Financial

13. To be responsible to the Head of Children's Centre/ Business Manager for fees assessments/administration, including fee collection and record keeping; banking fees and Outreach and petty cash transactions
14. To maintain appropriate electronic and manual systems for fees, petty cash and other income as advised by Early Years Finance and Ambler procedures
15. To investigate and resolve payment related problems in consultation with the Head of Children's Centre and Business Manager
16. To provide support/ be responsible for the monitoring of fee income activities of the centre and to report on a regular basis, as required by centre management, and central finance
17. To ensure that all relevant fee records and documents are maintained in accordance with the council's financial regulations and that they are available for inspection by audit as may be required
18. Responsibility for the accurate posting of all invoices and creditor and debtor reconciliations.
19. To manage the compilation and maintenance of the Asset register.
20. Support the Business Manager and Head of Children's Centre with improved procurement, cost cutting proposals and fund raising strategies

Personnel

21. To be responsible for ensuring the relevant returns are made on a monthly basis for the Payroll provider including Overtime and Absence
22. To be responsible for the maintenance of accurate confidential Staff personal records on SIMS, ensuring all relevant information is entered including processing starter/leaver and variation forms and salary information
23. In conjunction with the Business Manager ensure data on the system is correct for all statutory returns
24. To assist in the administration of the recruitment process for filling vacant posts
25. Manage, set objectives and carry out appraisals for administrative assistant and other relevant support staff
26. Manage the absence reporting and monitoring system
27. To contribute to the oversight of the Single Central Record to include updates, audits and maintenance
28. Facilitate administrative tasks associated with key HR functions for example processing forms for staff reimbursement of update service payments, variation forms, additional hours and so on

Pupil/Outreach Data

29. To be responsible for the maintenance of confidential pupil/ family records and ensuring that all records are up-to-date and prepared for the completion of statutory returns
30. To monitor Children's Centre Occupancy and provide reports to the Head of Centre and LBI as required
31. Manage pupil/ Outreach data by ensuring that all required pupil data is up to date and accurate i.e. leavers, ethnicity codes, SEN status, attendance at Outreach Activities
32. Ensure the EYMIS Calendar is kept up-to-date

33. To complete administrative returns for Foundation Stage Profiles, when required
34. To be responsible for administration of admissions for children from babies to reception, including making a major contribution to open mornings for prospective parents

Other

35. To respond for the queries and demands of children where they affect the administration of the centre and primary school
36. To respond to the administrative needs of Ambler flexibly, if the need arises. This would take into account the current demands of the role and needs of the children's Centre
37. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
38. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
39. To carry out other minor and/or non-recurring duties, appropriate to the post as may be directed
40. Carry out duties and responsibilities in accordance with Ambler's Health and Safety Policy and relevant Health and Safety legislation
41. To support the oversight of health and safety related tasks and functions in line with NEBOSH procedures
42. At all times carrying out responsibilities/duties within the framework of Ambler's Equal Opportunities Policy
43. To promote the safeguarding of children
44. To undertake training and professional development as appropriate
45. To ensure that the provision and LBI's policies and standards are adhered to

CONFIDENTIALITY

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

Reporting to: Head of Children's Centre and Business Manager

Signed ----- Date -----

Person Specification

Education and Experience	
1	Two years administrative experience at a senior level
2	Experience of providing administrative support to a team of managers/staff
3	Two years' experience of using windows based IT and bespoke databases
Skills, Knowledge and abilities	
4	Sound knowledge and advanced skills in the use of ICT, particularly the operation of word-processing, database and spreadsheet programs
5	Ability to work to own initiative, organise own workload without direct supervision
6	Ability to type and use Microsoft Word and Excel
7	Ability to record minutes and provide administrative support at meetings
8	Ability to communicate effectively in writing, on the telephone and face to face: <ul style="list-style-type: none"> • Draft correspondence independently; • Write and communicate verbally, clearly and concisely
9	Ability to build and maintain effective working relationships with a wide variety of people
10	Ability to prioritise to ensure that deadlines are met, whilst working under pressure
11	Ability to maintain strict confidentiality in all matters
12	Ability to complete statistical returns
13	Ability to work to the council's/ Ambler's high standards of customer care
14	Ability to deliver services within the framework of the Ambler's Equal Opportunities Policy
15	A commitment to and ability to adhere to the Ambler's Equal Opportunities Policy
16	Ability to monitor budgets and record expenditure
17	Diplomatic approach in dealing with difficult situations
18	Cultural awareness and sensibility
19	Commitment and willingness to meet the needs of the ethos and flexible working arrangement of the School

Information about the school

Ofsted Report

For the latest reports on Ambler Primary School and Children's Centre, please [click here](#).

School Website

Ambler Primary School and Children's Centre website is <http://ambler.islington.sch.uk>.

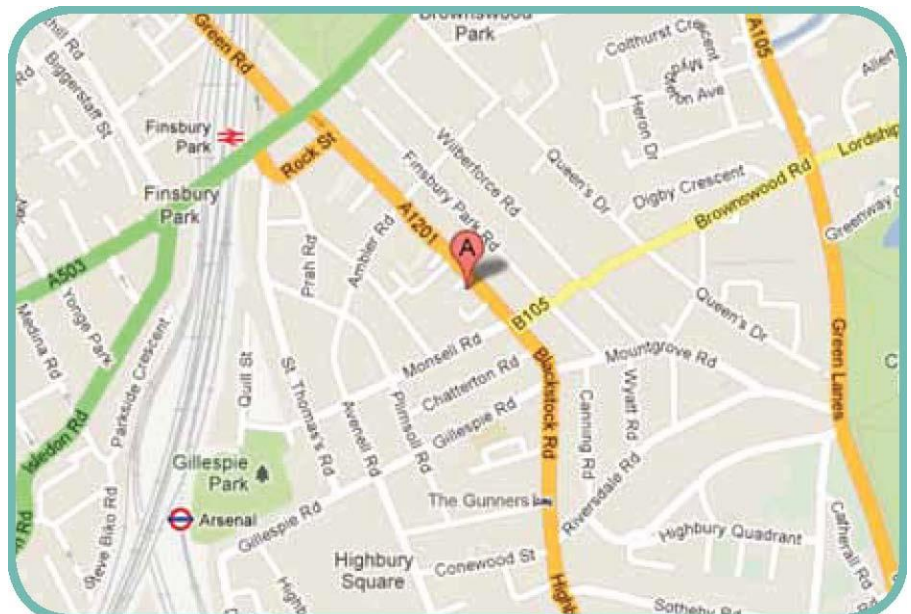
Islington

Further information about Islington borough is available at www.islington.gov.uk



School location map

Blackstock Road
Islington
London
N4 2DR



Details of Selection Process

Application Deadline

Completed online application forms must be received by **Midday, Friday 13th July 2018**

Please note we do not accept hard copy application forms.

Completing your application

Candidates are asked to complete all the standard information required on the online application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 266 4708

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.





Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to complete the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not be accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.