



# Alsager School

An Achieving School - A Caring Community

## **ADMINISTRATOR – AAE 5084**

**For the senior leadership team and front office**

**Required as soon as possible**

**Permanent**

**Hours: 37 hours; 38 weeks [term-time]**

**37 hours per week (worked over 5 days) 8.30am - 4.30 pm  
(finishing at 4.00 pm on one day)**

**Grade 3: scp 02-04 £15,497 - £16,487 p.a. (actual salary)**

**[Whole year £18,516 - £19,264]**

**Responsible to: Office Supervisor**

Thank you for your enquiry about the above post. It is a full-time, part-year, permanent post and the successful applicant will join the school's highly efficient front office Team.

The post is based in the Main School Office, which is a modern, well-equipped office with an adjoining reception area and First Aid Room. The team consists of a full-time Office Supervisor plus 1 full time and 2 part time receptionists/administrators. The working environment is busy with constant interruptions and the reprioritising of tasks frequently occurs to meet deadlines. You will support the office with the administration for the front office team and the senior leadership team. You will also be trained to cover reception as required.

It is essential for the person appointed to be an exceptional communicator and we pride ourselves on the service we currently offer to pupils, staff, and visitors. The successful candidate will also need to be able to work calmly under pressure, whilst working on their own initiative. Have a willingness to undertake appropriate training in relation to First Aid and SIMS.net. Also have excellent time management skills.

Applicants should have a good general educational background, be computer literate and have experience in composing letters. Knowledge of Microsoft Office including Microsoft Word, Excel and PowerPoint is essential. SIMS.net (Schools Information Management System) would be an advantage but not essential as appropriate induction and training will be provided when in post.

### **About the School:**

Alsager School is a large 11-18 mixed Multi Academy Trust with 1584 pupils on roll, including approximately 311 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and over 80 support staff.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff, and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in February 2016 graded the school as Outstanding in all areas.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice. The school's reputation and popularity mean that it has been largely unaffected by the demographic dip currently affecting most schools.

I would strongly urge you to get more of a 'feel' for the life of Alsager School by visiting our website [www.alsagerschool.org](http://www.alsagerschool.org). We hope this information will encourage you to apply.

#### **Principal Responsibilities:**

1. Send out letters to parents and maintain relevant records. Including the production of detention and suspension letters as directed by the Head of School.
2. Undertake a variety of administrative tasks eg. distributing incoming post; processing and franking outgoing mail, preparing subject awards etc to facilitate the smooth running of the school.
3. Maintain and update records on the Student Information Management System (SIMS.net) and access pupil personal data eg. Telephone numbers and addresses.
4. Provide a first-class reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced.
5. Sign pupils in and out of the building.
6. Checking and signing for deliveries to the school.
7. Take responsibility for registers and signing in/out books during fire drills.
8. Act as initial point of contact for visitors to the school, dealing with enquiries from parents and members of the public.
9. Ensure the welfare of pupils and assisting with the care of pupils in the first aid room.

Notwithstanding the detail in this outline, in accordance with the Alsager Multi Academy Trust's flexibility policy the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

#### **In conclusion:**

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents, and pleasant, friendly and highly motivated pupils. The school is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer, and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

### How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the school's two part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills, and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Wednesday, 20<sup>th</sup> April 2022**. Interviews are likely to be held during the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen  
H.R. Manager  
Alsager School  
Alsager ST7 2HR



Please ensure the correct postage requirements for your application if it is a large Envelope, to avoid any delay in the post.

If you complete an application electronically, you can return your application via email to Mrs Owen at [jobs@alsagerschool.org](mailto:jobs@alsagerschool.org) *NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.*

If you wish to have the receipt of your application form acknowledged, please address and stamp the enclosed acknowledgement card. Regrettably, it is not possible to return this to you if a postage stamp has not been attached. All electronically submitted applications will be acknowledged.

It is the school's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen  
H.R. Manager

BPi/ Receptionist/April 2022

## PERSON SPECIFICATION

**Job Title:** Administrator

**Grade:** 3 Scp: 2-4



**Alsager School**  
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CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience</b>	<p>Experience of working in a reception or office administrative role and working to strict deadlines.</p> <p>Experience of delivering excellent customer service.</p> <p>Proven ability to communicate with people at all levels of the organisation.</p>	<p>Previous experience in an education field/working with children.</p> <p>Previous administration experience and working in an office</p>
<b>Qualifications/ Knowledge</b>	<p>Highly competent in the use of the Microsoft Office suite of applications.</p> <p>Good standard of education including GCSE English &amp; Maths.</p> <p>Excellent numeracy skills.</p> <p>Meticulous attention to detail.</p> <p>Willingness to undertake appropriate training in relation to First Aid and SIMS.net</p>	<p>First aider.</p> <p>Experience in use and manipulation of School's Information Management Systems (SIMS.net).</p> <p>Experience in the use of various software packages</p>

<p><b>Personal attributes/Skills</b></p>	<p>Ability to provide an accurate, efficient, and professional service.</p> <p>Able to manage unpredictable and variable workloads, often under pressure, whilst always maintaining a positive outlook.</p> <p>Enjoy a challenge and able to make decisions.</p> <p>Strong planning and organisational skills with a high level of attention to detail.</p> <p>Able to collate information.</p> <p>Honesty, integrity, discretion, and the ability to maintain confidentiality.</p> <p>Good team player with a sense of humour.</p> <p>Commitment to safeguard &amp; promote the welfare of children.</p>	<p>Have a high expectation of themselves with the capacity for self-improvement</p>
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Bpi/April 2022

## APPOINTMENT OF: Administrator



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### TERMS & CONDITIONS OF SERVICE (NJC)

#### Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

#### Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

#### Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

#### Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

#### Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

#### Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

#### Notice to Terminate

This appointment is subject to one month's notice by the employee. The school's notice varies according to the employee's length of service.

#### Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

#### Sickness Leave & Pay

The post is subject to the provisions of the School's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

#### No Smoking

Governors have approved a "No Smoking" policy for the school. Employees joining the school do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

#### Relatives within the School/Council

Applicants must disclose on their application form details of any relative who is a school employee. If applicants do not give details of a relationship, they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a school employee giving a written reference about the applicant).

### Equal Opportunities Policy

The School is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

### Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

### Standards of Conduct

The School's Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

### Safeguarding Children

Alsager School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Employing people with a criminal record

The School aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction. \*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are 'protected' and are not subject to disclosure to employers and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

[http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

\*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

### Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

#### References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

AOw/Receptionist /April 2022