



# **THE RADCLIFFE SCHOOL**

## **INSPIRE AND ACHIEVE**

### **Administrator**

**£21,355.55 - £23,384.75 per annum**

**37 hours a week, 40 weeks per annum  
(term time plus one week during the holidays)**



## **ADMINISTRATOR**

**£21,355.55 - £23,384.75 per annum (actual salary)**

**37 hours a week, 40 weeks per annum  
(term time plus one week during the holidays)**

We are seeking to appoint an excellent Administrator to join our friendly, busy and diverse school. This role requires first-rate organisational, administrative and interpersonal skills and a flexible, calm and confident approach. A great sense of humour is essential. Previous experience of working in a school is desirable, but not essential as further training and support will be provided.

The focus of this role will be on:

- Providing excellent administrative support to the School Leadership Team, Curriculum areas and school staff. Tasks will include organising and managing school events, creating eye catching documents, minuting meetings etc.
- Managing the school's lost property and spare school uniform, to support the school's commitment to ensuring all students have the correct uniform.
- Supporting the school's behaviour management systems by being a central point of contact for staff.
- Running the school's Reprographics provision (photocopying, laminating, ordering stock etc).
- Using the Microsoft suite of applications, including Word, Excel and Outlook and accurately following and updating internal school systems/databases.

If you are a team player with a flexible approach and a positive, can-do attitude, we would like to hear from you!

To find out more and apply, please go to [www.radcliffeschool.org.uk/join-our-team-1](http://www.radcliffeschool.org.uk/join-our-team-1) or contact Jo Moloney, HR Manager, on 01908 682 289.

The deadline for applications is 9am on Friday 10 January 2025.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure. We are an equal opportunities employer.

The Radcliffe School, Christchurch Grove, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

[www.radcliffeschool.org.uk](http://www.radcliffeschool.org.uk)

Headteacher: Paula Lawson



## **Job Purpose: Administrator**

The focus of this role will be on:

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## **Main responsibilities**

### **Administrative Support**

- Provide administrative support to the School Leadership Team and Curriculum areas, where necessary e.g. taking minutes, typing correspondence, designing and creating documents, creating new/using existing systems.
- Carry out general tasks, e.g. photocopying, filing.
- Provide organisational support eg organising meetings, venues, refreshments.
- Organise and support school events.
- Support the school's Social Media output.
- Work confidentially.
- Provide administrative support to Curriculum areas to assist with designing/producing curriculum resources eg booklets, worksheets.
- Work with key staff and printers to produce school publications and documents.

### **School Uniform**

- Ensure that lost property is returned to the owner (where known).
- Organise lost property.
- Arrange pre-loved uniform sales.
- Lend uniform to students who are not in correct/full uniform, ensuring any loans are logged and returned.
- Liaise with the member of staff who washes loan uniform to ensure there is enough clean stock.

### **Behaviour Management systems**

- Support the school's behaviour management systems by being a central point of communication for staff and activating support mechanisms where appropriate.

### **Reprographics**

- Ensure that the school's main photocopiers have enough paper, toner, staples etc.
- Look after other Reprographics equipment and liaise with appropriate staff/suppliers if faults arise eg laminator, binding machine etc.
- Report any issues that may arise.
- Maintain appropriate stock levels eg ordering paper, laminates etc.
- Help staff who are unsure of how to use the copiers.
- Produce more complex jobs for staff eg booklets, laminates etc.
- Be the main Reprographics contact for staff and our suppliers.



**General**

The duties above are not exclusive or exhaustive and the post holder may be required to carry out other appropriate duties within the context of the job, skills and grade.



## Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships and communication with staff, parents, students and external agencies.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of students, staff and visitors at all times.
- Work flexibly when required.



## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualification / Training / Competences</b>	<ul style="list-style-type: none"> <li>• Experience in an administrative role.</li> <li>• Excellent numeracy &amp; literacy skills.</li> <li>• Excellent keyboard and data entry skills.</li> <li>• Willingness to work flexibly when required.</li> <li>• Ability to work with discretion and maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further training in school-based support.</li> <li>• Qualification in first aid.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• General administrative work.</li> <li>• Experience of development, management and operation of administrative systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using SIMS.</li> <li>• Experience of using Reprographics equipment eg photocopiers, laminators</li> <li>• Experience of development, management and operation of administrative systems in a school-based setting.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Confident user of Microsoft suite of applications.</li> <li>• Use of relevant equipment / resources</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant polices / codes of practice &amp; awareness of relevant legislation.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent ICT skills.</li> <li>• Ability to prioritise.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these.</li> <li>• Ability to identify own and others' training &amp; development needs &amp; cooperate with appropriate individuals to address these.</li> </ul>	
<b>Special Circumstances</b>	<ul style="list-style-type: none"> <li>• Occasional attendance at meetings outside normal hours.</li> </ul>	

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All staff must have an understanding of the requirements of GDPR and confidentiality in the workplace.



## HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or [jo.moloney@radcliffeschool.org.uk](mailto:jo.moloney@radcliffeschool.org.uk).

### Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

### Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to [jo.moloney@radcliffeschool.org.uk](mailto:jo.moloney@radcliffeschool.org.uk), to arrive by the closing date.

### Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

### Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

### References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

### Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

