



**Woodland
Academy Trust**

Ignite the spark, reveal the champion

Application Information Pack

Office Administrator



**Willow Bank
Primary School**

Ignite the spark, reveal the champion

Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, Trust Leader (CEO)



About our Trust

The Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



AMBITION



COLLABORATION



COMPASSION

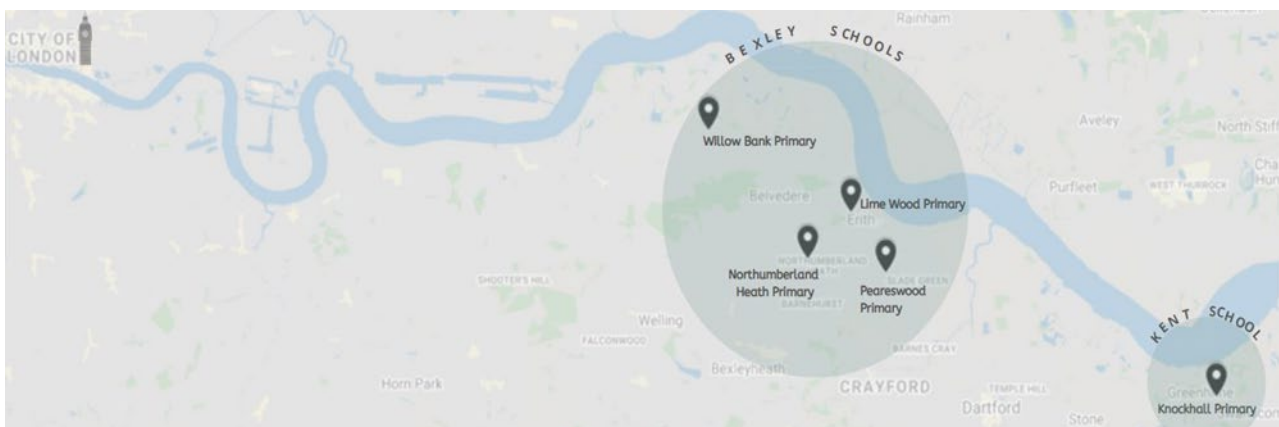


EXCELLENCE



INCLUSIVITY

Discover more about the Woodland Academy Trust by watching our video [here](#).



Welcome from the Headteacher

At Willow Bank Primary School, we work hard to nurture positive relationships with our children and families so that we can work together to ensure every child achieves success.

We are a values-led community and believe that primary education should inspire children to be lifelong learners via an engaging and relevant curriculum which provides every child with the skills and knowledge to move onto the next step of their education with confidence.

Our children are at the centre of every decision we make and we are proud of the vibrant community we serve. Our core values: Respect, Integrity, Kindness, Resilience, Aspiration and Curiosity are woven through our curriculum and every interaction as we support and guide our children to be the very best versions of themselves.



Mrs Oldfield, Headteacher at Willow Bank Primary

About Our School

Willow Bank is a two-form entry primary school located in Thamesmead in the London Borough of Bexley.

Our children are at the centre of every decision we make and we are proud of the vibrant community we serve. Our core values: Respect, Integrity, Kindness, Resilience, Aspiration and Curiosity are woven through our curriculum and every interaction as we support and guide our children to be the very best versions of themselves.


[Click here](#) to watch our video to find out more about us.

Willow Bank Primary School



www.willowbankprimaryschool.co.uk 

Willow Bank Primary
Seacourt Road,
Thamesmead,
London,
SE2 9XB

 0208 3201900

The Vacancy

Job title:	Office Administrator
Status:	Permanent
Hours:	32.5 hours per week
Working weeks per year:	39 weeks (term time plus 5 days)
Grade:	NJC Scale Point 5-6 (£25,874 - £26,267)
Pro rata:	£20,003 - £20,307
Post Start Date:	ASAP
Closing Date for Applications:	05/05/2024

Willow Bank Primary School are seeking to appoint a part time Office Administrator to join the school. The position is for 5 days a week, 8.30 am to 3.30 pm.

The main purpose of the role is to carry out all administrative functions of the school office to assist with the smooth running and success of the school. Your role is to be the first point of contact for all school enquiries and represent the school in a professional and efficient manner. For our Office Administrators, no day is ever the same and you will have a variety of exciting and important tasks that contribute to the successful running of the school as part of a happy and supportive school team.

The successful candidate will be able to demonstrate:

- Have excellent interpersonal and communication skills (both verbal and written) and the ability to provide a welcoming first point of contact service for visitors, staff, and pupils.
- Have the ability to work within a busy environment dealing with a variety of duties and tight deadlines and to ensure priorities are organised efficiently.
- Have a keen eye for detail ensuring accuracy in all areas of work.
- Understand the importance of confidentiality and the ability to deal with issues of a very sensitive nature.
- Have patience and a sense of humour.
- Demonstrate tact, discretion, and consummate professionalism at all times.
- Be proficient in the use of Microsoft Office applications including Word, Excel and Outlook.

Applications

Please apply by visiting our Trust's recruitment page at: [Woodland Academy Trust- Join Us](#)

Or if you would prefer to complete a word application form, please contact the school via email at kcooke@watschools.org.uk

Application Deadline: 05/05/2024

Interviews: TBC

Visits to the school are welcomed and can be organised by contacting

kcooke@watschools.org.uk

For more information about our school please visit: [Willow Bank Primary School website](#)

Diversity & Inclusion

Woodland Academy Trust values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed. We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not that have a disability, is unfairly prevented from demonstrating their true abilities.

Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to ignite the spark and reveal the champion. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.

Willow Bank Primary

· Respect · Integrity · Kindness · Resilience · Aspiration · Curiosity



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Office Administrator
RESPONSIBLE TO	School Business Manager
SALARY	SCP05 – SCP06
HOURS	36 hours per week
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none">• To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life.• To value professional development and welcome any training opportunities to develop personal skills and knowledge• To agree to follow the school and Trust's policies and procedures.
MAIN PURPOSE OF THE ROLE	The main purpose of the role is to lead and co-ordinate all administrative functions of the school office to assist with the smooth running and success of the school. Your role is to be the first point of contact for all school enquiries and represent the school in a professional and efficient manner.

	<ul style="list-style-type: none">• Undertake school reception duties, answering the telephone, responding to online enquiries, and dealing with face-to-face enquiries.• Be the face of the school, treating all stakeholders with care and respect.• To undertake a range of duties related to pupil admissions, registration, and attendance.• Ensure the security of the school by signing in all visitors, issuing passes, alerting staff to the arrival of a visitor, and signing out of visitors.• Receive and sort and distribute all mail, deliveries, and packages.• Support the organisation of school events such as parents' evenings, trips, and other events• Liaise with pupils, parents and staff to effectively organise and manage the administration process and procedures.• Provide advice and guidance to staff, pupils, and families.• To administer school dinner money management and debt control including identification of Free School Meals• Update Arbor on a regular basis.• Liaise with external school support agencies.• Process and record school orders on the finance administration system• Complete all general office admiration duties
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- Work in close contact with teaching staff in dealing with pupil welfare and providing administrative support.
- Deal with enquiries promptly and referring callers to correct members of staff.
- Provide reports and statistics when requested.
- Oversee Arbor pay or any other relevant information systems.
- To take part in school activities as required.
- To promote the school with the wider community.
- To engage in use of social media and the school website to attract and communicate professionally with stakeholders.
- Attend meetings, carry out administrative tasks and duties as specified by the school
- Implement the school's policy with regards to registration, student absence, dress code and enforce school rules relating to behaviour and health and safety
- Participate in full staff and departmental meetings and to contribute to the school decision making and consultation procedures
- Work in accordance with health and safety, data protection and safeguarding rules and regulations as set out by the school and academy Trust.

Person Specification		
	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> GCSE point 9-1 in English and Maths (or equivalent). 	<ul style="list-style-type: none"> A qualification relevant to the role such as business administration A range of CPD experiences and achievements
Experience	<ul style="list-style-type: none"> Experience of administrative systems and ICT packages, including Microsoft Office. Experience of working with people in a busy office or reception environment. Excellent organisational and experience of multi-tasking The ability to fulfil all spoken aspects of the role with confidence. 	<ul style="list-style-type: none"> Experience working within an educational environment.
Knowledge and Skills	<ul style="list-style-type: none"> Proficient in the use of Microsoft Office applications including word, excel and outlook. Ability to relate well to both children and adults. Ability to type at least 40pwm and to be able to demonstrate good keyboard skills. Excellent interpersonal and communication skills (both verbal and written) and the ability to provide a welcoming first point of contact service for visitors, staff, and pupils. Ability to work within a busy environment dealing with a variety of duties and tight deadlines and to ensure priorities are organised efficiently. A keen eye for detail ensuring accuracy in all areas of work. 	<ul style="list-style-type: none"> Knowledge of Arbor Previous experience of cash management.
Personal Qualities	<ul style="list-style-type: none"> Be flexible in terms of occasionally working evenings in line with the school calendar. Not have a record indicating they are unsuitable to work with children and young people. A commitment to the highest standards A high level of self-motivation Well organised and an effective planner Empathy and compassion Able to remain calm under pressure and prioritise demands to meet deadlines. Able to communicate effectively at all levels and to use tact and patience. 	<ul style="list-style-type: none"> To be flexible in the range of duties and working pattern, to assist with the smooth running of the office, particularly in times of staff absence within the office.

	<ul style="list-style-type: none"> • Able to take a flexible and positive approach to change. • Willing to work as part of a team. • Professional and customer service orientated. • Able to maintain a high level of confidentiality and discretion at all times. 	
General Circumstances	<ul style="list-style-type: none"> • Understanding of safeguarding and its importance within an educational setting. • Awareness and understanding of equality and diversity. 	

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Thamesmead,
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kcooke@watschools.org.uk



www.willowbankprimaryschool.co.uk



@peareswood



peareswood_primary



Peareswood Primary School



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