

Recruitment Pack 2022-23

TORRIANO
PRIMARY SCHOOL



Torriano Primary School. Torriano Avenue, London, NW5 2SJ
Ph. 02074240202

Required from November 2022

Admin Assistant – Fixed Term Maternity Cover Contract, Full-Time (January 2023 - December 2023)

Torriano is an outstanding two form entry Kentish Town primary school, in the borough of Camden. We are a happy, ambitious and inclusive school, who serve a vibrant and diverse community. As a Rights Respecting school, children's rights and active citizenship are placed at the core of our ethos and values. We are committed to being an anti-racist organisation, promoting racial and gender equality. We believe in a diverse staff body to truly reflect our community and enrich our children's educational experiences. Torriano Primary is working in an exciting partnership with Brecknock Primary School, Camden. Together, we share a vision to ensure that children achieve the highest standards academically and socially. They are taught in a way which challenges their thinking, simulates their interests and promotes active citizenship.

We are seeking to appoint a dedicated individual who will assist in the management of an effective and efficient administrative service and be the first point of contact for all visitors to the school site. The post holder will be required to be flexible in their approach to work, with a positive attitude. This is an exciting opportunity to join a strong and dynamic administrative team. We believe in a diverse staff body to truly reflect our community and enrich our children's educational experiences. As part of the Brecknock and Torriano Schools Federation, the individual may be required to support in the admin team at Brecknock Primary School also.

We offer:

- Enthusiastic, hardworking and responsive children
- Passionate, caring and dedicated staff
- The opportunity to work in a Gold Rights Respecting school, with a commitment to global education
- Outstanding OFSTED inspection September 2018
- Opportunity to work in partnership with Brecknock Primary School, as part of a dynamic professional learning community.
- A commitment to staff development and research-based learning with excellent curriculum CPD opportunities within the Torriano partnership, Camden Learning, and other national networks, e.g. Teaching For Mastery in Mathematics with NCETM, Voice 21 for Oracy, STEAM and Crick Institute partnerships.
- A caring school with a commitment to the DfE Education Staff Wellbeing Charter.
- A member of the Camden Anti-Racist Hub, focusing on decolonising the curriculum.
- A strong commitment to the arts working with Artists in Residents and performing arts experts across the partnership.
- Supportive governors

In return we ask for someone who is /has:

- administrative experience and wants to work in a dynamic admin team
- a positive individual who is flexible in their approach to work
- committed to maintaining the high standards of the admin team and the school
- energy and enthusiasm for learning and developing their role
- proven experience of working in a busy office environment

To apply for this admin assistant position, please complete our application form and email your completed form to admin@torriano.camden.sch.uk

Closing Date: 30th November at 9.00am
Shortlisting: 30th November
Interview: Week beginning 5th December

Torriano Primary School is committed to safeguarding and protecting the welfare of children and staff. The successful candidate will be subject to an enhanced DBS disclosure. We are an equal opportunities employer.

JOB DESCRIPTION – Admin Assistant

Post Title:	Admin Assistant
Salary:	Scale 4 (£24,704 - £26,062 FTE, Pro- rata, term time only)
Contract:	Fixed term maternity cover (January 2023 – December 2023)
Responsible to:	All staff are responsible to the Executive Headteacher Your immediate responsibility is to the Director of Business Operations

Main Responsibilities:

- To provide reception duties for the whole school site by being a welcoming first point of contact for all visitors, responding to enquiries in an efficient and timely manner, or referring to the appropriate member of staff as required.
- To monitor access to the school site, ensuring visitors sign in and out and are given badges as appropriate, ensuring that safeguarding procedures are rigorously pursued and adhered to.
- To ensure all visitors and new staff are aware of safeguarding procedures, security and safety issues, including evacuation procedures.
- To be the main contact for managing the admin mailing box, responding to messages as appropriate.
- Acting as the first point of call for telephone queries, dealing with recorded messages, ensuring messages are forwarded to the relevant staff in a timely manner.
- Receiving, sorting and distributing school post.
- Under the direction of the Director of Business Operations (Line Manager), provide general financial administration, including but not limited to: authorising parent payments, recording incoming money on the schools MIS and income management system, supporting the Finance Officer with orders and debt collection, monitoring stock levels etc.
- To maintain the school website; updating the calendar, adding policies and letters as and when required.
- To provide personal assistance to the Core Senior Leadership Team (Executive Head, Head of School, Director of Inclusion and Director of Business Operations) including, but not limited to: organising and scheduling meetings, setting up refreshments for meetings or events, photocopying documents and distributing where necessary.
- To ensure the foyer and admin office present a professional working environment at all times.
- To escort visitors around the school and ensure new staff are familiar with the premises.
- To carry out general office tasks including filing, dealing with out-going post, date stamping invoices and other correspondence.
- Under the direction of the Director of Business Operations, support with the administrative induction process for new staff.

Welfare Duties:

- To administer first aid as required, following appropriate training.
- To log all first aid incidents in a timely and appropriate manner using the school's CPOMS system.
- To manage the incoming medicine for children from parents/carers, ensuring the appropriate paperwork is complete.
- Administering prescription medicine to children in accordance with the school's policy and procedures.

Communication Responsibilities:

- Ensure the Leadership team are kept informed of issues within the school.
- Under the guidance of the leadership team, coordinate school events, including managing resources/facilities, organising catering/refreshment and marketing of events via social media, school correspondence and other promotional materials.
- To organise appointments as necessary.
- To maintain main school notice boards, working with parent support workers, and ensure public areas present a professional working environment at all times.
- Assisting the Director of Business Operations to ensure the school website adheres to statutory school website requirements.

Pupil Management:

- To assist in the provision of admissions information to parents and carers.
- To input and extract pupil data on the school's MIS as required.

- To oversee the submission of pupil data for the school milk service and other LA requirements.

Other Duties:

- To work as an integral part of the admin team, supporting and covering other members of staff as and when required.
- To use ICT systems as required in order to carry out the duties of the post in the most efficient and effective manner.
- To assist in the organisation of special events across the school, including open days, community events and training sessions. Providing hospitality support where required.
- To ensure that all duties are performed in accordance with the school's policies, the relevant Health & Safety guidance and Camden's Financial Regulations.
- To participate in staff meetings and briefings and any other events designed to improve communication and assist in the effective development of the post and the post holder.
- Undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may be reasonably required and requested by the Director of Business Operations or Executive Headteacher.

Personal Responsibilities:

- To always promote the safeguarding of children and staff.
- To monitor and manage workload and keep records in agreed format under the direction of the Director of Business Operations.
- To achieve agreed targets and personal appraisal targets, as agreed by the Director of Business Operations.
- To be professional in dress and manner at all times.
- To deal in all matters with confidentiality and discretion, adhering to the school's data protection guidelines.
- To ensure the school's expected customer care standard are met and maintained at all times.
- Supporting school and local authority initiatives.
- To carry out the responsibilities of the post with due regard to the Equalities Act.

PERSON SPECIFICATION – Admin Assistant

The candidates are required to address the selection criteria in their letter of application. Candidates must show evidence of the following criteria which will be used as part of the selection procedure:

Category	Essential
Qualification/Experience	<ul style="list-style-type: none"> - Experience of general reception, administrative and financial work. - Efficient and accurate use of IT packages such as Word and Excel. - Worked effectively as part of a team; significant contribution to team working. - Worked in a busy environment with interruption to work. - Communicated with a wide range of people in a professional/formal capacity including children. - First aid training, or willingness to complete it.
Knowledge and Understanding	<ul style="list-style-type: none"> - Knowledge of relevant policies/codes of practice/procedures and an awareness of relevant legislation. - Knowledge of, or willingness to take part in training to develop understanding of school MIS systems (the school currently uses Arbor – but other MIS system experience also welcome).
Skills and Abilities	<ul style="list-style-type: none"> - Good numeracy skills: to ensure accurate accounting by self and suppliers. - Good literacy skills: to be able to write appropriate and accurate correspondence; and to proofread school communications. - Good verbal and written communication skills: including the ability to relate well to children and adults; to build and maintain positive relationships and project a positive image of Torriano Primary School at all times. - Strong IT skills ensuring effective use of technology; e.g. mail-merge, spread sheets, email, text and the school web site. Fast and effective keyboard skills. - Ability to use general office equipment & resources effectively and efficiently. - Work constructively as part of a team, understanding school roles & responsibilities and your own position within these.
Personal Qualities	<ul style="list-style-type: none"> - Commitment to the school's CPD opportunities, and own personal development. - Ability to work effectively as a team member and make a contribution to the overall development of the school. - Commitment to maintaining confidentiality at all times. - Commitment to safeguarding.
Equality Policy	<ul style="list-style-type: none"> - Commitment to implementing the school's equality policy.

The Selection Process in Detail

Application Deadline

Completed application forms must be received by 9.00am, Monday 30th November 2022

To do this:

- Apply online at <https://camdenlearning.org.uk/jobs/> or via the TES website
- Email documents to admin@torriano.camden.sch.uk or
- Post or hand-deliver documents to Torriano Primary School, Torriano Avenue, NW5 2SJ marked Admin Assistant Post.

Completing Your Application

Candidates are asked to complete all the standard information required on the application form addressing all of the essential criteria on the person specification in turn. Reference should also be made to any of the desirable criteria.

Visits

Visits to the school are encouraged, outside of school time, and can be organised by contacting the admin office on 020 7424 0202.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are notified of the need to respond within the timescale set. In all cases at least two professional references, covering a minimum period of 5 years is required.

Safeguarding children

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

The post will be offered subject to satisfactory completion of pre-employment checks, including an enhanced DBS check.

Interview Process

In order to make our recruitment process as effective as possible, we will follow the procedure outlined below:

- All candidates will take part in a short task prior to your panel interview. The focus of this task will be on candidates' skills when working in a busy office environment.
- Following this, there will be a panel interview (lasting approximately 20 minutes), including a discussion about the task.

Please complete in type or black ink and refer to guidance notes.

Confidential

Return completed form to:

Torriano School, Torriano Avenue, NW5 2SJ or email admin@torriano.camden.sch.uk

Applicant or employee no :	Job reference no :
Post applied for :	
Where did you see this post advertised:	

PART A PERSONAL DETAILS (use block letters)

Last Name:	Home tel. no :
First Name:	Daytime tel. no :
Title:	Mobile phone no :
Current Address :	
Email address :	

Are you applying for this post as a job share? YES NO

Do you require a work permit (please refer to guidance notes)? YES NO

PART B EMPLOYMENT HISTORY, RELEVANT SKILLS & EXPERIENCE

Please tell us about all jobs, both full and part time, you have had since leaving secondary education, including voluntary or unpaid work. Starting with your most recent include details of leaving reasons and periods when you did not work. Continue on a separate sheet if necessary.

Name and address of present or most recent employer :	
Job Title :	Basic Salary:
Basic salary :	
Date started :	Until:



PART C EDUCATION, QUALIFICATIONS AND TRAINING

Please give brief details of courses attended and examination results.

Secondary, further and professional education and qualifications

Education establishment attended	Date	Examination/Results

Other training courses attended (including short, in-service training)

Course title, level, results (if appropriate)	Date

Membership of professional bodies (including registration numbers)

(Teachers only) DfES no :		(Social Workers only) GSCC registration no :	
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EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION

Please state how your experience, skills, abilities and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid or voluntary work. Please continue/attach a separate sheet if necessary.

[Empty box for candidate response]

PART D REFERENCES

Personal references will not be accepted.

We will approach your last two employers, or your employers for the last five years (whichever is the longer), for references. Please provide contact details for all referees as required, one of which must be your current employer.

If you have not been employed please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

A referee will normally be approached when/if a conditional offer is made.

Name :	Job Title:
Address :	
Email :	
Telephone no :	Fax No.
Name :	Job Title:
Address :	
Email :	
Telephone:	

PART E RELATIVES/OTHER INTERESTS

Canvassing of Councillors or officers in relation to this appointment will disqualify you.

Are you related to a Councillor/employee of the Council or Governor of the school to which you are applying?	Yes		No	
If yes, please give brief details :				
If appointed, do you have any business and/or financial interests which might conflict with the duties of this post?	Yes		No	
If yes, please give brief details :				
Have you left the employment of the London Borough of Camden in the last two years by reason of redundancy?	Yes		No	

PART F CRIMINAL RECORDS DISCLOSURE

Criminal record disclosure for safeguarding roles with Regulated Activity

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure by the applicant to the prospective employer and should not be taken into account by the prospective employer during the recruitment process.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-filtering-guidance

Before answering the question below you will need to visit the website above, (or contact the DBS on 0870 909 0811), to determine whether or not there are matters you may need to disclose.

Do you appear on a barred list prohibiting you from working with children or vulnerable adults?

Children barred list	Yes		No	
Vulnerable Adults barred list	Yes		No	

Do you have any unspent or spent criminal convictions, cautions, reprimands and final warnings or outstanding criminal charges against you? Yes - No

Have you ever been known by any other names? If yes, you must complete the full name(s):

Surnames:			
Forenames:			
From:		To:	

NOTE: You will also be asked to give full details of any previous names you have held when you complete a DBS application if you are the successful applicant. This will be in compliance with the [DBS Code of Practice](#).

Withholding criminal record information may lead to the withdrawal of an offer of employment or, if following appointment, to disciplinary action which may result in dismissal.

PART G PREVENTION AND DETECTION OF FRAUD

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

PART H DECLARATION

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.

Signed:

Date:

London Borough of Camden

The London Borough of Camden is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

This part of the form will be separated from the rest of your Job Application Form upon receipt and will not be considered as part of the short listing or appointment process.

What is your gender?

Male		Female	
Date of Birth			

Disability:

Under the terms of the Disability Discrimination Act 1995 'a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities'. Individuals with the following conditions can now automatically be classified as having a disability: HIV, cancer, multiple sclerosis, severe disfigurements, certified blindness or partial sightedness.

Do you consider yourself to have a disability as defined above?			
Yes		No	

What is your ethnic group? Please tick (✓)

Our ethnic background describes how we think of ourselves. Ethnic background is not the same as nationality or country of birth. The groups listed below reflect the largest ethnic groups in Camden. You are asked to choose the ethnic group that is closest to how you see yourself and specify a more specific group if you wish.

White:

Albanian (excluding Kosovan)			
Greek or Greek Cypriot			
Kosovan			
Turkish or Turkish Cypriot			
White British		White Irish	
Any other White background, please specify:			

Asian:

Bangladeshi			
Indian		Pakistani	
Any other Asian background, please specify:			

Chinese or other ethnic group:

Chinese	
Any other group, please specify:	

Mixed:

White and African	
White and Asian	
White and Caribbean	
Any other Mixed background, please specify:	

Black:

African Congolese		African Nigerian	
African Somalian		Black Caribbean	
Any other African background, please specify:			
Any other Black background, please specify:			