



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Administration Officer Recruitment Pack



Welcome to Future Academies

Dear Applicant,

I am delighted to announce that Ashtree Primary School and Nursery will be joining the Future Academies family of schools in January 2025. We are seeking to appoint an administration officer.

This is a superb and exciting opportunity for an ambitious, and passionate administrative officer to provide administrative and organisational services to the school under the management and guidance of senior staff.

For further information regarding Ashtree Primary School, please visit the school [website](#)

Future Academies is a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. Future Academies currently comprises nine schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

All Schools offer extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be. This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience, and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, or you would like to arrange a pre-application tour of the school, please do not hesitate to contact me via email at head@ashtree.herts.sch.uk

Maria Janes
Headteacher

JOB DESCRIPTION

JOB TITLE:	Administration Officer
RESPONSIBLE TO:	Office Manager
HOURS:	37 hours per week, term time plus 2 weeks
SALARY:	Scale 4, points 7 – 11 (£24,294 - £25,979) <i>Actual salary based on term time plus 2 additional weeks (INSET days plus one further week during the school holidays)</i> <i>(£21,062 - £22,523 per annum)</i> <i>Starting salary to be confirmed upon appointment, subject to experience.</i>
PLACE OF WORK:	Ashtree Primary School and Nursery
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance.
STAFF BENEFITS:	Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits: <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Cycle to work scheme.• Employee Assistance Programme.• Eye Care Voucher scheme.• Car Benefit Scheme• 2-week October half term
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

To support the Office Manager with the smooth running the school office. To provide an efficient and effective administrative service to the school and the community, acting as a friendly first point of call to all children, parents, visitors and other stakeholders.

Key responsibilities

1. Provide administrative, and organisational services to the school.
2. Respond to reception and visitor enquiries
3. Ensure safeguarding procedures are adhered to when managing visitors
4. Liaise with pupils, parents/carers as required
5. Manage the schools email account in collaboration with the Office Administrator
6. Communicate with parents re pupil absences e.g. First day response.
7. Liaise with other staff and external agencies as required
8. Analyse and evaluate data and information and run reports from the MIS system.
9. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.
10. Organise meetings and take notes.
11. Process forms, returns, etc., including those to outside agencies.
12. Contribute to the planning and development of administrative procedures and systems.
13. Organise arrangements for school visits and events.
14. Monitor pupil attendance and run reports.
15. Monitor and manage a limited range of stock within an agreed budget.
16. Assist with producing marketing and promotion material for the school.
17. Act as Designated First Aider

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks but sets out the main expectations of the Trust in relation to the potholder's responsibilities and duties at this time.

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

No	Key Requirements	Essential	Desirable
QUALIFICATIONS	GCSE English and Maths to grade C / Level 4 (or equivalent)	✓	
	Continuous professional development		✓
	First Aid Qualification or a willingness to	✓	
KNOWLEDGE, SKILLS, AND EXPERIENCE	Excellent communication skills	✓	
	Experience using school MIS Systems (Sims.net/Bromcom)		✓
	Experience of working in a similar role		✓
	Excellent IT skills, including Microsoft packages	✓	
	Ability to deal calmly, professionally, and effectively with a diverse group of people at all levels both within and outside the Trust	✓	
	Tact, diplomacy, discretion, and confidentiality at all times	✓	
	Ability to work to and achieve tight and /or changing deadlines	✓	
	Excellent organisational skills, ability to prioritise work for self and others	✓	
OTHER REQUIREMENTS	Excellent team skills and the ability to network effectively	✓	
	The ability to remain discreet when privy to confidential information	✓	
	Commitment to safeguarding and promoting the welfare of children and young people	✓	
	Willingness to undertake further training	✓	
	Have a willingness to demonstrate commitment to the Future Academies values and behaviours	✓	
Committed to Equality, Diversity & Inclusion	✓		

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

Applicants should complete the online application form via Eteach. Applicants should also complete the 'Supporting Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **9am on Monday 4th November**. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post on 1st January 2025 or sooner if possible.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.