



Alsager Highfields Community Primary School

Mighty oaks from small acorns grow

Fairview Avenue
Alsager
Stoke-on-Trent
ST7 2NW
Tel: 01270 882472
admin@alsagerhighfields.cheshire.sch.uk
www.alsagerhighfields.com
Headteacher: Mrs Rachel Woollam



Headteacher: Rachel Woollam, Alsager Highfields Community Primary School

Required for January 2023

Administrator Assistant

Hours: 33.5; 39 weeks [term-time + 1 week]

8.15am to 3.30pm M-Th finishing at 3.15pm on Friday (half hour lunch break)

Grade 3; scp 3-4 £16,187 - £16,851 p.a. (actual salary)

[Whole year FTE: £20,812 - £21,189]

Thank you for your enquiry about the above post. This is a part time, permanent, working 39 weeks role and you will report to the school's bursar, who will be your line manager.

The post is based in the front reception area of the school which is a modern well-equipped area. The working environment is busy with constant interruptions; therefore, tasks regularly have to be reprioritised in order to meet deadlines.

As the first point of contact for visitors, parents and staff, it is essential for the person appointed to be an exceptional communicator and to take pride in providing an excellent service to all stakeholders and visitors.

The successful candidate will also need to be able to work calmly under pressure, whilst working on their own initiative. Potential candidates must have a willingness to undertake appropriate training in relation to First Aid and SIMS.net.

Applicants should have a good general educational background and be computer literate. Knowledge of 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:

The current school opened in October 1988 and was extended in September 2012. The main building had significant building works undertaken during 2021-22 and this included the installation of a new fire alarm system as well as having a large part of the roof replaced. The school is on two sites and the Annexe building is situated opposite the main school. This building houses our Reception and year one class and also underwent a schedule of improvement during 2021-22. A privately owned nursery and pre-school share the Annexe site. Hoppers was opened in 2005 and as well as offering nursery provision also runs wrap around care in the form of a before and after school club. Alsager Highfields is fortunate to have extensive school grounds which include; a sports field, an astroturf pitch, an outdoor classroom, play areas, a pond and a woodland area.



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The school is situated at the heart of Alsager and the catchment area comprises of council and privately owned housing.

We would strongly urge you to get more of a 'feel' for the life of the school by visiting our website www.alsagerhighfields.com. We hope this information will encourage you to apply.

Principal Responsibilities:

1. Provide a 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.
2. To manage queries from parents/ carers and the general public with exemplary professionalism, ensuring that any messages or complaints are immediately forwarded to the appropriate member of staff.
3. To ensure that all visitors to the school are signed in and out accurately and are issued with an appropriate visitor's badge. Checking relevant ID and documentation of visitors and contractors.
4. To exercise complete discretion when dealing with issues of confidentiality and sensitivity.
5. Undertake a variety of administrative tasks eg. assisting the school bursar with designated tasks as required; sending communications by letter and email and opening and distributing incoming post; to facilitate the smooth running of the school.
6. To send out any letters for trips.
7. To complete reports/letters as requested.
8. To maintain accurate Fire Safety reporting records.

Notwithstanding the detail in this outline, in accordance with the Cornovii Trust's flexibility policy the job-holder 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.

The closing date is **12 noon on Monday, 5th December 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.

How do I apply?

If having read this information you find the post 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.

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.



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Completed application forms should be returned via email to jobs@thecornovii.org

NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview. 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.

The Cornovii Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced Disclosure and Barring Service disclosure.

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,

Rachel Woollam
Headteacher

Further details about the school are available from our website: www.alsagerhighfields



PERSON SPECIFICATION

Job Title: Administrator Assistant

Grade: 3

CRITERIA	ESSENTIAL	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Previous experience in working in an office • Experience of delivering excellent customer service. • Proven/excellent ability to communicate with people at all levels of the organisation. • Excellent typing skills. • Ability to use general office equipment, photocopier etc. 	Application form References Interview and task
Qualifications/ Knowledge	<ul style="list-style-type: none"> • Good standard of education including GCSE English & Maths • Highly competent in the use of Microsoft Office suite of applications • Excellent numeracy skills • Excellent written and oral skills • Meticulous attention to detail • Willingness to undertake appropriate and further training in support of the role i.e. ParentPay software 	Application form References Interview and task
Personal attributes/Skills	<ul style="list-style-type: none"> • Ability to provide an accurate, efficient and professional service. • Able to manage unpredictable and variable workloads, often under pressure, whilst maintaining a positive outlook at all times. • Enjoy a challenge and able to make decisions. • Strong planning and organisational skills with a high level of attention to detail. • Honesty, integrity, discretion and ability to maintain confidentiality. • Excellent front of house and telephone manner. • Good team player with a sense of humour. • Commitment to safeguard & promote the welfare of children. 	Application form References Interview and task
Other requirements	<ul style="list-style-type: none"> • Supportive of the values and ethos of the school. • Ability to build rapport and engage with children. • Ability to use own initiative. 	References Interview