



Together, Everyone Achieves More

Emmbrook Infant School, Emmbrook Road, Wokingham, Berkshire, RG41 1JR
www.emmbrookinfantschool.co.uk

RECRUITMENT PACK:

School Administrator/Receptionist

Emmbrook Infant School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 3381961 <http://www.thecircletrust.co.uk>



School Administrator/Receptionist

35.5 hrs per week – Term time only plus some inset days
Mon, Wed & Thurs 8.30 – 4.30pm and Tues & Fri – 8.30am to 3.30pm (with some flexibility)

WBC Grade 4 £24,294- 25,979 pro-rata

Actual starting salary: £19,449pa

Start date: 15th April 2024

We are looking for a **highly organised, pro-active and committed** School Administrator/Receptionist to support our outstanding infant school. This role is a pivotal and demanding front of house position providing admin support as well as ensuring the effective and smooth running of the school office. As the first point of contact the ability to communicate in a **warm, welcoming, prompt and professional** manner both verbally and in all written communication is crucial.

You will work closely with the School Business Manager and Senior Leadership Team on all aspects of school operations. The post requires a high level of efficiency and would suit a 'people person' who enjoys taking ownership and responsibility of key tasks including school admissions, scheduling and co-ordinating all internal and external school events, writing the monthly newsletter (MS Sway) and managing the school diary.

The successful candidate will have extensive admin experience and the ability to work on their own initiative with minimal supervision whilst working to tight deadlines. Prioritising effectively and responding to situations as they arise in a fast-paced environment is a key factor in this role. This is an extremely busy and rewarding role where you will need to be hands on and focussed whilst maintaining a flexible and positive approach. You will have a good sense of humour and enjoy working within a supportive team where no two days are ever the same!

The ideal candidate will be an excellent communicator, both written and verbal and will have current working knowledge of Microsoft 365. Previous experience working in a busy school office, using Arbor and CPOMS would also be an advantage but full training will be provided for the right person.

If this exciting, challenging and varied role sounds like you then we would love to hear from you.

Visits to our school are warmly welcomed and encouraged. Please telephone the school office on 0118 978 4259 if you would like to arrange a visit.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.

How to Apply

To apply for this position, please complete the application form and email it to admin@emmbrook-inf.wokingham.sch.uk

Closing date: 9am, Monday 19th February 2024



Job Description

Salary	£24,294 – 25,979 pro-rata	Reporting to	School Business Manager
Contract	Permanent	Start Date	15/04/2024

Main purpose

The fundamental responsibility to provide full general/financial administration support to the school and assist with resolving enquiries.

Duties and responsibilities

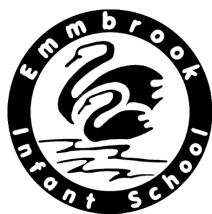
This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

- ◆ Provide administration/PA support to the Headteacher, School Business Manager and Senior Leadership Team having responsibility for all confidential material within the school.
- ◆ Undertake day to day administration/financial duties including dealing with day to day correspondence, telephone calls, taking messages and referring matters which are not of a routine nature to the appropriate person.
- ◆ First point of contact for parents, visitors and other stakeholders. Resolve parents/staff/local advisor and pupil enquiries and act as link between them and Headteacher/SLT.
- ◆ Manage and prepare school admissions and co-ordinate new intake including all associated paperwork, scheduling home and school visits and prospective parent tours and import data into school MIS (Arbor).
- ◆ Manage the school diary and produce 'week ahead'. Manage school webpage, prospectus, pupil reports etc.
- ◆ Produce monthly school newsletter in Microsoft Sway.
- ◆ Ensuring the smooth running of the school office contributing to and maintaining the planning, development and organisation of the service systems, procedures and policies
- ◆ Manage arrangements of school trips and events including liaising with school staff and booking venues and coach hire. Uploading trip information to EVOLVE and Arbor and reconcile all parent/carer payments and collate and place food orders with the kitchen as required.
- ◆ Manage, update and maintain pupil data in Arbor. Including analyse and evaluate data/information and produce reports/information/data as required e.g. Arbor/FMS, pupil data, attendance, admissions, class lists, SEN reviews, exclusions. Communicate with parents and carers using school MIS communication system.
- ◆ Manage, update and maintain data in CPOMS.
- ◆ Manage the private school fund accounts ensuring the proper collection, reconciliation and banking of all monies and assisting in the preparation of financial returns.



- ◆ Assist with the arrangements for staff appointments, job descriptions, references and interviews. Record all staff absence and timesheets in payroll and HR systems.
- ◆ Assist with contract management as directed and liaise with contractors to ensure quality is maintained.
- ◆ Assist with project management, sourcing quotes and co-ordinating capital projects.
- ◆ Maintain H&S records – such as inspections and accidents. Maintain a schedule for routine H&S inspections and risk assessments as directed. Book maintenance and service visits as/when required.
- ◆ Responsibility for pupil first aid/welfare duties/administering medication and liaison with parents/guardians/carers/staff. To occasionally deal with day to day mishaps that may occur in an infant school environment.
- ◆ Monitor and manage stock supplies, assist with ordering and distributing as required. Receive and check deliveries ensuring they tally with the order and follow up all errors and maintain a recording system for all orders.
- ◆ Preparation of the school census in consultation with the SLT.
- ◆ Book CPD for staff as directed by the SLT.
- ◆ To be responsible for attendance, including the maintenance of registers and absences through the Arbor attendance module.
- ◆ Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.





Person Specification

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- ◆ NVQ level 3 (administration) or equivalent (desirable)
- ◆ Knowledge of Arbor (desirable)
- ◆ Knowledge of CPOMs (desirable)

Skills/Abilities:

- ◆ Able to communicate clearly in a warm, supportive, understanding and professional manner both verbally and in all written communication is essential
- ◆ Provide excellent customer care and able to identify needs quickly and deal effectively with enquiries.
- ◆ Act as an effective and efficient link between all callers and Headteacher/SLM Team
- ◆ Excellent organisation skills with a high level of efficiency
- ◆ Able to multi-task, prioritise and manage several responsibilities effectively and thoroughly whilst responding to situations as they arise with tact, diplomacy, confidentiality and sensitivity
- ◆ A pro-active and forward planner able to work to tight deadlines whilst remaining calm, focused and maintaining a good sense of humour
- ◆ An excellent working knowledge of MS Word, Excel and Outlook and experience of other MS programs
- ◆ Ability to set up and maintain record and filing systems
- ◆ Able to work on own initiative, independently and as part of a small, busy and supportive team
- ◆ An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.
- ◆ A natural problem solver and team player
- ◆ Confident in trialing, developing and learning new systems

Experience:

- ◆ Previous experience working with children
- ◆ At least three years' experience in a similar PA or Office Management role
- ◆ Good current working knowledge of MS Office – Especially MS Outlook, Word & Excel
- ◆ Knowledge of Arbor and finance systems
- ◆ Experience of working within a busy, diverse environment
- ◆ Extensive diary management
- ◆ Experience of event management and organising school trips
- ◆ Managing Schools' Census submission
- ◆ Maintaining and creating office systems



- ◆ Multi-tasking and maintaining a good sense of humour

Personal Qualities:

- ◆ Able to work on own initiative as well as enjoying working within a small, busy team.
- ◆ Excellent people skills. Displays courtesy, respect, tact, diplomacy, integrity and the highest level of sensitivity and confidentiality.
- ◆ Enjoys variety and challenge and is always happy to give it a go!
- ◆ Pro-active and flexible approach to work with a positive, can-do attitude where no job is too big or too small.
- ◆ A good listener with a calm and caring attitude.
- ◆ A hardworking and committed role model with a sense of responsibility

Special Factors:

- ◆ Hold a full driving licence
- ◆ Able to travel to the bank
- ◆ Attend meetings on and (occasionally) off site and some inset days, as required
- ◆ Manage, assist, plan, organise and implement 'Elfridges'
- ◆ Purchase refreshments and other ad hoc school supplies as required and process expense claims for pre-approved purchases.
- ◆ A responsibility for first aid

How to Apply

To apply for this position, please complete the application form and email it to admin@emmbrook-inf.wokingham.sch.uk

Closing date: 9am, Monday 19th February 2024



Our School

Emmbrook Infant school is for children aged between 4 and 7 years old. The children are admitted to our foundation class at the start of Autumn term during the academic year in which they turn five years of age.

Emmbrook Infant School is an academy and part of The Circle Trust. We work closely with all the school in the trust for the benefit of all children.

We share a pleasant site with Emmbrook Junior School, and Redwood Early Years is situated in the Emmbrook Infant School building. The Emmbrook Secondary school is on the opposite side of the road. There are breakfast and after-school clubs situated within the school grounds, run by Funtastic Kids, which offer out of hours provision for our children before and after school.

Children are taught in classes of no more than 30, and we have 2 parallel classes in each year group. The Infant school teaches children in their foundation year, year 1 and year 2. Children transfer to Junior school at the age of 7 and to Secondary school at age 11.

Behaviour is outstanding, as reported in our last Ofsted report. If there are any behavioural difficulties they are dealt with by the Head Teacher and, where appropriate parents are contacted to discuss any problems.





Our Mission Statement

We deliver an outstanding educational environment which encourages happy, safe and inspired learning. Our children develop academic, social and personal skills, setting them up for life-long learning and independence.

Our vision is that we will:

- ◆ Continue to deliver outstanding education, so that all children achieve
- ◆ Share our best practice with other schools, and bring innovative ideas back
- ◆ Be the school of choice in our community

We want every child's time at Emmbrook Infant School to be the best experience they have in their educational life. A time when they learn to love learning and are well prepared for the next stage in their education.

Emmbrook Infant School will be a place where the adults take responsibility for making what they do better, all the time.





The Circle Trust is an educational charity, it exists to do one thing and that is to promote education for the public benefit. Our vision was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are available to them.

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils. We deliberately use the term “educational outcomes” to highlight that we value education in the widest sense whilst balancing our ambition for the highest academic performance.

The schools in the trust range from nursery to sixth form, and actively collaborate to create a unique network of cross phase learning and support.

A core value of our Trust is that we know all schools are unique and their essential ethos and values must remain unique in perpetuity. We believe it is important that schools are led by their Headteacher with the support of local governance.

In other words, The Circle Trust is **not a franchise model** where all schools look and sound the same. Equally, the opportunities afforded to a school, by being part of The Circle Trust are very significant.

We **share talent, resources, best educational research, training and practices**. Together we **celebrate our individuality**, share the **same values** and **support each other** to achieve our goals

By pooling resources, we capitalise on economies of scale and maximise funds available providing the best teachers, learning experience and wellbeing for all. More information can be found in our [Core Offer](#). You will find us really welcoming, warm and able to provide a great deal of professional development, support and fellowship

If you want to know a little more about The Circle Trust, some more information can be found in our [Family Circle guide](#).

Ginny Rhodes
Chief Executive Officer



About Wokingham

Wokingham has plenty to offer. Our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family.

We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. We have lots of other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events to celebrate living in Wokingham. There are also plenty of community events, concerts and performances throughout the year. We are lucky to benefit from transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford as well as being just 40 miles from the centre of London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and is the perfect blend of luxury and more affordable brands. Windsor is home to the world famous and official Royal residence Windsor Castle.



Photo taken by Stewart Turkington Photography

We love our town, and we look forward to welcoming you.



Safer Recruitment

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal.

If you are short-listed, the school will contact your referees without further reference to you.

Closing date

The closing date for applications is **9am, Monday 19th February 2024**. Please send your application to admin@emmbrook-inf.wokingham.sch.uk

Receipt of applications will be acknowledged by email on the next school day. If you do not receive such an acknowledgement, please contact Mel Knight as above.

Short-listing and interviews

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited for interviews.

Checks

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

In accordance with our statutory obligations under Keeping Children Safe in Education, the Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened, and are publicly available online, which The Circle Trust might want to explore with you.

We carry out these searches using a trusted third party Social Media Check.



Unsuccessful candidates

Unsuccessful candidates will be notified by either telephone, email or post.

Data protection

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.