



IN OMNIA EXCELLENTIA

Administration Assistant - Reception

Post Title:

Administration Assistant - Reception 37 hours per week Term time only

Contract Type:

Permanent

Reporting to:

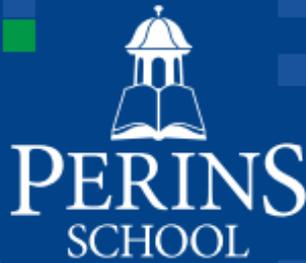
Office Manager

Salary Range:

B Grade £15,877 - £16,147 pro rata actual (£18,562-£18,877 FTE)

Perins School, Pound Hill, Alresford, Hampshire, SO24 9BS

www.perins.net recruitment@perins.hants.sch.uk 01962 734361



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Letter from the Headteacher:

Dear Applicant

Thank you very much for the interest that you have shown in this position at Perins School. The successful candidate will have an important contribution to make to our growing and successful school and I hope that you will find the enclosed information helpful.

You will see from the information enclosed that Perins School is one that places individuals at the heart of everything we do, whether that be staff, students or the wider community. We are therefore committed to the well-being and professional development of all of our staff and, as such, we see this as the potential start of a new professional relationship with us. Following a wonderful journey of development and expansion, we are now a popular, oversubscribed 11-16 school that is highly regarded locally and nationally. In 2017, we were featured as one of Tatler's top state schools in the country.

Our ethos is one of 'working with' and not 'doing to'. Our staff choose to go the extra mile and, as such, our extra-curricular offer is second to none. We have ensured that through high quality provision we are known nationally for our sporting teams and activities with over 650 students regularly participating in sporting events outside of the school day. Over the past few years, we have also expanded our provision within the creative arts. The annual drama production in particular has been a great source of both personal and professional pride – and we can say with confidence that a Perins Youth Theatre production is so much more than just a 'regular school production'. Our reputation, in both the school and across the wider community, has grown exponentially with each drama production we have staged, and the positive feedback we receive year-on-year continues to surpass our expectations. In 2016, over 350 pupils auditioned for Phantom of the Opera. And this was surpassed in 2017-18 with over 400 auditioning for Beauty and The Beast. The many other opportunities provided by all areas of the school ensure that hundreds of students remain on site until up to 6pm each day and this encourages positive working relationships between staff and students that are truly enabling. Participating in the



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extra-curricular activities has proven to be a wonderful experience for all those involved and one which we hope will stay with our staff and students for the rest of their lives.

It is our belief that this strong and distinct ethos, combined with aspirations to excellence in everything we do, combined with exceptional levels of pastoral care, enables us to provide an outstanding quality of education.

At Perins School, however, we are never complacent and are committed to moving our school forward to become an outstanding provider of holistic education. There is a strong and supportive culture across the School which enables staff to focus on providing high quality teaching for all our students. Indeed, our staff are warm and welcoming, our parental community are engaged and supportive of the School and our students are a joy to teach and know. We are also wholly committed to retaining the best of the past traditions of excellence, and our relentless drive for continual improvement results in outstanding success in a wide range of areas.

I sincerely hope that you find the information provided informative, our tone welcoming and the position attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential. Our most recent Ofsted report confirms our status as an exceptional School. However, there is still much ahead of us and the Trustees, Local Governing Board, Senior Leadership Team and I are ambitious for our students to experience the most outstanding education and achieve the highest possible outcomes that they are capable of achieving.

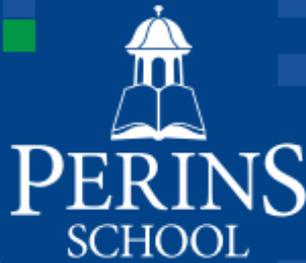
If you believe you can contribute to our exciting future, I would be delighted to receive your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Steve Jones', is written over a light blue rectangular background.

Mr Steve Jones

Headteacher



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Overview:

We have a rare opportunity to work in our busy reception team working closely with our students and staff for 5 days a week.

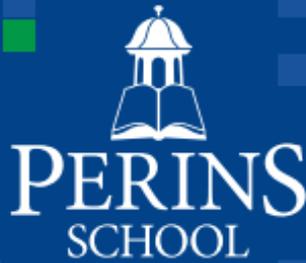
We are seeking an individual who is methodical and quick, and above all caring, who can work in a very busy office environment where there is lots going on. This is truly one of the most interesting areas to work in at the school and is a hive of knowledge and activity.

Not for the faint hearted, you will not only be responsible for many administration tasks, but you will also be part of a first aid team to our 1100 students. You must be comfortable working with poorly students and not be deterred by first aid issues.

This is a critical role and one that is central to the smooth running of the school. You will be responsible for providing a quality service to staff, students, parents, and visitors in a busy school office environment.

Key Responsibilities

- Reception duties including welcoming visitors, supporting students, telephone enquiries and emails in either the School Reception or Student Services Office
- Provide first aid, updating medical ailments information and ensuring that medical supplies are ordered as and when necessary.
- Record all first aid situations appropriately and ensure parents are informed.
- Administration of lockers, school bus and pupil transport information, school photographs, vaccination days and lost property, and any other administration that is required (this list is not exhaustive)
- Dealing with incoming and outgoing post and emails on a daily basis
- Maintaining student records including on SIMS (Student Information Management



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System) and processing student paper records as required.

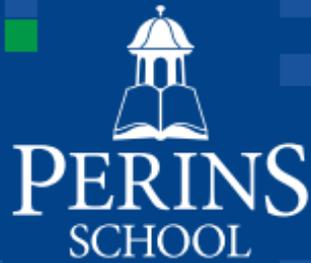
- Support with Admissions administration as and when necessary
- Reprographics and laminating when necessary.
- Producing documents on Microsoft Office software in accordance with school deadlines.
- Ensure 'on call' processes are followed correctly
- Distribute letters and messages to students as and when required

Additional Tasks

- Attend departmental meetings and other meetings as required.
- Take part in any necessary training and accreditation.
- Take part in performance management reviews.

Person Specification

- Educated to GCSE level C or equivalent in Maths and English.
- First Aid Qualification is desirable and would be advantageous
- Excellent interpersonal and communication skills.
- Good organisational skills.
- Ability to work effectively as part of a team.
- Ability to act on own initiative.
- Skilled in maintaining personal and professional confidentiality.
- Would be ideal if have evidence of working with children of Secondary School age

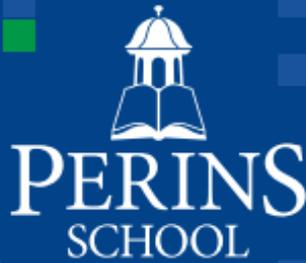


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Applicants who fail to adequately address the relevant criteria in their application form and supporting statement will not be considered.

Benefits

- Job related training where appropriate
- Access to the Local Government Pension Scheme
- Free reimbursable eye tests for DSE Users
- Free use of onsite gym
- An employee assistance programme (EAP) which provide confidential support for employees and direct family members on personal or work-related matters.
- Discounted childcare at our onsite Nursery and Preschool
- Reduced fees for Before and Afterschool clubs run by Alresford Youth Association
- Competitive annual leave entitlement for support staff
- Free car parking on site offered on a first come first served basis



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Guidance on the information you need to include in your application form

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us with the same type of information. Please use the information available to you and your knowledge of the role to assist you in completing the application form. Incomplete application forms will delay our recruitment process.

Personal Information

Enter your personal details in this section. During the recruitment process, we will contact you by email. Some spam filters may re-direct our emails to the spam folder within your email account. Please check your account regularly to minimise the risk of missing an email from us.

Employment history

Current Employer

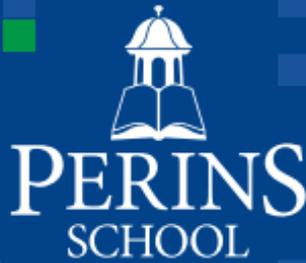
Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

Previous employers

Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections.

You must give a **full** history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this.

Include full time employment, with start and end dates.



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Provide explanations for periods not in employment or education / training and reason

Formal education

Enter your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. Include all subjects and grades/scores.

Job specific information

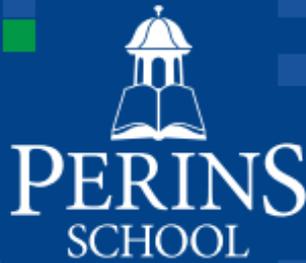
The questions in this section will depend on the role you are applying. Ensure you complete all questions.

Safeguarding children and adults

The Perins MAT is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority. It is our preference that referees are provided from **different** schools if you have worked in school environments previously.



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If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.

Help us to speed up the references process:

- Ensure the email addresses and phone numbers you have provided for your referees are correct
- Do not to put two referees from the same place of work
- Let your referees know when you are offered the role
- Tell them that they will shortly be contacted for a reference
- Ask them to complete the reference as soon as possible

What happened after you submit your application?

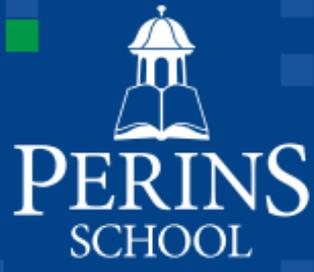
If your application is not successful

Due to the amount of applications we received, we are not in a position to let you know if you have not been shortlisted. If you have not heard from us, and require feedback about your application, please do email us on recruitment@perins.hants.sch.uk

If you are selected to attend an interview or an assessment day

We will notify you via email or phone and let you know the date and time of the interview. It is very difficult for us to change the date of the interview once it has been agreed internally.

Remember to check your spam folder when accessing your emails.



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