



St Edward's
School

Unity - Achievement - Faith



ADMIN ASSISTANT

Recruitment Pack

St Edward's School, Dale Valley Road, Poole, Dorset, BH15 3HY
01202 740950 • www.st-edwards.poole.sch.uk

ADMIN ASSISTANT

Grade E SCP 7 – 11
£25,584 – £27,269 Pro-Rata
Actual Salary £22,471 – £23,951

St Edward's School is looking for an experienced, adaptable, and enthusiastic Admin Assistant with excellent interpersonal skills to join our friendly, busy support staff team.

We offer great facilities, tailored CPD and a caring, encouraging and highly motivated staff community.

The successful candidate will benefit from:

- High levels of staff engagement and satisfaction.
- Employee assistant programme 24/7
- A comprehensive induction including dedicated support
- High quality CPD aimed at career progression
- A committed and supportive community

The post is to start as soon as possible and is a permanent position working 37 hours per week term time, including INSET days, and at least 5 days over the school holidays, between the hours of 8.30am to 4.30pm Monday to Friday.

Please visit our website at <https://st-edwards.poole.sch.uk/> for further information about our unique school.

Please read the job description, person specification and general information prior to applying.

St Edward's School is committed to safeguarding & promoting the welfare of children & young people. All appointments made are subject to an enhanced DBS check. Online searches may be carried out as part of due diligence checks.

Closing date: Wednesday 22nd January 2025

Interviews: Thursday 30th January 2025

Our Mission Statement

MAY WE BE ONE

In Purpose

Educating for life in all its fullness

In Faith

Encountering God who lives among us, calling us to unity

In Dignity

Nurturing confidence and maturity

About Us

St Edward's School opened in 1963 as Roman Catholic School serving the parishes of Poole. It took its name from the local Saint, martyred at Corfe Castle. Although little is known of Edward, as a teenage king with a strong Christian faith and a commitment to protecting the poor he provides an excellent role model for our young people. His story is told through our school badge with the crown of a king, the cross of Christ, a cup to symbolise his murder by poisoning and the blood of a martyr. The crown and cup also remind us of the Kingdom of God, and the "one cup in which we all share". (1Cov 10:16)

For many years, the school welcomed not only Roman Catholic families, but other Christians who were keen for their children to be educated in a faith context. In the early 1990's the school's second headteacher, Alan Murphy decided to formalise this arrangement and entered into talks with the Roman Catholic Church and the Church of England about St Edward's becoming a joint church school. A new covenant, setting out the values and principles behind the commitment was signed by the Bishops of Plymouth and Salisbury in 1993.

From then on, the school has continued to grow in success and popularity. The vision of the school is to provide an excellent education, in a comprehensive and co-educational context that develops the character of young people through the St Edward's Virtues, while safeguarding their experience of childhood.



Letter from the Executive Headteacher

At St Edward's School we are committed to preparing young people to live life to the full. We believe that preparation for life is best facilitated in the midst of a caring and supportive community that attends to spiritual and moral formation, as well as academic excellence.

Our school is a very successful, heavily oversubscribed, and distinctive joint Roman Catholic – Church of England Voluntary Aided School supported by the Roman Catholic Diocese of Plymouth and the Church of England Diocese of Salisbury. We are a truly comprehensive school, which educates over 1000 students from the age of 11 to 18, and welcome people of all faiths and none.

Our staff are the key to our success, and we recognise the part that every colleague plays regardless of their role. Our teachers are encouraged to be creative, and to grow professionally in ways that interest and excite them. Only by being passionate about their subject and about learning can teachers ignite curiosity and inspire a similar passion in the young. Our horizon for our students is a life well-lived, and our ambitions for each child extend beyond examinations and university. Our ambition for you is to work with you so that your career is rewarding and satisfying. We want you to be happy in your work, and we invest heavily in the professional development of all of our colleagues, so that they continue to derive professional growth and satisfaction.

We believe that children deserve to be equipped for life with the best education, together with values that enable them to navigate future choices and opportunities. We are committed to providing both.



I believe that St Edward's is a very special place to be, as confirmed by Ofsted, who in their most recent inspection in 2022 celebrated our positive learning community, with respectful, kind and polite students. Our curriculum was highlighted as being ambitious and challenging, strongly preparing students for future success. Our most recent Church School Inspection in 2023 rated us "outstanding" in all areas.

I am proud of our wonderful students, our dedicated staff and our supportive governors, parents and carers. I hope that your experience of us will lead you to believe that St Edward's is the right home for you. Thank you for taking the time to get to know us a little better. We will always be glad of the opportunity to speak with you or to meet you if you'd like to find out more. Whatever you decide about your next career steps, we wish you the very best.

Mr Michael Antram
Executive Headteacher

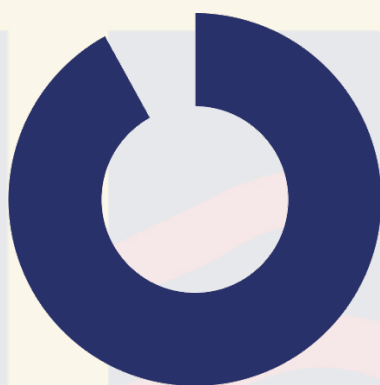
Working at St Edward's

St Edward's is a popular place to work with low staff turnover and high levels of staff wellbeing and satisfaction. Our mission statement of 'may we be one' goes to the heart of what we do and how we do it and staff feel positive about the school and their role within it.

We have invested in the Employee Assistance Programme, which gives all staff access to confidential advice and support. The 24-hour support covers a wide range of areas, both work related and more general, including counselling, specialist information and financial and legal matters.

"EAP will always be there to support teachers and education staff no matter what you're going through, big or small, we're here for you. Day or night you can call to speak to someone without judgement who can help you find solutions to move past a difficult situation in your life."

If work gets difficult, I know how to get support



93%

I am normally able to manage my wellbeing



96%

I enjoy my work



98%

Staff Wellbeing Survey – Autumn 2024

Staff Wellbeing School of the Year - Finalist



Tes Schools Awards 2024



Support Staff Testimonials

"As a new member of the support staff I immediately felt welcomed by the team and the wider staff. Everyone has been very friendly and approachable allowing me to quickly feel settled and supported in my role."

Lucy Lumber, Library Administrator
2 years at St Edward's



"St Edward's feels more like a family than a workplace. We thrive on Christian beliefs and values. We look after each other's wellbeing and support each other every day. I've never seen so many smiles on children's faces in all the schools I've worked in; they genuinely seem happy and so do the staff. The family orientated atmosphere enables our students to achieve the best outcomes in their subjects and after school activities. We are strong together."

Dorota Hall, Senior HLTA
7 years at St Edward's

"St Edward's is unlike anywhere I've worked before. The ethos and vision of the leadership team is crystal clear and runs through all that we do. Everyone involved with the school is committed to and working towards the common goal of providing the best possible environment to allow young people to thrive."

Felix Carey, Marketing Officer
2 years at St Edward's



Staff Recruitment Information

APPLYING

Please read the Job Description and Person Specification before fully completing the application form. Where there are any gaps in your employment, please state the reasons why e.g. gap year, career break, unemployed etc. and give exact dates.

SUPPORTING INFORMATION

This section is very important as it gives you the opportunity to show us why you are applying and why you would be the best person for the job advertised. Please use the job description and person specification as a guide and give specific examples where possible, to demonstrate how you match the requirements of the post.

INTERVIEW AND SELECTION PROCESS

Those candidates who meet the requirements for the post will be shortlisted and invited to interview and details of the interview programme will be confirmed in writing. As part of the selection process, as well as assessing your skills and knowledge against the requirements of the role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact us if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Safeguarding

St Edward's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you do not hear from us by the interview date specified in the advert, please assume that you have not been shortlisted on this occasion.

PRE-EMPLOYMENT CHECKS

References

If you are shortlisted, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. All offers of a post are made subject to receipt of satisfactory references without which we cannot confirm any offer of an appointment. Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process.

Disclosure & Barring Service Check (DBS)

Employment is subject to an enhanced DBS check. Checks will also be made against the Protection of Children List (PoCAL) and the Department of Education and Employment List 99. All such checks must be satisfactory before we confirm any offer of an appointment. Teachers are also checked against the Prohibition from Teaching check.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at St Edward's School are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Proof of this will be required at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required before we confirm any offer of an appointment.

Child Protection

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We have a designated senior member of the leadership who is responsible for referring and monitoring any suspected cases of abuse. All members of staff will receive training in line with our child protection policy.

Code of Conduct

We believe that it is essential for standard of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and students.

St Edward's School governors and headteacher regard everyone working within St Edward's as a role model to our students. As such employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone within St Edward's school has an absolute duty to promote and safeguard the welfare of children.

JOB DESCRIPTION – ADMIN ASSISTANT

Job Title:	Admin Assistant
Salary Grade:	E SCP 7 – 11 £25,584 - £27,269 pro rata Actual Salary £22,471 - £23,951
Working Hours:	37 hours per week Monday – Friday 8.30am – 4.30pm. 4.00pm finish one day per week. Term time, including INSET days, plus 5 days in school holidays
Responsible to:	Finance Officer Business Manager Office Manager

Main Job Purpose

1. Provide efficient and effective administrative support to the Finance Officer.
2. Provide efficient and effective administrative support for the Data administrator.
3. Ensure compliance with BCP and other statutory reporting requirements, including undertaking data entry/analysis and recording.

Main Responsibilities and Duties

1. Provide a comprehensive administrative support to the Finance Officer.
2. Provide support for the Data administrator.
3. Use ICT systems to assist in the daily admin of the finance department
4. Prepare financial admin for both month end and year end for various stakeholders such as the Headteacher, Business Manager, governors, departmental heads, BCP, and dioceses where applicable.
5. Assist with ordering, receiving deliveries and dispatch to relevant departments as and when required.
6. Receipt and dispersal of cash following school's policies and procedures.
7. Process incoming and outgoing invoices.
8. General office duties such as photocopying, scanning and filing.
9. Work in accordance with all school and Financial Management Standard in Schools policies and procedures.
10. The post may include some collecting and handling cash. Examples are payments for exams.
11. The post holder will be required to have an understanding and awareness of other functions of the admin support team, such as reception and the student office.

12. To provide as required, and as appropriate, cover for the work of other members of the administration team.
13. The post holder will be required to contact parents and act as a point of first contact for parents and carers and prospective parents and carers.
14. Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
15. Comply with all decisions, policies and standing orders of the school and BCP; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the GDPR & Data Protection Act.
16. Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school's agreed procedure.

Date: January 2025

PERSON SPECIFICATION – FINANCE & DATA ADMINISTRATOR

	CRITERIA	ESSENTIAL (E) DESIRABLE (D)		METHOD OF ASSESSMENT
		E	D	
				Application – A Interview – I References - R

EXPERIENCE				
	Proven experience of working in a busy, pressurised admin role (minimum 1 year)	✓		A, I, R
	Experience of providing direct support to internal and external customers, face to face and by telephone	✓		A, I, R
	Experience of working in an educational environment		✓	A, I, R

QUALIFICATIONS/TRAINING				
	English & Maths GCSE Grade C / 4 or above	✓		A
	Appropriate qualification in an admin role		✓	A
	ICT qualification in Word and Excel		✓	A

APTITUDES AND ABILITIES				
	Ability to work on own initiative and as a member of a team	✓		A, I, R
	To be able to be well organised and manage ever competing priorities	✓		A, I, R
	Ability to use Finance packages and budget tools e.g. Financials Live, SBS or similar		✓	A, I, R
	Ability to use and maintain MIS systems		✓	A, I, R
	Computer skills in main commonly used office packages such as Microsoft Office	✓		A, I, R
	Excellent communication skills - verbal and written	✓		A, I, R
	Attention to detail, organised and methodical	✓		A, I, R

KNOWLEDGE				
	Understanding of GDPR and Data Protection and high level of confidentiality	✓		A, I
	Understanding of health and safety issues relating to the job description		✓	A, I
	Understanding of administrative processes	✓		A, I

ATTITUDE/MOTIVATION				
	Willingness to support the school's mission statement	✓		I
	Enthusiastic and cheerful	✓		I
	Flexible and adaptable	✓		I, R
	Keen to achieve and develop skills	✓		I, R
	Excellent Inter-communication Skills	✓		I, R

Ofsted (2022) and Section 48 (2023) Quotes

Ofsted

"This school is a positive learning community."

"There are positive and respectful relationships between staff and pupils. This leads to a calm learning environment."

"This school is well led and managed."

"Leaders ensure that there is an ambitious and challenging curriculum in place."

"Everything leaders do are in the best interests of the pupils that attend the school."

"Governors understand their responsibilities well and are cognisant of the need to support staff wellbeing."

"The core values of kindness, hard work and the development of individual strengths and skills are evident in the school's work."

"Pupils are happy, friendly and polite."

"The school's ethos and values run through all they do: unity, achievement, faith."

"There is strong moral leadership from the headteacher."

"Staff have a very positive view of leaders. They say leaders are approachable and considerate of their workload."

"Teachers have high expectations of what pupils can achieve through the curriculum."



Section 48

"The mission statement is a clear and inspiring statement of the mission of the church and is lived out and understood by the whole community."

"Leaders and governors have a clear and inspiring vision of the mission of the school."

"Provision for pastoral care is a strength of this school which takes supporting the development of the whole person seriously."

"The pastoral care of students is a priority for the school and as a result students feel valued and listened to."

To Apply for the Position

If you are interested in applying for this role, we would love to hear from you. Please complete and return the application form on our website:

<https://st-edwards.poole.sch.uk/working-at-st-edwards>

Please do not submit additional documentation at this stage.

The deadline for receipt of applications is published on our website.

Interviews will be held shortly afterwards.

Thank you for your interest and for taking the time to apply to St Edward's School.





"My son loves his new school, he has settled very well because of friendly and helpful staff at school."

Parent of Year 7 child, 2023



"Huge thanks for all the efforts made by teachers, having excellent teachers that inspire and encourage in such a supportive way makes all the difference. Thank you!"

Parent of Year 11 child, 2023



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