

**CANDIDATE
INFORMATION
PACK 2022**



Admin Assistant

Start date: 1st November 2022



School of London
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About the school...



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Dear Applicant,

I am delighted that you are interested in the admin assistant post at APSoL.

APSoL opened in September 2020 with a cohort of Reception children. Year on year, we take a new cohort of children. By September 2026, we will be at full capacity, when our first Reception children reach Year 6.

Our school is situated on Courthouse Way, just off Wandsworth High Street adjacent to South Thames College. We are currently undergoing a significant renovation project which is intended to be completed in 2023-4, comprising of state-

of-the-art learning environments and all weather play decks.

The school has embraced the National Curriculum and has designed an

exciting, relevant and progressive cross-curricular thematic

curriculum, whilst maintaining a strong focus on language learning.

We have specialist language teachers to lead Portuguese language teaching.

As a school, we are fully committed to providing each child with the best possible standard of

education, growing confident learners and citizens of the world.

We are looking to appoint a hard-working, well-organised Admin Assistant in providing a welcoming and professional reception service to students, parents, visitors and school staff in order to support the effective and efficient running of the school.





Job description for Admin Assistant post

Job description: Administrative assistant

APSoL is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary:

Hours: 7:30-11:30am

Contract type: Part-time, Fixed term

Reporting to: Marta Correia

Main purpose

The administrative assistant is responsible for supporting with the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and responsibilities

General administration

Update manual and computerised record/information systems

Update and maintain the school calendar

Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary

Manage and organise completed forms from parents

Report any issues with the school's IT systems

Organise and distribute incoming and outgoing post

Provide administrative support to staff as needed

Book training courses for all staff
Order, monitor and manage stock, ensuring best value following the school's purchasing processes

Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary

Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required

Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Add any other duties of particular relevance to your school

Attendance administration

Monitor and maintain an accurate record of pupil attendance, producing reports as necessary

Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

Reception/Office

Act as the first point of contact for parents and visitors arriving at the school

Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner

Seek support from other colleagues where necessary to respond to complex enquiries

Respond to messages promptly and accurately, passing on information to relevant staff members as necessary

Assist staff and pupils with the information and support they need

Add any other duties of particular relevance to your school

Security

Control access to the school in line with the school's safeguarding procedures, including signing-in visi-

tors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures

Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Written communication

Write and send email responses that are professional and uphold the school's vision and values

Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders

Assist with marketing and promoting the school

Finance

Enter data into the school's finance systems and produce reports as necessary

Collect, record and issue receipts for payments from parents

Carry out financial administration in line with the school's procedures

Add any other duties of particular relevance to your school

Other areas of responsibility

Read and follow the relevant school policies

Undertake training required to develop in the role

Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy

Contribute to the safety of children and young people and protect them from harm

Add any other duties of particular relevance to your school



Person Specification for Admin Assistant post

CRITERIA	QUALITIES
Qualifications and training	First aid training (or willingness to complete it) Add any further qualifications needed GCSE English, Maths or higher qualification/equivalent
Experience	Carrying out administrative tasks Dealing with face-to-face and telephone interactions Working with children or young people Working and collaborating within a team Experience working in a school office
Skills and knowledge	Good oral and written communications skills Ability to respond quickly and effectively to issues that arise Ability to plan, organise and prioritise to meet deadlines Ability to use own initiative and take action accordingly Excellent attention to detail Ability to use IT packages including word processing, spreadsheets and presentation software Ability to use relevant office equipment effectively Ability to build effective working relationships with colleagues Understanding of data protection and confidentiality Understanding of safeguarding Native level English and Portuguese speaker
Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively





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School	Anglo-Portuguese School of London
Principal	Marta Correia
Telephone	020 3417 0905
Website	www.angloportugueseschool.org
Post	Admin Assistant
Salary range—Grade	Wandsworth support staff pay ScalePoint 2 (£22, 206 Full time equivalent)
Closing Date	14th October 2022
Interview	If shortlisted, week commencing 17th October
Start date	1st November 2022
Applications	Completed applications must be emailed to info@angloportugueseschool.org by 9am, 14th October 2022

If you have any queries regarding this post, please contact Marta Correia, Principal via email info@angloportugueseschool.org or telephone 0203 417 0905.

Candidates for this post do not need to speak Portuguese as the school appoints Portuguese teaching staff for the teaching of Portuguese.

Safeguarding:

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment .

This post is subject to an enhanced DBS check.

