

Hampton Lakes Primary School

Hampton East, Peterborough.



**Primary Administrator
Recruitment Pack
September 2019**



Hampton Lakes Primary School

Hampton East, Peterborough

Hampton Lakes is a new 4 - 11 primary free school which opened in September 2019 to an initial intake of 26 children in reception. From 2020 the school's PAN will rise to 60 and will grow into a two form entry primary school, with 420 children. Hampton Lakes is part of the Hampton Academies Trust who also run the highly successful and popular Hampton College and Hampton Gardens schools.

Required as soon as possible:

Primary Administrator

We are looking to recruit an experienced Primary Administrator to provide timely and effective administrative support for our brand new school that opened in September 2019.

In this key role as you will be responsible for the administration and organisation of school data, including the management of the school's Management Information System (Bromcom). The successful candidate will also oversee the day to day operation of all administrative matters to support the operational requirements of the school.

This is a brand new role giving the successful applicant a unique opportunity to shape and develop the position over time. This role will be for 20 hours per week term only plus 2 weeks.

Hours of Work

9.00am - 1.00pm

20 hours per week (Mon-Fri), term time only plus 2 weeks

Salary (Grade 7)

| | | | | |
|--|-------|---------|-----|---------|
| Full Time Salary (52 weeks) | From: | £21,589 | to: | £24,799 |
| Actual Salary (20 hours per wk/term time plus 2 weeks) | From | £10,205 | To: | £11,722 |

Closing date for applications will be **9.00am on Wednesday 25 September 2019**

For further details and a Recruitment Pack visit the Hampton Academies Trust website

<http://www.hamptonacademiestrust.org.uk/jobs/>

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).



September 2019

Dear Applicant

Thank you for requesting details for the permanent position of Primary Administrator at Hampton Lakes Primary School. This is a unique and exciting opportunity for those wishing to work and develop their skills in a brand new school which opened in September 2019.

We believe in the power of education and think that all children should love coming to school; immersing themselves in a vibrant, stimulating and caring environment. All adults who work in our school share this belief with passion. The successful candidate will share the Trust's vision that every child will leave Hampton Lakes Primary School with excellent academic outcomes and a clear purpose for the next stage of their lives.

Our recruitment pack gives details of the post, the recruitment process and also the history and development of Hampton Lakes Primary School and the Hampton Academies Trust. I hope you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application.

In the meantime, if you have any queries please contact our HR Department before the application deadline on 01733 246824.

Yours sincerely

Miss Zoe Trigg
Head of School



Vision and Values

Our vision as a Trust is to meet the needs of our students and equip them to fulfil their potential.

We value people:

- Our schools will be welcoming places, at the heart of our community, valuing all people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to HAT schools to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child's education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

We value learning:

- HAT schools will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.

We value positive behaviour:

- HAT schools will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the HAT school community to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at HAT schools.

We value health:

- HAT schools will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, HAT will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- All school sites are no-smoking areas at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents/carers and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto HAT premises, or on school visits.



We value leadership:

- HAT schools will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

We value our community:

- HAT schools will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- HAT schools will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

We value our environment:

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

We value the future:

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.

Information about Hampton Lakes and Hampton Academies Trust

Hampton Academies Trust (HAT)

The **Hampton Academies Trust** was formed in September 2014 when Hampton College (a 4-19 all-through school) became a convertor academy and formed a multi-academy trust. One of the drivers for conversion was to allow us to bid for other local opportunities. In September 2017 we opened Hampton Gardens as a new secondary free school. Hampton Lakes Primary School is scheduled to open in 2019 and will be a feeder school for Hampton Gardens. This means that we have the exciting opportunity to plan to work with children, young people and their families from the ages of 4 through to 19.

Our vision is to be an outstanding locality based, cross -phase MAT. We are growing our MAT steadily and are in the process of bidding to open the second new primary to the east of the A15 in the latest free school round (Wave 13). The name of the trust reflects our local focus and we have no current plans to expand our operations beyond the Peterborough area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our 'homegrown' status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in.



We believe that developing in this way will enable us to provide an excellent education for the children and young people of the area, as well as offering our staff unrivalled promotion and professional development opportunities.

Hampton Lakes Primary School



Hampton Lakes will be a 4-11 primary free school, which will open in September 2019 to an initial intake of 30 children in reception. From 2020 the school's PAN will rise to 60 and we will grow into a two form of entry primary school, with 420 children. There will be on-site nursery provision, with 26 places, which we anticipate will open during 2020.

We have the plans for the school, which has been designed by the same architects as Hampton Gardens School (Frank Shaw Architects) and Interserve are the named contractors for the construction and work has now started on the site. As the building will now not be ready in time for the opening of the school, we have arranged to take in 30 children in September and accommodate them on the site of our existing primary, Hampton College Primary Phase. Once we are in the new building we will rise to two form entry and it is possible that we will be asked by Peterborough City Council to accelerate our growth in numbers, according to local demand.

Hampton Lakes Facilities

Hampton Lakes will move to brand new purpose built accommodation in the summer term. The state of the art school buildings and grounds include the following design features:

- A generous school hall suitable for whole school gatherings such as assemblies, performance work, PE, student dining and out of hours community use



- A library/learning resource centre that actively promotes a love of reading at the heart of the school
- Spacious outdoor areas and a green campus
- Classrooms organised into year bases
- A practical work classroom suitable for Science, Technology, Food and Art
- Purpose built nursery accommodation

Hampton College

Hampton College was the first school in the Hampton Academies Trust and has been open for thirteen years. The College has enjoyed a high degree of success both in terms of public examination results and recognition from Ofsted (four full inspections all *Outstanding* or *Good*).

The College opened in September 2005 with a roll of just 180 students in Years 7 and 8. In September 2009 we welcomed our first cohort of Sixth Form students and from September 2010 our secondary school was complete with students in all Years from 7-13.



The current roll at Hampton College is 1530, including 420 in Primary Phase and approximately 175 in the Sixth Form.

Hampton College Primary Phase



In order to meet the unprecedented demand for primary places on the Hampton development, the Local Authority asked Hampton College to open the Primary Phase in September 2012. We housed 60 reception children in temporary accommodation on the Hampton Hargate Primary School site whilst Hampton College Primary Phase was being built. In September 2013, the brand new Primary Phase building opened, next to the secondary phase's campus. In September 2018 the Primary Phase has reached its full capacity, serving the full primary age range, with 420 primary students on roll.

The model for the primary phase's growth, one year at a time, is exactly how Hampton Lakes will grow, although there remains some flexibility to accelerate this in the light of local demand. We believe we have been innovative in relation to teaching and learning and have been piloting ways of working which encourage primary and secondary teachers to work together. A number of colleagues already teach or support across phases and we anticipate this will increase further as the trust grows.



Hampton Gardens School



Hampton Gardens School opened in September 2017 as a new secondary free school. The school initially opened with a small number of staff and 180 Year 7 students. From September 2019, the school has 600 KS3 students on roll and 47 in sixth form, who are part of the joint Sixth Form with Hampton College. The school currently self-evaluates its provision as *Good* with *Outstanding* features and we expect our first post-opening Ofsted inspection during 2020.

Vision and Values: Since opening the trust's first school, Hampton College, we have emphasised two key themes: 'People' and 'Learning'. We believe that positive working relationships are the key to effective learning, and we work hard to ensure that students and staff feel safe, valued and happy in their work.

Ofsted

It is the trust's aspiration that all of its schools are, or are working towards being rated as *Outstanding* by Ofsted. Hampton College is currently Good (at all phases, last inspection May 2017), and we are clear that the expectation for Hampton Gardens is that it should be *Outstanding* from the outset. Hampton Lakes Primary School will be well placed to develop *Outstanding* practice from its inception and the trust's expectations will be aspirational from the very beginning.

Curriculum: Hampton College Primary Phase has well developed schemes of work across the primary age range. The Head of School at Hampton Lakes will be able to work with trust colleagues to review, develop and refine the curriculum. Hampton College currently uses the Cornerstones Curriculum at KS1/2.

Community: Hampton Lakes, together with Hampton Gardens School, will make an important contribution to putting 'heart and soul' into the new Hampton East development, and bringing the community together. We are a venue for learning and leisure and are developing a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our Hampton College campus.



The role

The Primary Administrator will be responsible for the administration and organisation of school data, including the management of the school's Management Information System (Bromcom) and the recording of student attendance. The successful candidate will also oversee the day to day operation of all administrative matters to support the operational requirements of the school.

The successful candidate will have excellent administrative and ICT skills. The ability to independently and accurately process data, produce detailed reports, and in a timely manner submit statutory returns is essential. The Primary Administrator will also provide reception cover when required and oversee the school's regular visitor process in liaison with the HR team, ensuring safeguarding checks are carried out and robust records are maintained.

This is a brand new role giving the successful applicant a unique opportunity to shape and develop the position over time. This role will be for 20 hours per week term only, plus 2 weeks.

Hours of Work

9.00am - 1.00pm

20 hours per week (Mon-Fri), term time only plus 2 weeks

Salary (Grade 7)

| | | | | |
|---|-------|---------|-----|---------|
| Full Time Salary (52 weeks) | From: | £21,589 | to: | £24,799 |
| Actual Salary (term time /20 hrs per wk plus 2 weeks) | From | £10,205 | to: | £11,722 |

If you are looking for the opportunity to progress professionally, then we can guarantee you a fulfilling and rewarding job working at Hampton Lakes Primary School.

Safer Recruitment

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the Disclosure & Barring Service.

Promotion Opportunities

As an expanding trust there are permanent posts and opportunities for promotion which arise regularly.

Applications

Please download an application form from the school website:

<http://www.hamptonacademiestrust.org.uk/jobs/>

Please return your completed application form, together with a letter of application (no more than 2 sides of A4) outlining how you meet the Person Specification by **9.00am on Wednesday 25 September 2019**. CVs are not accepted and should not be included with your application.



Postal applications should be addressed to **HR Department** and sent to:

Hampton Academies Trust
Eagle Way
Hampton Vale
Peterborough
PE7 8BF

Applications can also be sent by email to jobs@hamptonacademiestrust.org.uk (*All applicants applying for employment via email will be required to sign and date their Application Form if invited to attend an interview*).

Please note that only candidates shortlisted for interview will be contacted.

Closing date: 9.00am Wednesday 25 September 2019



Job Description

POST TITLE: Primary Administrator

GRADE: 7

RESPONSIBLE TO: Head of School

MAIN PURPOSE:

- To be responsible for the administration and organisation of data and manage the school's Management Information System
- To administer the day to day attendance of students
- To provide timely and effective administrative support to the school

MAIN RESPONSIBILITIES:

Data Administration & Management

Management Information System

1. Operation of the school's MIS system (Bromcom) to record, store, retrieve and analyse information on students and produce the required reports/printouts.
2. Ensure that information is kept up-to-date and accurate, and is in accordance with GDPR.
3. Provide up-to-date information when requested by the Senior Leadership Team.
4. Administer the arrangements for Online Reporting to Parents.
5. Keep abreast of changes to the MIS system and undertake any relevant training.

Student Database

1. Maintain up-to-date records of all students attending the school, including SEN data.
2. Provide up-to-date student data for the Critical Incident Files.

Data

1. Completion of School Census and other Returns within published timescales and provide statistical information as and when required.
2. Provide support with the inputting and analysis of student data, where required.
3. In liaison with the LA checking service, administer Free School Meal applications and ensure regular checks are undertaken and results processed in a timely manner.

Assessment Data & Reporting

1. To assist the Head of School with the development, management and administration of the school Assessment Data system including data input, analysis and reporting.
2. To be responsible for the collation and production of student reports and their distribution to parents/carers.

Admissions

1. Administer the Local Authority Admissions process for Hampton Lakes Primary School, including updating the Admissions website on a weekly basis, or otherwise as required.



2. Assist with the arrangements for any Appeals Hearings.
3. Update Appeals Statements as and when required.

Attendance

1. Ensure that Hampton Lakes Primary School's approach to attendance and the support of vulnerable students demonstrates best practice.
2. Work with the Head of School to set clear, short-term objectives, in line with school targets, to improve attendance and punctuality.
3. Work with the Head of School to identify early absence traits and to prevent issues escalating.
4. Liaise with the Local Authority Attendance Service to investigate and establish reasons for poor attendance, co-ordinate arrangements for, and support Head of School at school attendance meetings.
5. Oversee the administration of day-to-day attendance, including monitoring and absence chasing.
6. Oversee the administration of student absence requests, e.g. Hospital appointments.
7. Provide statistical information on attendance.

General Administrative and Whole School Tasks

1. Provide direct administration support for the Head of School.
2. Manage the day to day operation of the Administration Office to meet the school's needs and priorities including managing the school calendar and organisation of events.
3. To be responsible for the administration, organisational and reprographic requirements for the school.
4. To be responsible for managing the New Intake process for the primary phase in liaison with the EYFS team leader and the Head of School.
5. Be responsible for undertaking checks and maintaining up-to-date records for non-employed staff, e.g. Regular Visitors, Supply staff. Sports Coaches, Peri-Music Tutors, Volunteers etc., in accordance with safeguarding procedures.
6. In liaison with the Head of School, ensure that the registers are maintained and absences are followed up.
7. To accurately and confidentially maintain and organise student records and examination documents.
8. Undertake any duties consistent with the post as directed by the Head of School and Director of Finance & Resources.

Duties include (but not limited to):

- Provide administrative support for the Head of School and the Finance Department
- Sending texts to parents via the school MIS to advise on attendance
- Managing and distributing primary "information" e-mail inbox items
- Managing signing in records for staff, regular visitors and contractors in accordance with safeguarding procedures
- Co-ordinate the production of school Newsletters.
- Provide Reception cover as necessary
- Filing of all documents retained in the school office and as directed by members of SLT
- Be responsible for the management of the school's First Aid Room and act as a First Aider in accordance with procedures; ensure that the First Aid Log is accurately maintained and adequate stocks of First Aid supplies are kept.



- Use the school's Management Information System, as appropriate, to obtain information and locate staff and students when necessary for example Fire Drill lists
- Ensure meetings and events are organised efficiently in appropriate venues in liaison with other teams including ICT facilities and Site Team as required.
- To be responsible for the management, administration and organisation of school visits in co-ordination with the Educational Visits Co-ordinator

General

1. Attend relevant courses and actively seek to broaden knowledge and skills relevant to responsibilities.
2. Establish and maintain good relationships with all stakeholders in order to promote the objectives of the school.
3. Undertake any other duties consistent with the post as directed by the Head of School and Director of Finance & Resources.

Note: This Job Description will be reviewed periodically.

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Person Specification

Post Title: Primary Administrator

| Criteria | Essential | Desirable | How Measured |
|---|---|---|---|
| <u>Qualifications</u> | <ul style="list-style-type: none"> ➤ Good educational background, with A levels (or equivalent) ➤ Excellent administrative skills ➤ Excellent ICT skills - fully conversant with Word, Excel, PowerPoint, Internet and Email | <ul style="list-style-type: none"> ➤ Administration/ Business qualifications | <ul style="list-style-type: none"> ➤ Qualifications ➤ Application Form ➤ Interview process |
| <u>Experience</u> | <ul style="list-style-type: none"> ➤ Experience of organising and prioritising workloads ➤ Experienced user of ICT, specifically Word and Excel ➤ Experience of working in a busy office environment ➤ Experience of organising and prioritising workloads and assisting others ➤ Experience of working in a team | <ul style="list-style-type: none"> ➤ Experience of working in a school environment | <ul style="list-style-type: none"> ➤ Interview ➤ Letter of application |
| <u>Knowledge, Skills & Understanding</u> | <ul style="list-style-type: none"> ➤ Excellent communication skills, oral and written ➤ Excellent ICT skills ➤ Ability to work with a high degree of accuracy ➤ Ability to work with honesty and integrity ➤ Ability to use own initiative ➤ Ability to prioritise workload and keep to deadlines ➤ Excellent organisational skills ➤ Ability to multi-task ➤ Good interpersonal skills ➤ Good listening skills ➤ Sensitivity and empathy ➤ Ability to remain calm when working under pressure ➤ Appreciation of absolute confidentiality of information received in school ➤ Understanding of Safeguarding | <ul style="list-style-type: none"> ➤ First Aid Qualified | <ul style="list-style-type: none"> ➤ Letter of application ➤ Interview process |
| <u>Other Requirements</u> | <ul style="list-style-type: none"> ➤ Ability to work flexibly ➤ Willingness to learn new skills and undertake training, as required | | <ul style="list-style-type: none"> ➤ Application |



| | | | |
|---|--|--|---|
| | <ul style="list-style-type: none">➤ Willingness to take a full and active role in school life➤ Cheerful disposition and good sense of humour | | <ul style="list-style-type: none">➤ Interview process |
| <u>Safeguarding Competencies</u> | <ul style="list-style-type: none">➤ Commitment to promoting and safeguarding the welfare of all staff and students➤ Demonstrates empathy for the concerns of others➤ Shows respect for other's feelings, views and circumstances➤ Seeks and uses professional support appropriately➤ Can demonstrate flexibility of approach➤ Shows a personal commitment towards safeguarding children | | <ul style="list-style-type: none">➤ Interview process |