



Edmonton County School

Educating our Community for Success

Receptionist/ Administrative Assistant

Scale 4

Permanent / Full Time

Required: September 2023

Cambridge Campus

Great Cambridge Road,
Enfield EN1 1HQ

Bury Campus

Little Bury Street,
Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Head of School: Paul Miller

About EdAct



EdAct

www.edmontoncounty.co.uk

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and from September 2022 both Salmon's Brook School (Special) and the EdAct Therapy Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you

Dr Susan Tranter

Chief Executive



Edmonton County School

www.edmontoncounty.co.uk

Ofsted Report

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller

Head of School

Job Description: Receptionist / Administrative Assistant



Post Title: Receptionist / Administrative Assistant
Grade: Scale 4
Hours: 36 hrs per week, 40 weeks per year (Term time plus 5 days)
Core hours are 8.15am to 4pm
(30 minutes unpaid lunch break)

Responsible to: Administration Manager, ultimately the Executive Headteacher

Basic Objectives of the Post: To assist in the smooth running of the Secondary Phase School Office under the supervision of the Administration Manager. To be the initial point of contact for the School Reception ensuring all school procedures are applied when greeting visitors. To provide cover for Welfare duties and staff absences as appropriate. This role is based at the Bury campus, however you may be asked to work across both school campuses.

Main Duties and Responsibilities:

1. To rotate duties daily between the school's Reception and Office admin.
2. To act as receptionist, ensuring school visitor procedures are followed, welcoming everyone in a friendly and professional manner ensuring the correct security procedures are followed.
3. To support Attendance Officer with the recording of students who are late or leaving school during the day, updating the database, and recording registers onto the system.
4. To obtain relevant information from the school's management information system (MIS), for use in correspondence (mail merge) and for staff when necessary: to look up pupil details, to generate class lists, year lists, labels, envelopes etc.
5. Update and enter student information when required on the MIS.
6. To provide typing and data input for staff as required, some of which is of a confidential nature.
7. Provide assistance with student files, which includes creating folders, obtaining files from Phase office for archive or to be sent on to new establishment.
8. To assist the Administrative Manager with admin related work for Admissions: Year 7 transition, appeals, and In Year Admissions.
9. To assist Administration Manager with writing and updating policies and procedures.

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Job Description: Receptionist / Administrative Assistant



10. To book meetings, monitor general school mailbox, complete references for previous students, and other Admin related duties as required by the Administration Manager.
11. Work with the catering and IT team with any day-to-day issues that arise.

The Office team, provide cover for the Welfare Assistant if necessary (with appropriate training) and any other administration positions which are scale appropriate where business needs require. As a member of this team you will need to provide basic medical assistance to all pupils and notify the correct staff member and/or parents as appropriate of the situation. In the event of more serious accidents inform senior staff, parents and request an ambulance if required.

As part of your contracted hours, you will be asked to work the occasional evening to assist with school events such as parents' evenings and during the school summer break to help ensure preparations for the new school term are in place.

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Other Duties

1. To ensure that Data Protection regulations are adhered to throughout the office, informing the Office Manager of any requests for information other than from approved agencies: DFE, LEA.
2. To exercise responsibility under the Health and Safety at Work Act as laid down or as amended from time to time by school procedures. To ensure all necessary records are accurate.
3. To uphold and further the school's equal opportunities policy and to carry out duties effectively and without discrimination.
4. Any duties on behalf of Edmonton County School.
5. Any other reasonable duties within the scope of this function and grading as directed by the Executive Headteacher, Head of School or line manager
6. To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.

Edmonton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.

Candidate Specification: Receptionist / Administrative Assistant



This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

- Demonstrable levels of numeracy and literacy equivalent to GCSE (Grades A*-C) or NVQ level 2
- Ability to work to tight deadlines.
- Proactive approach to managing tasks.
- Good communication skills both written and oral.
- Essential use of ICT and typing skills – ability to use Word and Excel confidently.
- Good interpersonal skills; the ability to liaise with outside organisations and agencies, students, parents and staff at all levels essential.
- Highly organised and willing to take on an active role in all aspects of the office
- Willingness to be flexible and to use initiative.
- Ability to work as part of a team.
- A first aid qualification or a willingness to be trained.
- The ability to deal with sensitive information discretely and confidentially.
- Experience of caring and working with young people would be an advantage.

How to apply

You can apply online by completing the application form:

www.edmontoncounty.co.uk/trust/vacancies/careers/current-vacancies/

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Head of School Paul Miller