

Rutlish School



Administrator Job Information Pack



Deadline: 9.00am on Wednesday, 21st August 2024



RUTLISH SCHOOL

Watery Lane, Merton, SW20 9AD

Headteacher: Ms Laura Howarth

Administrator

Grade:	ME5 Point 5-6
Salary	£27,030 to £27,438 Full-Time (Paid pro-rata, £21,181 to £21,501 Actual)
Hours:	30 hours a week over 4 days, 41 weeks per year (Term-time + INSET Days + 8 additional days)
Proposed Start Date:	ASAP
Contract:	Permanent
Responsible for:	School Administration
Responsible to:	Office Manager

Rutlish School has an exciting opportunity for an enthusiastic, self-motivated, confident and articulate “all-rounder” with good typing, computer and communication skills (knowledge of Word and Excel are essential). As part of the Administration & Support Team you will need the ability to develop good relationships with all stakeholders (students, parents, carers, staff and outside agencies). The duties of all Admin positions are varied and based upon the needs of the School.

What we can offer:

- Experience of working in an “Outstanding” oversubscribed school: In April 2017, Ofsted rated Rutlish as “Outstanding”. In April 2022 Ofsted carried out a Section 8 inspection and confirmed there has been no change to the overall judgement of outstanding. Rutlish School is proud to consistently be one of the top schools nationally, being in the **top 2%** of schools nationally for progress at GCSE and the top 8% for attainment. Rutlish is the **second highest** performing non-selective boys' school in the country for progress and the highest performing boys', non-selective school in London. Rutlish is the highest performing of all secondary schools in Merton and consistently achieves outstanding results.
- The School is set in a conservation area close to Wimbledon town centre, with excellent transport links; London Underground, British Rail, bus routes and the tram are all close by. There is also ample on-site free parking for staff coming by car.
- Other benefits of working for Merton include; membership of the Local Government Pension Scheme, access to the Employee Assistance Programme for you and your family, discounted membership to Merton leisure centres, employee discounts on a range of leisure activities, from days out to magazine subscriptions, as well as hair and beauty treatments, courses at Merton Adult Education, entertainment events and discounts at local restaurants. You could also benefit from Merton’s cycle-to-work scheme and have free membership to the Old Rutlishians Association who have events such as live acoustic nights and comedy nights.
- The benefit of regular professional development.

If you have a commitment to achieving high standards and would like to join our dynamic team, then we look forward to receiving your application. A Job Information Pack and application form can be found on the school website www.rutlish.merton.sch.uk. Completed application forms should be sent to jobs@rutlish.merton.sch.uk by **9.00am on Wednesday, 21st August 2024**. Interviews will be scheduled between 28th and 30th August. Please notify the School if you are unavailable during these dates.

No Agencies or CVs please as these will not be considered for shortlisting

We are committed to safeguarding and promoting the welfare of children, therefore all applicants are required to undertake an Enhanced Disclosure & Barring Service check. We fully support the London Borough of Merton’s Equal Opportunities Policy.

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Job Description

Post: Administrator
Scale: ME5
Responsible to: Office Manager

Main duties:

To assist the Office Manager in the provision of an efficient and effective support service for the school. Duties are commensurate with the Job Grade and may include the following tasks.

Administration duties:

- Provide administrative support as directed by the Office Manager
- Support the management of student admissions
- Undertake administration duties such as typing, using word and excel, Microsoft forms, using the School's App, provide general clerical/admin support e.g. photocopying, filing, complete standard forms and respond to routine correspondence and queries
- Supporting the Administration Team with the management and organisation of school events, for example, Induction Week and Parents' Evenings
- Support teaching staff with administration work
- Undertake Reception and switchboard duties as and when required
- Manage and maintain management information systems (SIMS)
- Be part of the team for collecting students' mobile phones
- Minute taking as required
- Communicating and responding to relevant stakeholders

Responsibilities:

- Be aware of and comply with policies and procedures relating to code of conduct, safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with student and staff First Aid and welfare, liaising with parents/staff etc. (First Aid training will be provided)
- Fire Marshall responsibilities (Training provided)
- Have a personal commitment to safeguarding and promoting the welfare of children and young people

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Person Specification



Post: Administrator
Scale: ME5
Responsible to: Office Manager

Knowledge, Skills & Aptitudes:

- High standard of general education including good written, verbal communication and numeracy e.g. to deal with enquiries by telephone or in person and to draft basic letters (E)
- Attention to detail and ability to keep accurate records and to maintain accuracy when dealing with repetitive tasks (E)
- Have a positive “can do” attitude (E)
- Typing speed of 50 words per minute (D)
- Good knowledge of Word/Excel, Google docs and a willingness to undertake further training (E)
- Ability to work under pressure and manage priorities (E)
- Ability to be flexible in a busy office environment (E)
- An ability to work confidentially, efficiently and on own initiative (E)
- Ability to work effectively as part of a team (E)
- Flexibility and adaptability to workload, working hours (E)
- A mature and sensitive manner and excellent inter-personal skills (E)
- The confidence and people skills needed to oversee and manage the behaviour of young people courteously and assertively (E)
- A commitment to inclusion and equal opportunities (E)
- Appropriate knowledge of the School’s first aid process (D)
- Ability to identify own training and development needs and co-operate with means to address these (D)
- Ability to self-evaluate learning needs and actively seek learning opportunities (D)

Experience:

- Of school administrative systems (e.g. SIMs, School Communication systems) (D)
- Of administrative procedures and routines in a busy office environment (E)
- Of using office equipment e.g. computers, photocopiers etc (E)

Qualifications:

- GCSE in English and Maths (E)
- First Aid (D)

Other Requirements:

- Commitment to comply with the Council and School’s Equal Opportunities and Health and Safety policies (E)
- Confidentiality is essential (E)
- Ability to work flexibly in response to the needs of the service including attendance at evening meetings and working school closure periods as required (E)