



THE RADCLIFFE SCHOOL

INSPIRE AND ACHIEVE

Administrator

£11.64 per hour

Candidate Information



ADMINISTRATOR

£11.64 per hour

We are looking to appoint a competent Administrator to work with our Partnership Support Office on a temporary basis. The ideal candidate will be a confident user of the Microsoft suite of applications, including Word and Excel. Tasks will include:

- Organising the Partnership calendar, including inputting dates to liaising with the print company.
- Updating the website.
- Supporting and contributing to the successful running of events.
- Publishing social media posts re offers activities etc.
- Collating school contact details in readiness for the new academic year.

We anticipate that the hours for this role will vary and be agreed on an ad hoc basis.

If you are a team player with a flexible approach and a positive, can-do attitude, we would like to hear from you.

The deadline for applications is Thursday 18 April 2024.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced Disclosure and Barring Service disclosure. We are an equal opportunities employer.

The Radcliffe School, Christchurch Grove, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

www.radcliffeschool.org.uk

Headteacher: Paula Lawson



PERSON SPECIFICATION

Specification	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Willingness to work flexibly when required. • Good numeracy and literacy skills / GCSE (or equivalent) in Maths and English. • Willingness to undertake induction training. 		Application form and interview
Experience	<ul style="list-style-type: none"> • Experience of working in a school, preferably a secondary school, would be beneficial. • Confident user of Microsoft suite of applications is essential. • Experience of website design is desirable but not essential. 		Application form and interview
Practical Skills	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills. • Effective written and oral skills. • Good communication skills. • Ability to relate well to children and adults. • Work constructively as part of a team, understanding school roles & responsibilities and your own position within these. • Team player. • Strong inter-personal skills. • Appropriate knowledge of first aid or willingness to attend course. 		Application letter and interview
Personal Attributes	<ul style="list-style-type: none"> • To be reliable, trustworthy and punctual. • To have a polite, friendly and flexible approach to work. • To have a good sense of humour. • To follow instructions • To keep calm and professional at all times. 		Interview and References

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to jo.moloney@radcliffeschool.org.uk, to arrive by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

