



Rumboldswyke Church of England
Primary School

**Administrative Assistant &
Playground Leader**



Closing Date for applications: Midday Thursday 9th March 2023

Interviews will take place week commencing Monday 13th March



Thank you for your interest in the post of Administrative Assistant and Playground Leader at Rumboldswyke Church of England Primary School.

The post is required from April 2023, and we are looking for a motivated, highly organised and impactful individual who shares our vision to provide a nurturing, creative Christian community. We believe that everyone, children and staff, should be given the opportunity to 'embrace life in all its fullness,' (John 10:10).

You will be joining the school at an exciting time of change as we grow to become an all-through primary. We are excited about our next chapter and we are keen to appoint someone with the drive and enthusiasm to truly embed our vision.

You will act as first point of contact at the school, dealing with front line enquiries, providing a professional and efficient reception service. The successful candidate will need excellent personnel and organizational skills and understand the responsibility of confidentiality. Applicants must have the ability to prioritise workload and work under pressure to meet conflicting demands and deadlines. You will be involved in all aspects of school life and play a valuable and supportive part assisting the other administrative staff to ensure the smooth running of the day to day functioning of the school. We are also looking for someone with good English and IT skills.

You would also be responsible for setting up, clearing away and supervising children at lunchtimes. Staff at Rumboldswyke School will be part of the wider Bishop Luffa Learning Partnership team. Together we are enthusiastically driving the school forward and building upon its achievements.

It is essential that you have a friendly disposition, enjoy working within a team and be dedicated to the needs of the school and most importantly, the children. Previous experience of working in a school environment is desirable and you should ideally hold a first aid at work qualification. However, training will be provided for the right candidate.

Rumboldswyke is a very special place to work where we strive to 'Love life, love learning and love God's world'. Before submitting the application you are strongly encouraged to visit the school.

Best wishes, Mrs Lisa Harris

Head of School



The Bishop Luffa Learning Partnership Vision

Our aim is to show every child what 'life in all its fullness' means.

Staff at BLLP commit to:

- ◇ Maximise aspirations and progress for all
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Rumboldswyke Church of England Primary School is a small primary school at the heart of Chichester. In October 2020, we became part of the Bishop Luffa Learning Partnership.

We currently have 78 pupils on role from EYFS to Year 4. In September 2022 we expanded to provide education from EYFS to Year 4. Our aim is to have a school of 119 by September 2024.



As a school we believe that children learn best when they see purpose in their learning. We explore our curriculum through 'learning experiences'. Each learning experience is rooted in a key question and three or four Christian values: these values are also linked to our daily worship programme. This is designed so children are able to explore and recognise values in different contexts, past and present, reflecting on what they mean for us today.



We strongly believe that for children to be truly engaged with their learning they must have an achievable goal. Having an authentic outcome is a key motivating factor to produce incredible work which children are excited about and intrinsically motivated to produce.

We try to engage our community as much as possible, e.g. displaying work in galleries and inviting our neighbours to an exhibition gives a real sense of purpose.

Presenting our work to BLLP students, parents, carers and governors or setting up a 'real-life' café gives a very clear message that we believe our children can do a professional job.



'Love life, love learning, love God's world'

Our vision is to provide a nurturing, creative, Christian community where everyone will achieve with confidence and enjoyment. We will nurture growth and development in all aspects of school life so that everyone will embrace 'Life in all its fullness,' (John 10:10).

Our school values:

Love - our core Christian value is central to every decision and action we take. We are all loved by God: in return we love life, love learning and love God's world. Three main Christian values underpin this: compassion, respect, hope.

Compassion – caring about someone else's feelings and trying our best to understand how others might be feeling, and offering to help that person

Respect – for others and our environment. We are all different and think differently but we are all special, and we celebrate our differences. We treat others as we would like to be treated.

Hope - we have high hopes and aspirations for our future, our school and community. We understand that faith gives us hope, and this hope brings confidence. We know that there is always a future whatever situation we are in, because God promised to never leave us, to always love us, and to help us in times of need.

The Staff and Governors of Rumboldswyke Church of England Primary School believe that children learn best when everyone who contributes to their education work together. Therefore, they believe that the School values are central to every decision made by our school community.





Job Description

Administrative Assistant / Playground Leader



Term-time only plus 5 INSET days

Monday to Friday 8.00am—3.30pm

35 hours per week

Grade 4 Point 5 £21,575 pro rata £17,347 actual salary

Responsible to: Head of School

Roles and Responsibilities:

- 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
- 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
- Respond to and send messages/emails promptly and accurately, passing on information as necessary
- Ensure the school calendar is kept up to date
- Maintain notice boards as necessary
- Collate and send out the weekly newsletter
- Maintain dinner/milk registers
- Complete lunch order forms
- Deal with outgoing post and incoming deliveries
- Maintain up to date free school meals entitlement, medical and emergency contact information
- Maintain up to date permissions for IT and photography
- Process documentation as required for various aspects of school life
- Support the maintenance of the school website to ensure it is compliant with DFE regulations
- Input pupil data in Arbor
- Get quotes and book school trips and transport ensuring best value for money
- Collect money brought into school for educational visits, photographs etc.
- Process correspondence and money for school trips, breakfast and after school clubs, KS2 lunch money
- Produce off site emergency packs for visits
- Check relevant insurance, tax and MOT details of staff and volunteers. Keep the register up to date.
- Deal with lost property
- Organise and distribute fruit to the classrooms
- Prepare milk for children and wash cups
- Complete the accident book / first aid (Training provided)
- Change clothes, cleaning and caring for personal needs of the children as appropriate
- Carry out any other reasonable duties which may be allocated by the Office Manager

- Liaise with trust staff for advice and support as appropriate
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy and other relevant school policies
- Control access to the school in line with the school's safeguarding procedures, including welcoming and signing-in visitors, 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
- Contribute to the safety of children and young people and protect them from harm

Lunchtime Playground Leader

Roles and Responsibilities:

- Support children in their play and model games for them to engage in
- Regular meetings with lunch staff to discuss the set-up of the playground equipment and importance of being in the correct place at the correct time
- Audit play equipment, ensure safe to play with and order more as required from Sports Premium budget
- Ensure Play leaders are supported to carry out their role.
- Establish safe and appropriate behaviour/play via effective intervention.
- Interact positively with the children, encouraging inclusive play.
- Work as a co-operative member of the team, liaising as necessary with other school staff.
- Supervise the movement of pupils to and from dining areas and in the playground/classroom (wet play), including dealing with any personal hygiene requirements.
- Maintain good order in dining areas.
- Assist pupils, where necessary, with the collection of food and return of plates, cutlery and cups.
- Assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- Assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- Assist in the setting up and removal of furniture where necessary.
- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- Complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- Maintain absolute discretion and confidentiality with regards to all sensitive and personal information
- Maintain vigilance and security in the school playground and perimeter fencing, reporting any concerns as appropriate
- Manage the use of equipment, for games and other activities, at lunchtime in line with school health and safety policy
- Organise staff for wet play

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS			
A good verbal and written command of the English language (including spelling and grammar)	✓		Certificates, application form and interview
Advanced MS Office skills (Word, Excel, Outlook)	✓		Certificates, application form and interview
TRAINING, EXPERIENCE AND KNOWLEDGE			
Able to work comfortably with repeated interruptions and unexpected requests	✓		Application form and interview
Able to produce accurate work and actively checks output	✓		Application form and interview
Works flexibly, able to prioritise and multi-task to meet deadlines in a busy environment	✓		Application form and interview
Able to use initiative, work as part of a team, happy to receive and accept direction/ delegation	✓		Interview
Evidence of having worked with children in some capacity; this could be as a parent/carer	✓		Application form and interview
Previous experience of working in a School environment		✓	Application form and interview
Qualified First Aider		✓	Certificates
Knowledge of Arbor		✓	Application form
Familiar with ordering office/adhoc supplies and stock control		✓	Application form
PERSONAL SKILLS AND ATTRIBUTES			
Confident and calm in handling questions and queries	✓		Application form and interview
Strong customer care skills and focus	✓		Application form and interview
Approachability and willingness to help (solution orientated)	✓		Interview
A discreet and diplomatic nature with respect for confidentiality at all times	✓		Application form and interview
Support and endorse the School's Christian ethos	✓		

*The school is committed to safeguarding and promoting the welfare of children and young people.
The successful candidate will be required to undergo an enhanced DBS check.*