



Candidate Briefing Pack

Office Administrator Apprentice





Hurstmere School is a popular non-selective secondary academy for boys aged 11 – 16, situated in Sidcup, a district in the borough of Bexley.

Our school is an inclusive place of learning that celebrates and welcomes diversity. Every member of our community is known, cared for, and valued for the contribution they make.

We aim to provide the very best educational experience for every single one of our pupils.

We work hard to provide this by:

- Having the highest academic standards and expectations for all our pupils, which celebrates success and promotes aspiration, so that pupils exceed their potential.
- Firing pupils' imaginations which fosters self-belief, resilience, and the ability to learn from failure.
- Providing a wide range of learning opportunities in and outside of the classroom for pupils to learn in a safe, supportive, creative, and happy environment.
- Working with a range of educational and supportive bodies to provide the best education and pastoral care possible, so all pupils believe and achieve, as well as looking after pupil's mental health and wellbeing.

We believe that it is essential that school is a challenging, inspirational, and transformational experience. We also believe that it must support parents in providing a moral framework for learners to live their lives by and that pupils perform to their best abilities when they feel supported, confident, and happy.

We are enormously proud of our academic, sporting, and cultural successes; however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school.

In addition to academic success, we also place extremely high value on the development of character; responsibility, ambition, honesty, confidence, compassion, and courage. This is targeted through a wide range of Learning for Life and extra-curricular opportunities, in tandem with the regular school curriculum.



OUR MISSION

Inspires us to go the extra mile every day to ensure our pupils 'Believe and Achieve'; to be the best that they can be.



OUR VISION

Is for our pupils to have high aspiration and confident self-belief, that with hard work and determination, there are no boundaries to what they can achieve; that our pupils believe in themselves and achieve their full potential.



OUR VALUES

Respect

Treating each other with dignity, courtesy, and respect; celebrating and welcoming diversity.

Teamwork

Creating an outstanding school community where we delight in learning, achieving, and growing together, working as a team.

Resilience

Resilience to face disappointment, learning from failure and adapting to change.

Ambition

To be passionate in our desire and determination to achieve success and exceed our potential.

Integrity

Acting with integrity and honesty so that challenges can be met whilst encouraging responsible decision making.

Leadership

Empowering pupils to work in partnership with each other, staff and with the wider school community.

Self-Belief

Where self-belief is nurtured, encouraging strength of character and a belief in our ability to be the best we can be.

The School has a large site with dedicated areas for each subject, including science laboratories, spacious technology workshops, computer suites and superb sports facilities.



Our commitment to learning is initiated on our growth mind set 'can do' culture. At Hurstmere School, achievement for ALL pupils through a rounded and inclusive approach is paramount. Pupils with special educational needs are empowered to and encouraged to succeed and reach their true potential.



Hurstmere School hosts the School Games programme for the whole of the borough of Bexley, having recently agreed to a request by the Youth Sports Trust to add the Northern half of the borough to our very successful and long-established School Games Network. The School Games is used to drive whole school improvement, supporting schools to develop cross curricular links, increase physical activity, and develop young people's personal and social skills, general well-being and raising standards across the school.



Job Description

Job Title:	Office Administrator Apprentice
Contract Type:	Full time, Fixed term (for the duration of the apprenticeship), Term Time Only + 1 week
Remuneration:	Apprentice Minimum Wage

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of an Office Administrator Apprentice as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

Staff uphold public trust in the school and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Key responsibilities:

- Ensure all visitors to the Main Reception area receive an efficient, professional and approachable welcome, in line with the ethos of the school, and deal with their requests and enquiries as appropriate with professionalism.
- Ensure correct signing in and out of visitors, staff and students, ensuring badges and any necessary information is issued.
- To log accurate information regarding late arrivals and report all information received to the Attendance Officer
- To deal with general student enquiries
- Receive, sort and distribute the school's post.
- Receive and distribute parcel deliveries and contact the relevant department.
- Production of reprographic material as directed by the Office Manager.
- To support other members of the administration function as required.

Administration

- Complete relevant school administration documentation
- To use IT equipment and software packages (Outlook Express, Word, Excel) to assist in delivery and management of site services and develop its provision

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Post: Office Administrator Apprentice

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • Maths & English GCSE or equivalent Grade C and above 	<ul style="list-style-type: none"> • First Aid training • Further qualifications or degree
Knowledge and Understanding	
<ul style="list-style-type: none"> • High degree of accuracy • Handle sensitive issues confidentially and demonstrate strong interpersonal skills • Analyse data to evaluate performance and plan an appropriate course of action for organisational improvement • Be an effective team member that works collaboratively and effectively with others • Deal successfully with situations that may include tackling difficult situations and conflict resolution • Ability to work alone aswell as lead a team • To undertake any training relevant to the role 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies. • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how these impacts on morale, high expectation, and high standards.
Characteristics and Competencies	
<ul style="list-style-type: none"> • Excellent communication including verbal and written skills • Competent with IT and other software packages such as Word, Excel and Powerpoint • Good organisational skills • Good time keeping skills • High expectations of self and high professional standards • The ability to handle a demanding workload and prioritise • A high level of accuracy and attention to detail • The ability to use initiative and be proactive • Personable 	

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| <ul style="list-style-type: none">• Excellent communication including verbal and written skills• A high level of integrity, confidentiality and discretion.• Excellent planning skills and the ability to take control of situations• Understands the importance of confidentiality and discretion.• Desire to undertake professional development within the role | |
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