



Stoke Newington School
& Sixth Form

JOB PACK

Enrichment Officer and Administration

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Job advertisement

Enrichment Officer and Administration

5 days a week Monday - Friday 9:00 - 17:00, 50 minutes lunch break,
All year round, permanent
Scale 6 £29,544.00 - £30,618.00

The School:

Stoke Newington School & Sixth Form is a “good with outstanding features” school. We pride ourselves in providing our students with inspiring and creative teaching and learning opportunities within the curriculum and through our programme of extra-curricular activities. We aim that every child aspires to and achieves excellence.

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential.

Applying for the role:

The closing date for receipt of applications is **midday Friday 4th June 2021**.



Job description

Job title: Enrichment Officer and Administration

Directorate: Stoke Newington School & Sixth Form

Reporting to: Assistant Headteacher

Grade: Scale 6 £29,544.00 - £30,618.00

Purpose of this post:

- To develop and manage the Schools extracurricular clubs, ensuring that a varied and interesting programme is in place
- To ensure that club fees and peri payments are invoiced and collected in within prescribed timeframes
- To support the Reception function as required and be placed in reception during the school holidays
- To assist the Head of Resources and Services in the management of the lettings contractor

Main duties and responsibilities

Direct Responsibilities:

- To lead and plan a varied and interesting club programme for Y7 to Y13 students in the school, which includes creative and sporting activities, at both lunchtime and afterschool, ensuring that the club programme meets the aims of the school strategy
- To lead, plan and deliver the autumn club fair and launch of spring and summer term club sessions
- To ensure clubs are well publicised to all students via display, communication, letters
- To manage attendance records for the clubs, including recommendations re changes to clubs depending on attendance
- To produce regular management reports on club attendance and to make recommendations for other activities as required
- To ensure that clubs are accessible to all students and that there is participation from all student groups, particularly disadvantaged students
- Produce regular reports on the club programme, participation rates and recommendations for SLT and Governors

- To invoice parents for payable clubs and music lessons, ensuring that payments are collected within a prescribed timeframe
- To identify, manage, evaluate and brief club tutors on their roles and responsibilities
- To arrange club cover as required
- To manage and authorise pay claims for club tutors
To create and maintain standard documentation for club procedures including guidance notes for tutors, records management, health and safety notes, payment schedules and student and parent engagement
- To write regular updates for the website on club activities
- To liaise with Facilities and External lettings manager regarding any out of use
Provide reception and switchboard support to the school as required

Administration:

- To manage an efficient reception service for the school, dealing with all callers, both on the telephone and in person, promptly and courteously during the school holidays.
- To provide administrative support to the school and report to the office manager during the school holidays.
- To cover Reception duties in the event of staff absence as directed by Line Manager

Trips:

- Ensure that trips are planned according to school policy
- Make bookings with travel agents and venues, and arrange transport
- Keep up to date with school trip best practice and legislation to ensure health and safety and safeguarding requirements are met
- Upload relevant trips on internal system for approval
- Evaluate trips procedure and suggest improvements for the future

Music Peri Administration:

- To ensure that instrumental lesson fees are invoiced and collected in within prescribed timeframes
- To manage music peri payment records, including recommendation depending on attendance and payments.
- To communicate with parents/carers about payment schedules each term via invoicing through letters/e-mails and telephone conversations.
- To keep a log of any communications with parents/carers.
- To upscale any persistent non-payments from parents/carers after 3 attempts of communication.
- Run reports on parent pay to cross reference current and overdue payments.
- To keep an up-to-date record of payments and follow-up those who have not met the deadline.
- Liaise with second in charge of music regarding any changes made to the system.

Lettings Administration

- Assist the Head of Resources and Services in managing the outsourced lettings contractor
- Liaise with the lettings contractor on day to day operational matters
- Assist in the co-ordination of School and Lettings use of school facilities out of hours ensuring double booking and clashes are avoided

- Ensure a constructive relationship between external users of school facilities and the school
- Assist the Head of Resources and Services in reviewing the performance of the lettings contractor

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements

- Enhanced DBS check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

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Person Specification

	Essential	Desirable
Qualifications	✓	✓
Minimum of 5 A*-C GCSEs including English and Maths.	✓	
A A First Aid and Fire marshal qualification or willingness to undertake these qualifications	✓	
Experience		
Experience of providing direct customer care using a variety of methods, this must include communication of information	✓	
Experience of planning, monitoring and evaluating events or activities	✓	
Experience of managing staff	✓	
Experience of developing services in a school or community setting for children and families	✓	
Experience of working successfully in a team	✓	
Knowledge		
Awareness of Health and Safety and Safeguarding procedures in School		✓
Skills		
Excellent interpersonal skills and to be able to communicate effectively verbally and in writing	✓	
Effective in the face of difficult situations and pressure	✓	
Excellent numeracy/literacy skills.	✓	
Effective use of ICT and specialist equipment/resources	✓	
Ability to monitor outputs and outcomes, evaluate projects and report results	✓	
Good personal and time management skills and ability to prioritise and meet deadlines	✓	
Experience of using SIMS	✓	
Ability to work using own initiative and with minimal supervision.	✓	
Ability to relate well to children and adults.	✓	
Commitment to continued personal development	✓	
Displays commitment to the protection and safeguarding of children and young people.	✓	

