



Olive Academies

Administration Assistant

OA-Havering

- NJC Scale 6 - £17,415 - £21,046
- Pension Scheme
- OA benefits package

[Apply now](#)

To arrange an informal discussion or to visit the academy, please phone 01708 478892

About OA-Havering

Based in the London Borough of Havering, our academy specialises in alternative provision and special educational needs, supporting up to 40 pupils on our roll for whom traditional teaching methods have not worked. Students join us following permanent exclusion from a mainstream school or due to medical needs, or social, emotional and mental health needs, that prevent them from attending a mainstream setting.

Our mission is to provide our pupils with creative, nurturing and inspiring opportunities which re-engage them in learning. By providing a safe and engaging environment, we endeavour to remove barriers and promote the opportunity for students to excel and reach their full potential. We provide a broad and ambitious curriculum, catered to the needs of each individual, delivering the knowledge and skills that our pupils need to succeed in education and beyond. The fundamental principles of our curriculum are:

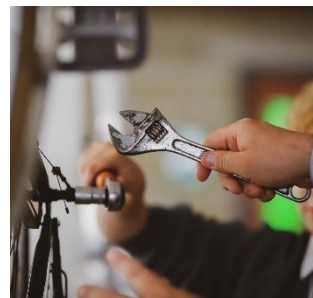
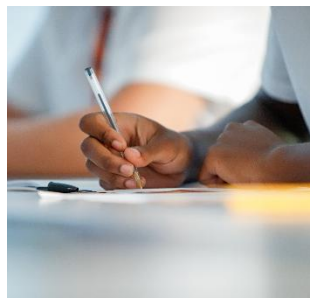
- Giving students real-world experiences.
- Creating a pathway to post 16 education, employment or training.
- Delivering outstanding learning and teaching.
- Offering rigorous and high-quality critique and feedback of students' work.
- Developing dynamic leadership – including staff and student leadership.
- Maintaining a culture of respect.

Working in alternative provision can be challenging but with it comes great rewards. This is your chance to improve the education, and lives, of some of the most vulnerable children and young people in London.

If you have the experience and enthusiasm to make a lasting difference to the students we support, we would love to hear from you.

Thank you for your interest.

Tony Machin
Executive Headteacher



"Olive Academies is far removed from any mainstream setting. It allows for a **contemporary approach** to teaching and **supporting the individual** and diverse needs of young people. "

"I like the fact that **leaders are open-minded** and always **happy to listen.**"

"Working at Olive Academies is such a **rewarding opportunity**, supporting students with complex needs and **making a difference** in their lives where lots of people have given up on them."

"This is such a **special and unique** place to work."

"I love the **flexibility** that comes with working here. You can **tailor the curriculum** to suit the needs of each student. The young people we support experience many obstacles in their life and it is such a good feeling seeing students overcome these to **succeed in their learning.**"

Job description

We are looking for a part-time Administration Assistant to support the administration team and to be the first point of contact for all visitors and all telephone enquiries. The postholder will:

- assist with general office administration such as photocopying, filing, signing for and accepting deliveries, receiving phone calls and directing or taking messages
- maintain visitors' safeguarding administration
- maintain name badges for all staff and organise and distribute all keys and access control passes
- assist school community with all general enquiries
- manage the academy email box
- help provide an orderly, friendly and calm environment for parents, staff, children and visitors
- assist with all aspects of arrangements for visitors to the school, including external agencies and visits from Ofsted, DfE, HMI
- deal with daily routines; communicate with parents and classroom teachers regarding attendance, absences, illnesses and collection arrangements, prioritising where necessary
- support the office manager to develop and deliver a public relations service to the school both externally and internally, including development of external links and opportunities for marketing
- undertake typing and word processing as needed in producing and effectively distributing information letters to children, parents /carers
- fulfil wider professional responsibilities
- support the office manager during GCSE exam series
- liaise with parents regarding accidents, emergencies or general illness and the recording and processing of pupil medication
- undertake administrative duties relating to purchase orders
- set expectations and maintain a positive and safe learning environment
- use the 'Dare to be Olive' approach to ensure that high expectations for behaviour are maintained
- act on child protection concerns immediately; read, understand, and implement OA's safeguarding policy and procedures, and Keeping Children Safe in Education
- be a role model for our students, showing leadership, resilience, and empathy
- work with parents, carers, local schools, and outside agencies to ensure each student's needs are best met
- work closely with the SLT team to provide administrative support as and when needed
- organise meetings in school with the relevant school senior leader and outside agencies
- support the trust's values and ethos by contributing to the development and implementation of policies, practices, and procedures

Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

Measurements: A = Application, I = Interview, R = Reference, T = Task

Qualifications and Training

Minimum of Level 2 Maths and English GCSE or equivalent	A	Essential
First Aid training	A	Desirable
Evidence of CPD and recent training which enhances administrative practice	A	Desirable

Experience

Evidence of working in an office environment	A	Essential
Experience of working collaboratively with others	A, I	Essential
Experience of working in a school environment	A	Desirable

Knowledge

Detailed knowledge of IT systems; competent user of Office 365 (Word, Excel, SharePoint), computerised accounting systems and Management Information Systems	A, I, T	Essential
An understanding of disadvantage and working in challenging environments	A, I	Desirable
Knowledge of purchase ordering, invoicing and petty cash	A, I	Desirable
Knowledge of academy's safeguarding procedures	A, I	Desirable

Skills and Abilities

Strong analytical, strategic, interpersonal and thinking skills	A, T, I	Essential
Ability to work under pressure and prioritise effectively	A, T, R	Essential
Excellent writing skills and numeracy skills – with excellent attention to detail	A, I, T	Essential

Personal Aptitude

Personal and professional resilience in the face of challenging situations	A, I, R	Essential
Self-motivated, productive, diligent, and thorough	A, I, R	Essential
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the academy	A, I	Essential
Commitment to own personal and professional development	A, I	Essential
Empathy with the needs of children	A, I	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
A commitment to the vision, values, aims and objectives of Olive Academies	A, I	Essential
A personal commitment to promoting inclusion, diversity and access	A, I	Essential

Transform young lives with Olive Academies Trust

Thank you for your interest in working with Olive Academies.
We look forward to receiving your application.

[Find out more and apply.](#)

   oliveacademies.co.uk