



# The Rowans AP Academy

## Recruitment Pack Admin Assistant



# Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



**Owen McColgan**  
Chief Executive  
The Howard Academy Trust



# THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme &amp; Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Located in Rainham, Kent



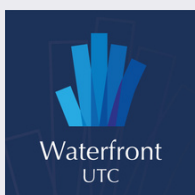
**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Located in Rainham, Kent



**Thames View Primary School**  
450 Pupils on Roll  
Located in Rainham, Kent



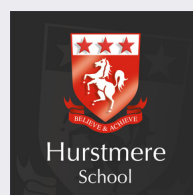
**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



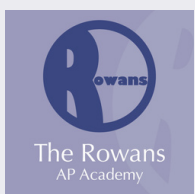
**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



**The Abbey School**  
1,100 Pupils on Roll  
Located in Faversham, Kent



**Hurstmere School**  
960 Pupils on Roll  
Located in Sidcup, London



**The Rowans AP Academy**  
93 Pupils on Roll  
Located in Chatham, Kent

# Welcome to The Rowans AP Academy



The Rowans AP Academy is a provision which enables young people to change the direction of their lives. Through a trauma informed approach, positive relationships and a strong focus on our core values of kindness, commitment and resilience, all pupils have the opportunity to re-engage with education, taking ownership of their lives and their choices.

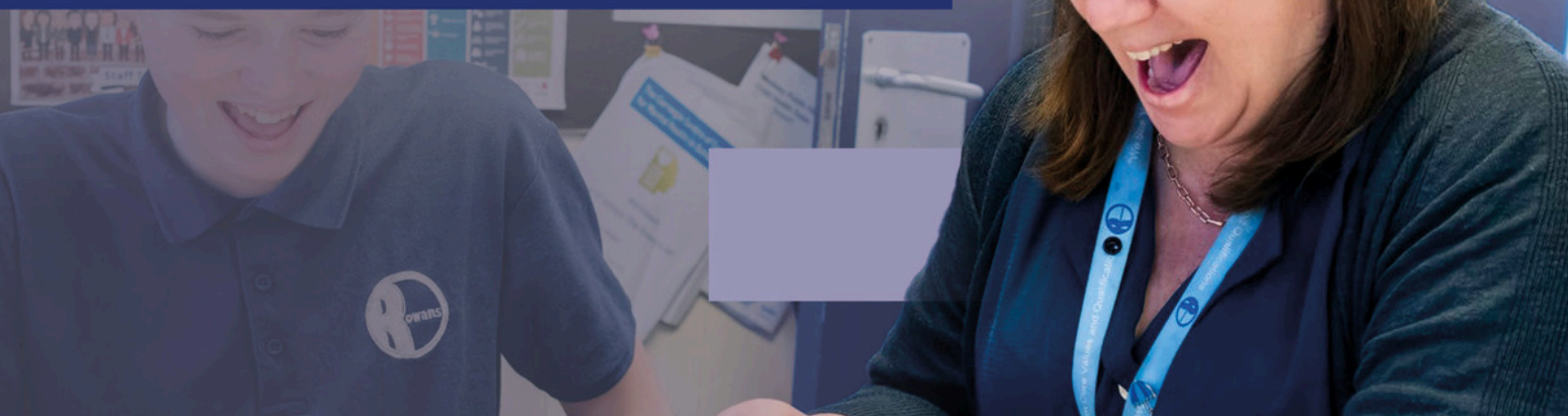
The Rowans AP Academy supports pupils who struggle with conventional education or, due to particular changing and often traumatic events in their lives, need a period of time in an alternative provision.

We offer alternative provision with a firm focus on supporting, engaging and raising the aspirations of every pupil. Through a bespoke combination of a challenging, engaging and progressive curriculum, a tailored interventions programme and cultural capital activities, we can ensure that every pupil has the opportunity to experience success and make progress.

*Mrs May, Principal*

## Why choose The Rowans?

- Opportunity to work with small classes, with a focus on raising aspirations of every pupil.
- An Ofsted 'Outstanding' Rated school, with positive pupil/teacher relationships.
- A rewarding work environment, where you will help change the direction of our young people's lives.



# Job Description

<b>Post:</b>	Admin Assistant
<b>Location:</b>	The Rowans AP Academy
<b>Function/Department:</b>	School Administration
<b>Grade/Salary:</b>	NJC D2 4 - 11
<b>Responsible to:</b>	Principal

## Core Purpose and Scope

To provide efficient administrative and reception support to the school, with a particular focus on supporting the primary provision, pupils, families and teaching staff. The postholder will contribute to the smooth running of the school office and provide high-quality customer service to all stakeholders

## 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

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

## Key Responsibilities:

### Reception and Visitor Services

- Provide a welcoming and professional reception service for visitors, parents, carers, pupils and external agencies.
- Operate visitor signing-in procedures and issue visitor badges in accordance with safeguarding requirements.
- Answer telephone calls, take messages and direct enquiries appropriately.

- Receive, sort and distribute post and deliveries.
- Deal with routine pupil, parent and visitor enquiries.

### Primary Provision Support

- Provide administrative support to the Head of Primary Provision.
- Assist with communication between school and families.
- Prepare letters, forms, reports and other documentation as required.
- Support administration relating to pupil admissions, transitions and school activities.
- Assist with the organisation of events, trips and enrichment activities within the primary provision.

### Attendance and Pupil Administration

- Support daily attendance administration processes.
- Record and communicate pupil absence information in line with school procedures.
- Prepare attendance-related documentation as directed.
- Assist with maintaining pupil records and updating management information systems.

### General Administration

- Complete routine administrative tasks including filing, scanning, photocopying and data entry.
- Maintain accurate records and administrative systems.
- Assist with the preparation of school correspondence and communications.
- Support the maintenance of accident, first aid and incident records.
- Assist with archiving and record management processes.
- Provide administrative support to teaching and support staff as required.

### Financial and Operational Support

- Assist with the collection and recording of trip payments and other income on Arbor.
- Support the maintenance of catering and meal records.
- Assist with administrative tasks relating to school events and activities.

### General Responsibilities

- Maintain confidentiality and comply with data protection requirements.
- Follow school safeguarding policies and procedures.
- Comply with all school policies and procedures.
- Work collaboratively as part of the wider school team.
- Undertake any other duties appropriate to the grade of the post as directed by the Senior Receptionist & Administration Assistant or Principal.

This job description contains the principal accountabilities relating to this post and does not describe in detail all the duties required to be carried out.

The above list of responsibilities is not exhaustive and the postholder may be required to undertake other duties appropriate to the grade of the post.

### Personal Qualities

- Willingness to undertake further relevant professional training.
- Ability to work with initiative and to tight deadlines and to show resilience under pressure.
- Ability to undertake a range of tasks and to prioritise effectively
- Good organisational and time management skills
- Recognise the need for confidentiality in their work
- Committed to safeguarding and promoting the welfare of children and young people
- Commitment to working as part of the whole school team and supporting its vision and aims.
- A genuine ambition and interest in improving the life choices for our children and young people

### Management

- This post does not have any management responsibilities.

### 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.

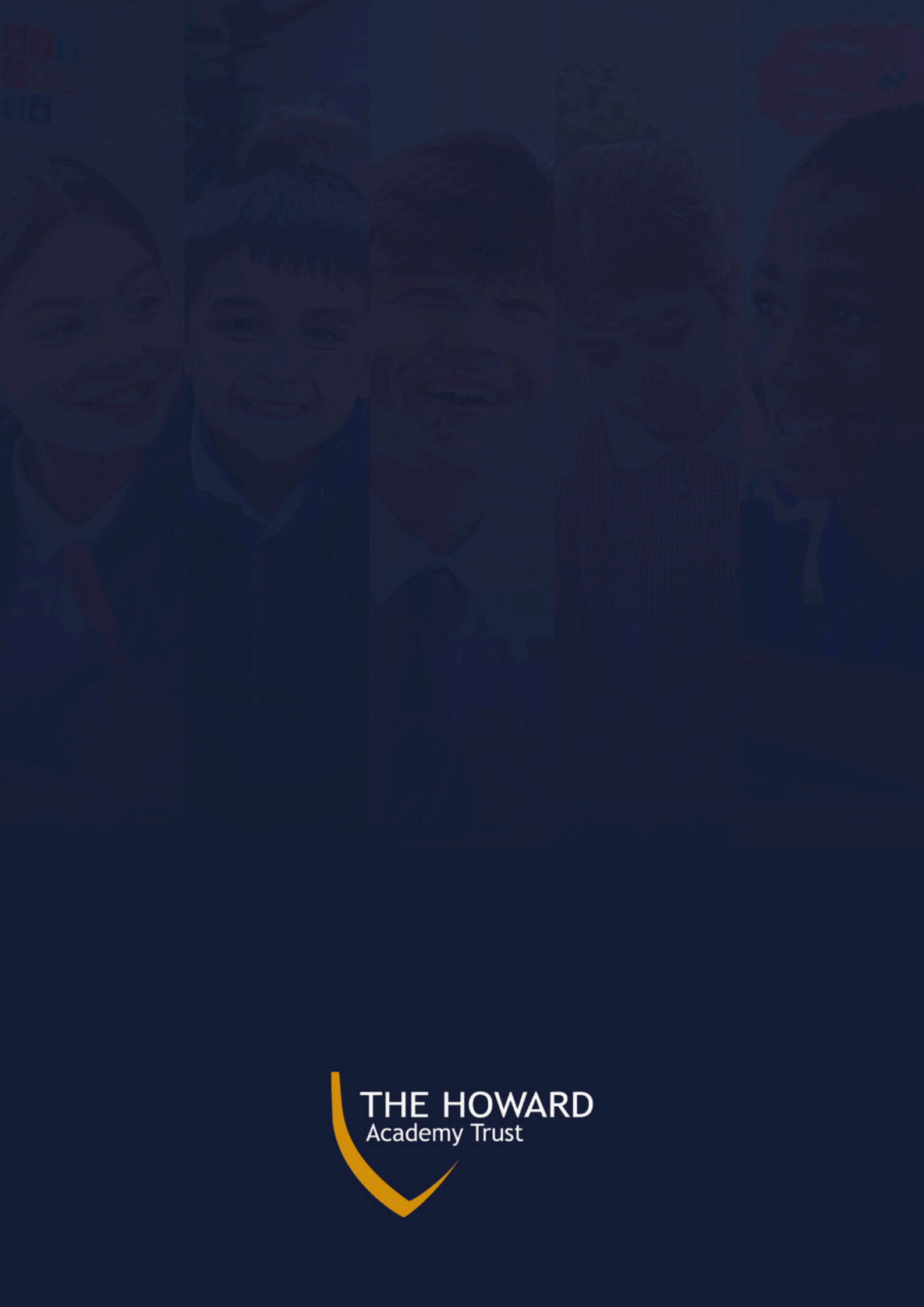
This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation 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 Principal 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

Under the specific headings below, detail the key requirements for the post-holder to be successful in the role;

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> <li>• Maths &amp; English GCSE or equivalent Grade C and above</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of ongoing Professional Development</li> <li>• First Aid Training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working within an administrative setting</li> <li>• Experienced in using a Management Information System such as Arbor or other equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• High degree of accuracy</li> <li>• Ability to manage time effectively to complete tasks to a high level</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Be flexible to changing demands of the post</li> <li>• To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies</li> <li>• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Excellent communication including verbal and written skills</li> <li>• Competent with IT and other software packages such as Word, Excel and Powerpoint</li> <li>• Good organisational skills</li> <li>• Ability to create a happy, challenging and effective learning environment</li> <li>• A solution-focused mindset and determined “no-excuses” approach to raising standards</li> <li>• A personable nature to build effective relationships</li> <li>• Ability and keenness to promote the Trust’s positive culture and ethos</li> <li>• A high level of integrity, confidentiality and discretion.</li> <li>• Ability to develop good personal relationships within a team, making an effective contribution to high morale</li> </ul>	



**THE HOWARD**  
Academy Trust