



**Job Pack**

**Administrative Assistant**



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September 2026

Dear Applicant,

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The SEARCH Education Trust is built upon these core principles:

- **Subsidiarity:** The Central Trust undertakes only those functions that are better managed collectively to enhance quality, efficiency, and sustainability.
- **Empowerment:** We equip schools and young people to overcome challenges posed by background, personal circumstances, or characteristics, inspiring them to become leaders and advocates for justice, fairness, and equity.
- **Autonomy:** Within a framework of shared understanding, we encourage freedom and independence, balanced by accountability and a unified purpose.
- **Resilience:** We embrace challenges as opportunities to innovate, adapt, and build stronger foundations for the future.
- **Community:** Celebrating diversity and difference, we bring people together to work for each other's benefit, focusing on the humanity that unites us all.
- **Honesty:** Transparency and openness are at the heart of what we do, fostering mutual trust, enabling good listening, and supporting sound decision-making.

These principles form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

**Mrs Elen Roberts**  
**Executive Headteacher**  
**For and on behalf of SEARCH Education Trust**



## Job description

|                       |                                                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------|
| <b>Post</b>           | <b>Receptionist / Administrative Assistant</b>                                                   |
| <b>Grade</b>          | <b>Scale 4 £30,288 to £31,611 pro rata actual salary £27,532.96 to £28735.61</b>                 |
| <b>Contract</b>       | <b>Fixed Term Contract to Friday 18th December 2026 (with potential for this to be extended)</b> |
| <b>Hours</b>          | <b>36 Hours - Term time only</b>                                                                 |
| <b>Responsible to</b> | <b>PA to SLT and Head of Customer Service</b>                                                    |
| <b>Accountable to</b> | <b>PA &amp; Senior Leadership Team</b>                                                           |
| <b>Start Date</b>     | <b>As soon as possible</b>                                                                       |

### **PURPOSE OF THE ROLE**

To provide high quality, effective and efficient clerical support and provide a welcoming front of house for our busy school office.

Welcome to The Grove School, we provide specialist learning and support to pupils aged 5-19 with a primary diagnosis of autism. Our vision is to 'Inspire Excellence, Champion Potential and Empower Learning'.

We are looking to appoint a Receptionist / Administrative Assistant to be the first point of contact for the school, dealing with callers/visitors in a polite, friendly and helpful manner.

The successful candidate will be professional and efficient, have excellent interpersonal skills, a positive outlook and a calm and friendly manner. They will be responsible for the Front of House to ensure that it is run efficiently and effectively and is presentable at all times. They will have excellent personal skills to actively develop positive, supportive relations with visitors, staff, students and parents.

### **About our school**

At the Grove we are the only school in Haringey that caters for students aged 5–19 who have a primary diagnosis of autism. Many of our students may have additional needs including a learning need, speech and language difficulties or social communication differences. Our students' communication abilities span a wide range. Some of our students are developing their early social skills/are at the early stage of language development and some of our students are verbal and may sit GCSEs.

We aim to enable every child to flourish by encouraging and building upon their unique strengths and interests. We recognise that every child is different, and every individual child is always our starting point. In addition to academic achievement, the focus is on developing every child's social, emotional and personal development. This is supported by ensuring every child strengthens their independence and living skills which are key to building their confidence and self-esteem. We use a range of different strategies and interventions to support students' communication, social and emotional



development including SCERTS, colourful semantics, attention autism, zones of regulation, Makaton, smILE and various different AAC systems. Our students have access to a team of skilled teachers, therapists, and professionals who work together to ensure each child has a learning programme tailored to their specific needs. Families are offered the support and advice they need to feel confident and informed about their child's needs and future prospects.

## **Job Description and Main Duties for Receptionist / Administrative Assistant**

### **Reception**

- To provide a warm welcome for parents, visitors and colleagues and deal with their requests in a helpful, efficient and professional manner.
- To answer the telephone in a friendly and professional manner and record and pass on messages accurately and promptly to the relevant member of staff.
- To answer the intercom CCTV system and check identification of any visitors before they enter the premises, ensuring that they have a valid reason for the visit, whilst having a high regard for security.
- To ensure that vetting details for Agency staff correspond to the agency staff that report to the Grove; check/record their DBS numbers and make a note of their photo I.D.
- To ensure visitors sign in/out and are provided with the correct badge.
- Handle minor queries and refer more serious matters to the appropriate member of staff.

### **Administration**

- Manage all incoming/outgoing posts, ensuring that they are stamped and distributed to the appropriate member of staff.
- Ensure that all emails that come into the office email are forwarded to the appropriate member of staff.
- Receive and check deliveries and ensure they are delivered to the relevant staff.
- Maintain accurate pupil information/files on the MIS system.
- To undertake filing and photocopying; to assist users with the operation of the photocopier including changing toners and attempting to resolve issues.
- To be responsible for the maintenance and monitoring of the photocopiers and printers.
- To liaise with the Office Manager and Premises Manager when deliveries arrive.
- Arrange translators for parents who do not speak English as their first language.
- Ordering
- Maintain Parentpay for staff and pupil lunch payments and updating where necessary.
- Stock control.

### **General**

- To ensure that the reception and waiting areas are welcoming, clean and tidy.
- To provide refreshments for visitors as and when required.
- To comply with and support the implementation of policies and procedures relating to Safeguarding, Child Protection, Health & Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person and logged on the school reporting system.
- To respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act.
- To uphold and further the Trust's Equal Opportunities policies and to deliver effective and appropriate services fairly and without discrimination.



- To complete administrative tasks as recommended and under the direction of the office manager and senior leadership team.
- To attend training as required commensurate with the post

Undertake any other reasonable duties commensurate with the grade as determined by the Office Manager and SLT.

### **Safeguarding Children**

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

### **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed: .....

Signature of postholder: .....

Name Of postholder: .....



## Person specification

|                                                                                                | Essential | Desirable |
|------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Experience and Knowledge</b>                                                                |           |           |
| Excellent written and spoken communication in English (Minimum English GCSE A-C or equivalent) | ✓         |           |
| Good mathematical ability (Minimum Maths GCSE A-C or equivalent)                               | ✓         |           |
| Excellent ICT skills including use of Word, Excel, Google docs and Email.                      | ✓         |           |
| Ability to maintain and upload information on school website                                   |           | ✓         |
| Ability to review own work and practice                                                        | ✓         |           |
| Ability to use initiative and work without supervision                                         | ✓         |           |
| Secretarial and administrative experience                                                      | ✓         |           |
| Experience or confidence in using technology and social media                                  | ✓         |           |
| First aid training                                                                             |           | ✓         |
| Familiarity with Bromcom or other MIS systems                                                  |           | ✓         |
| Familiarity with Schools Office                                                                |           | ✓         |
| Shorthand or ability to minute take and reproduce minutes                                      |           | ✓         |
| Willingness to undertake further training relevant to the post                                 | ✓         |           |

|                                            |   |  |
|--------------------------------------------|---|--|
| <b>Personal Skills and Attributes</b>      |   |  |
| Be professional and Responsible            | ✓ |  |
| Reliable, Punctual and trustworthy         | ✓ |  |
| Highly organised and ability to prioritise | ✓ |  |
| Ability to respect confidentiality         | ✓ |  |
| Ability to act on own initiative           | ✓ |  |

|                                                                                               |   |   |
|-----------------------------------------------------------------------------------------------|---|---|
| Be flexible and adapt quickly in times of change                                              | ✓ |   |
| Sense of humour                                                                               | ✓ |   |
| High expectations of self and others                                                          | ✓ |   |
| Commitment to learning                                                                        | ✓ |   |
| Ability to manage and prioritise a varied workload, work under pressure and achieve deadlines | ✓ |   |
| <b>Working with Young People and SEND</b>                                                     |   |   |
| Demonstrate empathy and kindness                                                              | ✓ |   |
| Commitment to developing and maintaining good relationships with children and staff           | ✓ |   |
| Ability to deal calmly and compassionately with difficult situations                          | ✓ |   |
| Ability to understand pupils' emotional and social needs                                      | ✓ |   |
| Motivation to work with children and young people, particularly those with SEND               | ✓ |   |
| Experience within an SEND setting or working with children or young people with SEND          |   | ✓ |
| Ability to develop and maintain appropriate relationships and boundaries at all times.        | ✓ |   |
| <b>Professional Working</b>                                                                   |   |   |
| Able to work in a team and to establish good working relationships with colleagues            | ✓ |   |
| Able to maintain professional and trusting relationships with parents/carers                  | ✓ |   |
| Be Supportive and work Cooperatively with others                                              | ✓ |   |
| Confident and able to challenge and accept challenge in professional way                      | ✓ |   |
| <b>Equal Opportunities</b>                                                                    |   |   |
| A determination to ensure that all students are given the chance to succeed.                  | ✓ |   |
| Commitment to equal opportunities for all.                                                    | ✓ |   |
| Show a commitment to the safety and welfare of all children and young people at the school    | ✓ |   |



The Grove School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will, therefore, be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

**Receptionist / Administrative Assistant**

**Salary: Scale 4 £30,288 to £31,611 pro rata actual salary £27,532.96 to £28,735.61**

**Location: Haringey**

**Contract Term: Term time only, 36 hours per week (Monday - Friday 8:30am - 4:30pm)**

**Fixed Term Contract to Friday 18th December 2026 (with potential for this to be extended)**

**We are happy to consider part-time applications.**

**Closing Date: 9 a.m. on Friday 18th September.**

**Interview date to be confirmed**

The Grove School is a brand new special school for young people with autism opened in September 2018 in Haringey as part of the SEARCH Education Trust. We have a dedicated staff team who work hard to ensure our pupils are supported to achieve their full potential. Community values and partnership are at the heart of what we do and we are all immensely proud to be part of this successful school.

We are looking to appoint a Receptionist / Administrative Assistant to be the first point of contact for the school, dealing with callers/visitors in a polite, friendly and helpful manner.

The successful candidate will be professional and efficient, have excellent interpersonal skills, a positive outlook and a calm and friendly manner. They will be responsible for the Front of House to ensure that it is run efficiently and effectively and is presentable at all times. They will have excellent personal skills to actively develop positive, supportive relations with visitors, staff, students and parents.

You can access some virtual tours and our prospectus on our website at [www.thegroveschool.co.uk](http://www.thegroveschool.co.uk)

Completed application forms should be submitted via my New Term.

Interview date to be confirmed.

**NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.**