



# Student Support Administrator Invicta Grammar School



## 1. INTRODUCTION

### 1.1. OUR TRUST

Our Academy consists of an exceptional cluster of primary and secondary schools at the heart of our local community, based in the Maidstone and Malling area of Kent. The Trust was legally established as a Multi Academy Trust on 10 March, 2011.

VIAT believes in benefits of cross phase education, whereby all pupils, regardless of background, have a broad curriculum by specialist teachers across all ages; thereby enabling children to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils. Our children only get one chance in their education and it is our responsibility to provide the very best for them.

All our schools have a strong, inclusive and cohesive ethos reflecting on the schools' world class vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate them, enable them to grow in confidence and cultivate thinking skills and creative potential beyond typical expectations.

This secure foundation ensures an ethic of aspiration, a broader commitment to, and proactive engagement in, wider society; enabling our pupils to be fully ready – academically and personally – for their transition from primary into secondary school and a life-time of influence beyond.

### 1.2. OUR VISION

#### **The Trust Vision is to:**

- Aspire to be an exceptional cluster of primary and secondary schools at the heart of our local community.
- Achieve our vision by bringing together a family of local schools - each with their own context, ethos, strengths and areas for development - to work together to enable every single child, and every member of our team, to be the very best they can be.

#### **The Goals of the Trust are to have individuals who:**

- Are lifelong learners of character.
- Are creative thinkers and innovators.
- Are collaborative and independent problem solvers.
- Are responsible and active role models/citizens.
- Have a global outlook.

### 1.3. OUR ETHOS

At Valley Invicta Academies Trust, we put the children we teach at the very centre of all we do. We are deeply aware that children only get one chance at their education. Our staff, equally, are at the heart of our schools. Parents/carers and governors are proactively involved in school life and the local, national and international community are an integral aspect of student and staff engagement.

Teamwork lies at our core: our entire community – students, staff, and parents work together and recognise the roles they play and the strengths they bring. Everyone has their voice heard; everyone is nurtured and cared for. We are ambitious and work hard to help enable excellence for all.

## 1.4. OUR VALUES

- Integrity;
- Collaboration;
- Excellence.

## 1.5. INVICTA GRAMMAR SCHOOL

Invicta Grammar School is a popular and outstanding 11–18 selective girls’ school which welcomes boys into the Sixth Form. With over 1600 students on roll, including nearly 400 in the Sixth Form, our school is widely recognised as a beacon of excellence, innovation and collaboration.

Invicta is committed to the quality of care and education for all students and, through personal development, we prepare our students for the world of work in the modern world. I hope you share our excitement for the range of opportunities on offer and our passion for the Art, Music and Sport as we strive to give our students the best chance to develop confidence, leadership and emotional intelligence.

At Invicta, we seek to develop the skills, talents and interests of all our students as individuals. We have high expectations and high aspirations for all and our vision is one of academic excellence in a supportive, inspiring and caring environment. Our students love learning and achieve outstanding examination results, making us the best secondary school in Maidstone and a national centre of excellence.

If you are passionate about working in a dynamic team to provide inclusive support to enable students to have full and effective access to the secondary school curriculum, we would love to hear from you.

Come and join our dedicated team of professionals who are always willing to support new staff in the best interests of our students. Our school continually evolves in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities. New opportunities, including career progression, are actively sought for all staff across the school. Collaboration with like-minded colleagues across the Multi-Academy Trust (VIAT) is set up to provide: networking, support, quality assurance and friendship. If you think you would thrive in this environment we want to meet you.

To learn more about Invicta Grammar School, please visit our website [www.invicta.viat.org.uk](http://www.invicta.viat.org.uk)

To apply, please download a copy of the application form and email to: [n.fitzgerald@invicta.viat.org.uk](mailto:n.fitzgerald@invicta.viat.org.uk)

2. PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills, ideally to NVQ level 2, e.g. GCSE grade C+/4+ or beyond.</li> </ul>	<ul style="list-style-type: none"> <li>• Good general level of education, ideally to level 3 or beyond.</li> <li>• A secretarial qualification, ILEX or similar.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to quickly build a rapport with students, parents and staff as well as initiate ways to support young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children of all ages and ideally those of secondary age.</li> <li>• Experience of working in a school or a similar learning environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of self-evaluating learning needs and actively seeking learning opportunities.</li> <li>• Working effectively as part of a team, and under the direction of different staff members.</li> <li>• The ability to prioritise your work and frequently multi-task</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT and other specialist equipment/resources including Microsoft Word, Powerpoint and Excel.</li> <li>• Knowledge of how a secondary school functions.</li> <li>• Knowledge of relevant and up to date safeguarding procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies/codes of practice/legislation.</li> <li>• Knowledge of the principles of effective behaviour management.</li> <li>• Prior knowledge of working with the SIMs data management system.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Be able to adapt your communication style and be able to develop skills to suit the needs of the students, parents and staff that you are supporting.</li> <li>• Be able and willing to support students in a range of situations.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of school roles and responsibilities and the position of the Student Support Administrator within these.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguard and promote the welfare of children and young people.</li> <li>• Able to work supportively as a team member and able to use your own initiative when supporting students independently.</li> </ul>	

Please note that for the successful candidate relevant training will be given, as appropriate.

<b>3. JOB DESCRIPTION</b>	
<b>Job Title</b>	Student Support Administrator
<b>Grade</b>	VIAT 4 18-21 £19,930.92-£20,765.30 (Actual Salary)
<b>School / Department</b>	Invicta Maidstone
<b>Base</b>	Invicta Maidstone
<b>Hours</b>	37 hours per week (8.00am-4.00pm Monday – Thursday; 8.00am-3.30pm Friday), Term Time Only (190 days).
<b>Reports to</b>	Senior Assistant Headteacher
<b>Accountable to</b>	Head of School

### 3.1. JOB SUMMARY

The Student Support Administrator is a crucial role within the school and will provide secretarial and administrative support for certain year groups at Invicta. They will work closely with the Heads of Years and Assistant Headteachers assigned to these year groups.

As well as dealing directly with students on a day to day basis, they will also liaise with parents and assist them with their enquiries on a regular basis.

This is a varied role that requires the successful candidate to be able to juggle and prioritise their workload and includes all aspects of administration from letters, student files and the management of events, such as Consultation Evenings to supporting individual students within their year groups.

Applicants must be able to multi-task, work under pressure and maintain confidentiality at all times. Key skills required include being comfortable in the use of Microsoft Word, Powerpoint and Excel, they must have excellent typing skills and a professional telephone manner.

### 3.2. KEY WORKING RELATIONSHIP

- Leadership Group;
- Head of Year;
- Lead Teachers;
- Teachers and Students;
- Safeguarding and health and safety leads.

### 3.3. KEY RESULTS AREAS

#### Areas

- To build a good rapport with students, parents and staff.
- To work effectively as part of a team and under the direction of different members of staff.
- Be able to adapt your communication style and be able to develop skills to suit the needs of the students, parents and staff that you are working with.
- Able to work supportively as a team member and able to use your own initiative when working independently.
- To assist with an array of administrative duties, as required.
- To support the induction of new students into the school.

#### Safeguarding

- VIAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Equality and diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

### 3.4. STATEMENT

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

<b>Signed</b>		<b>Date</b>	
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