

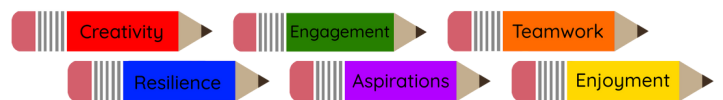
Welcome to Rolvenden Primary School

Thank you for your interest in the position of Admin Assistant at our village school. Please do read through the information on the following pages and if you have any questions at any point or would like to book a tour of the school, please do contact us on rpsoffice@rolvenden.kent.sch.uk or 01580 241444

About Us

Rolvenden Primary is a small, rural school comprising of 4 mixed age classes which both nurture and foster independence and confidence. We currently have 86 pupils on roll serving the children of the village and beyond.

Our school values are based around the word CREATE. This acronym represents the values we believe all of our children should show during their time at Rolvenden: Creativity, Resilience, Engagement, Aspirations, Teamwork and Enjoyment.



Rolvenden Primary School is located very close to the centre of the the picturesque village itself and we have very strong community links. Our school benefits from amazing facilities including an school field, an outdoor swimming pool and a huge range of clubs and extra curricular-opportunities.

We are part of the Tenterden Schools Trust. This is a local trust and includes Homewood School, Tenterden Church of England Junior School, Tenterden Infant School, John Mayne Primary School, St. Michael's Church of England Primary School along with several local nurseries. Being part of this trust enables our staff to have additional professionals to work closely with to ensure we provide an excellent learning environment for our children and support our staff with their chosen professional development route.



We believe strongly in developing the whole child and in addition to excellent Maths and English lessons, we offer learning opportunities across the whole breadth of the curriculum, including sports, drama and art. Our staff are enthusiastic and ensure all children achieve their potential.



Job Description



Job Details

Job title: Admin Assistant

Salary: NJC Scale 3 Point 5 (5-6)

Contract type: Part-Time (2 Days) - 14 hours (8:30 - 4:00 with a 1/2 hour break)

Shortlisting Date: Wednesday 15th October 2025 @ 13:00.

Interview Date: Thursday 16th October 2025

Main Purpose

The Admin Assistant is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and will be required to embody the value, vision and ethos of the school in all interactions.

Key Duties and Responsibilities

General Administration

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary.
- Manage and organise completed forms from parents and carers
- Provide administrative support to staff as needed
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, acquiring external support with any issues as necessary.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Carry out reasonable responsibilities delegated by the office manager (such as ordering of milk/fruit) efficiently.

Attendance

- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed.



Duties and Responsibilities Cont.

Reception

- Act as the first point of contact for parents/carers and visitors arriving at the school.
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner.
- Seek support from other colleagues where necessary to respond to complex enquiries.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.
- Assist staff and pupils with the information and support they need.

Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing badges and notifying them of safeguarding and safety procedures.
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.

Written Communication

- Write and send email responses that are professional and uphold the school's vision and values.
- Proactive communication with the office manager in a timely manner.

The Admin Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and all information included in the staff handbook. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Admin Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Office Manager.



Person Specification

	Essential	Desirable
Qualifications and Training	GCSE English and Maths (or equivalent)	
Experience	- Carrying out of administrative tasks. - Dealing with face-to-face and telephone interactions. - Working with a team.	Working with children or young people.
Skills and Knowledge	- Good oral and written communication skills. - Excellent attention to detail. - Ability to respond quickly and effectively to issues that arise. - Ability to plan, organise and priorities to meet deadlines. - Ability to use own initiative. - Ability to use IT packages such as word processing and spreadsheets. - Ability to build effective working relationships with colleagues.	Prior experience with using the Google Suite including Gmail, Drive and online software such as Docs or Sheets.
Personal Qualities	- Commitment to promoting the ethos and CREATE Values of the school and getting the best outcomes for all pupils - Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school - Ability to work under pressure and prioritise effectively - Commitment to maintaining confidentiality at all times - Commitment to safeguarding and equality - Embraces change well - Deals with difficult situations effectively	



The Process

- We strongly advise visiting the school to meet with a member of the team prior to application or interview. You can book a visit by emailing rpsoffice@rolvenden.kent.sch.uk or by phoning 01580 2414 44
- Shortlisting will take place on **Wednesday 15th October 2025 @ 13:00.**
- Interviews will take place on **Thursday 16th October 2025**
- The post commences w/c **Monday 3rd November 2025.**

Equal Opportunities and Safeguarding

We are an equal opportunities employer and welcome applications from all members of the community. Rolvenden Primary School and the Tenterden Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful candidate will require an enhanced DBS check as part of the recruitment process along with two professional references.



How to Apply

You can apply for this vacancy via the Kent Teach website using their electronic application form. If you would like a paper application form, please contact the school office.

Any Questions

We are happy to answer any other questions you may have. Do feel free to contact us on rpsoffice@rolvenden.kent.sch.uk or by phone on 01580 2414 44.

Thank you for taking the time to read this document and we hope to meet you at Rolvenden soon.

