



Canonbury Primary School

Administrative Assistant

CAN/1509

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Dear Candidate,

Thank you for your interest in the post of Administrative Assistant at Canonbury Primary School. We pride ourselves on creating a warm, inclusive and supportive environment where every member of staff plays a vital role in helping pupils thrive.

I firmly believe that our administrative team is at the heart of the school. They are often the first point of contact for parents, carers and visitors, and they play a crucial part in ensuring the smooth day to day running of the school. We are looking for someone who is professional, organised and approachable, with a genuine commitment to supporting both staff and pupils. If you are enthusiastic, motivated and eager to contribute to the success of our school, I warmly encourage you to apply.

Our school is based in the heart of Islington, close to Upper Street and excellent underground, bus and train options at Highbury and Islington station. We are looking for someone with excellent people skills who can work together with our friendly, vibrant and diverse community.

Please come and visit our school and see what we could achieve together.

With very best wishes,

Patrick Mildren

Headteacher



Administrative Assistant

Salary Grade Range: Scale 4

Salary Range: £32,442-£33,870 (Actual salary range £28,122.36-£29,360.22)

Hours: Full Time, 35 Hours (the office is open from 7.45-6.00pm with varying shifts)

Contract: Permanent

Start Date: ASAP

Canonbury Primary School is a popular and successful school committed to providing an excellent primary education in all areas of the curriculum, with an emphasis on participation in music, arts and sport. We are looking for an enthusiastic and dedicated Administrative Assistant to join our team

You will be:

- An excellent communicator
- Enthusiatic
- Eager to contribute to the success of our school
- A strong team player who is willing to learn.

We can offer you:

- Children who are self-motivated, eager to try new experiences and proud of their school.
- A community where everyone supports each other to provide the best primary school experience for all children
- An enthusiastic, supportive staff team who have high expectations of themselves and the children.
- Opportunities for professional development

We encourage visits to the school - please contact our School Business Manager, Tracie Gaspard-Kelchure, on **0207 226 5020** for an appointment.

To apply, please go to www.islington.gov.uk and follow the jobs link. If you need any assistance, please email the Schools' HR Team at schoolsrecruitment@islington.gov.uk quoting reference **CAN/1509**

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Closing date: Midnight, **Wednesday 1st October 2025**

Interview: Week commencing **Monday 6th October 2025**

Canonbury School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

POSITION: Administrative Assistant

GRADE: 4

HOURS: 35 hours per week Term Time Only

RESPONSIBLE TO: School Business Manager

Purpose of the Post

To assist in the management of an effective and efficient administrative office in an education establishment and to be the first point of contact for all visitors and callers to the School.

The postholder is required to be flexible in their approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.

Duties and responsibilities will include, but are not limited to, the following and may be altered at the request of the Headteacher.

Main Duties

1. To provide reception duties for the schools by being the first point of contact for all visitors/callers to the school, responding to enquiries where possible or referring to the appropriate member of staff as required.
2. Monitor access to the site ensuring visitors all sign in and out and are given badges as appropriate.
3. Ensure visiting professionals and tutors have the rooms and resources required.
4. Ensure all visitors are aware of safeguarding procedures, security and safety issues, including evacuation procedures.
5. Maintain suitable stock levels and ensure stationery supplies for school are ordered, received and distributed.
6. Daily collection and accounting of money.
7. To provide letters/reports as required.
8. To provide general office skills including photocopying, filing, receipt/distribution of post, checking deliveries against delivery notes, and re-distributing to the relevant persons; following up any discrepancies, also to receive and pass on messages accurately as required.
9. To deal with calls from members of the public including complaints or re-direct them to appropriate members of staff.
10. To respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
11. Other appropriate clerical duties to assist the Office Manager, Finance Officer and other staff.
12. Using computer equipment for the input of data and the extraction of information as required in performing the duties of the post.
13. To administer First Aid to persons on the school given appropriate training.
14. To prepare and submit accident reports.
15. To administer prescription medicines to children in accordance with school policy and guidelines.
16. To liaise with outside agencies.
17. To take a personal responsibility for safeguarding and promoting the welfare of children.
18. Such other minor and/or non-recurring duties, appropriate to the post, as may be directed.
19. Under the guidance of SLT to manage and update the school website.

Other Duties

To monitor and manage your own workload and keep records in an agreed format.

To achieve agreed targets and personal appraisal targets as agreed by the line manager.

To undertake any training and development as required.

To ensure that all duties are performed in accordance with the Council's Standing Orders and Financial Regulations.

To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.

Personal Responsibilities

- To be professional in dress and manner at all times.
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

Performance Standards

- To ensure that the school's customer care standards are met and adhered to.
- To ensure that all duties are performed in accordance with the Council's financial regulations.
- At all times to carry out the responsibilities of the post with due regard to the Equalities Act.

Person Specification

POSITION: Administrative Assistant

GRADE: Scale 4

HOURS: 35 hours per week, TTO

RESPONSIBLE TO: School Business Manager

Requirements	Essential Criteria
Education and Experience	E.1 Proven clerical/administrative experience
	E.2 Excellent written and oral communication skills.
	E.3 First Aid Qualification or willingness to train.
Skills, Knowledge and Abilities	E.4 Ability to work under pressure and meet tight deadlines.
	E.5 Experience of using and developing manual and computerised filing systems
	E.6 Ability to present information (data and text) in a variety of formats.
	E.7 Experience of administration including dealing with correspondence and photocopying.
	E.8 The ability to work within set procedures and to maintain confidentiality.
	E.9 Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
	E.10 Basic numerical skills to record routine statistical information.
	E.11 Ability to work effectively as part of a team.
	E.12 Flexible and quick to learn procedures to ensure the smooth running of the office, incl. attendance recording, texting/ emailing parents and operating diary systems.
	E.13 To have initiative and be proactive in supporting the smooth running of the school for the benefit of the children's learning.
	E.14 The skills to communicate positively and professionally with a range of people – staff, parents and the community – as appropriate to a service provider.

HOW TO APPLY

Application Deadline

Completed online application forms must be received by Wednesday 1st October 2025
To apply, please go to www.islington.gov.uk and follow the jobs link. If you need any assistance, please email the Schools' HR Team at schoolsrecruitment@islington.gov.uk quoting reference **CAN/1509**
Please note that application forms should not be returned to the school.

Completing your application

Candidates are asked to complete all the standard information required on the application form, including a supporting statement addressing all of the points clearly as detailed within the Person Specification for this post.

Visits

Visits to the school are strongly encouraged. Please contact our School Business Manager on 0207 226 5020 for an appointment to visit the school.

Selection process

The selection process is due to take place on week commencing Monday ?? June 2025.
Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after interview.
Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

Safeguarding children

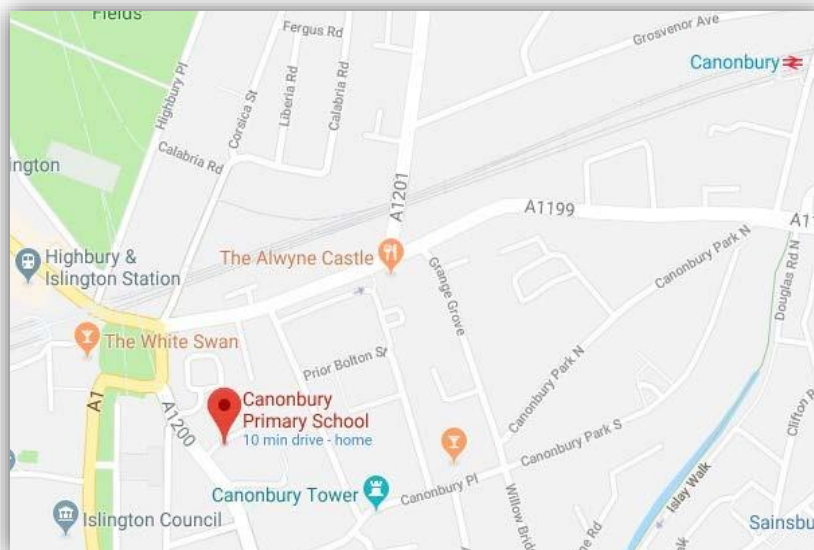
Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.
The post will be offered subject to satisfactory completion of pre-employment checks.

SCHOOL LOCATION

School Address: Canonbury
Primary School
Canonbury Road
London N1 2UT

Nearby stations:

Highbury & Islington
(Victoria Line, Overground)



Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders



Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s); ✓ The number and pattern of offences; ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.