

## CAMDEN LOCAL EDUCATION AUTHORITY

THE POST	POST	SALARY
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### CAMDEN – A BOROUGH OF CONTRASTS

Comprising 11 square miles in the heart of London, Camden is a borough of immense contrast and diversity. The business centres of Euston, Tottenham Court Road and New Oxford Street, the exclusive residential districts of Hampstead and Highgate, the youthful energy of Camden Town, the graceful square of Bloomsbury, the inner city areas of King's Cross and Somerstown, the great open spaces of Hampstead Heath, Parliament Hill Fields and Kenwood – all combine to make Camden a truly unique borough.

The population of the Borough is 189,100. There are around 4,500 children aged 3 and 4 and 31,000 residents aged 5-19.

### CAMDEN LEA

Camden is a very successful inner city LEA. It has a strong partnership with schools and centres who provide high quality education for the learners of the Borough. The LEA's aim is to raise achievement by supporting high quality lifelong learning. It is concerned with the entitlement of individuals and how their educational needs can be met. Camden maintains 58 schools, 9 Under 5's Centres, 40 Youth Centres/Units and 2 Pupil Referral Units.

Camden LEA is committed:

- ◆ **to a comprehensive community education service**
- ◆ **to placing the learner, whether a young person or adult, at the centre when educational policies are being developed;**
- ◆ **to ensuring all learners are of equal value and are entitled to high quality educational opportunities;**
- ◆ **to a publicly accountable local service;**
- ◆ **to the promotion of strong partnerships.**

The LEA is well established and respected. There is a real sense of partnership with headteachers, governors and the community. There are three main groups of services each led by an Assistant Director who report to the Director of Education

The Service groups are:

**Curriculum and Community Group** comprising Inspection and Advisory Service, Training and Media Service, Early Years Service, Early Years Registration and Inspection and the Youth Service.

**School and Student Group** comprising Schools Service, Educational Psychology Service, Education Social Work Service, Camden Language and Support Service, and the Primary and Secondary Learning Support Services.

**Planning and Resources Group** comprising Education Financial Service, Property and Contracts Service, Education Personnel Service, Information Technology Service and Office Services and Student Support Services.

There is also a **Policy and Research Group** which reports to the Director and supports the whole service.

The LEA gained Beacon status in December 1999 for its work on school improvement. In the previous month it achieved the Investors in People standard.

The LEA was inspected by OFSTED in January 2000. The report is overwhelmingly positive. It describes Camden as:

*'a very well run LEA with many more strengths than weaknesses. The quality of leadership given by elected members and senior officers is very good; planning is of a high order'.*

The report says:

*'Strategic leadership of the LEA is very good and members are well informed and advised by their officers. Schools, too, are appreciative of the commitment and support they receive from their members and officers. Mutual respect and high trust are very evident but do not inhibit one partner from challenging another when appropriate to do so'.*

The inspectors found:

*'Camden is not only a good LEA but an improving one. There is a common sense of purpose to drive up standards and achieve excellence that is shared by schools, members, officers and LEA partners alike. It results in productive partnerships and mutual respect'.*

The LEA plays a full part in the work of Camden Council. The other major service departments are Chief Executive's, Environment, Leisure and Community, Housing and Social Services.

For more information, please visit our website on <http://www.camden.gov.uk>

## **THE SERVICE**

Thomas Coram Early Childhood Centre is funded by the London Borough of Camden and is part of the Coram Community Campus. The Centre opened on September 1<sup>st</sup> 1998.

The Early Childhood Centre's aim is to provide high quality, fully integrated care and education and to work in partnership with parents and carers. The Centre is committed to the belief that learning starts at birth and continues throughout life.

The Centre provides 108 places for children from six months to five years and is open from 8.00am to 5.30pm (closes at 3.30pm on Wednesdays for centre development) 48 weeks a year. There are twelve places for babies from 6 months to 2 years, sixteen places for toddlers from 2 to 3 years old and eighty places for 3 to 5 year olds.

The children come from all sections of the local community and reflect the cultural, religious and linguistic richness of the Kings Cross area. The Centre reserves up to twenty percent of the available places for children with Special Educational Needs or those deemed to be in need according to the Children's Act criteria. There are also free places for children from homeless and refugee families.

The Centre is staffed by a multi-disciplinary team and draws on a wide range of expertise.

The Centre closes for a week at Easter and Christmas and for 2 weeks at the end of August.

## **JOB DESCRIPTION**

**Post title: Administrative Assistant**

**Grade: to be assessed**

**Reporting to:**

- Head of Centre
- Deputy Head of Centre
- Senior Administrative Officer

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### **BASIC OBJECTIVES OF POST**

To be responsible for the collection, collation and entering onto the database of statistics for the Early Excellence Centre.

Servicing the Governing Body.

To provide a general confidential secretarial service for the Head of Centre.

To assist with the administration of the Nursery.

### **DUTIES AND RESPONSIBILITIES**

1. To take telephone calls and messages on behalf of the Centre and the Early Excellence Centre, providing relevant information where applicable or notifying the appropriate Officer for action.
2. To collect and collate data for the Early Excellence Centre reports.
3. To enter the data onto the computer package provided by the Early Excellence administration.
4. To organise and service Governing Body meetings.
5. To provide a general confidential secretarial service for the Head of Centre.
6. To assist in the administration of the Centre.
7. To work in accordance with the Local Authority's policies of Equal Opportunities and valuing diversity.
8. To work in accordance with the Local Authority's Health and Safety policies.

### **FUNCTIONAL LINKS**

- Visitors to the Early excellence Centre
- Local schools
- Parents

## **THOMAS CORAM EARLY CHILDHOOD CENTRE**

### **Administrative Assistant**

#### **PERSON SPECIFICATION**

##### **EXPERIENCE**

1. To have experience of working with the public
2. To have experience of working in a multi-racial environment
3. To have experience of working in an office environment
4. To have experience of working as part of a team

##### **KNOWLEDGE AND UNDERSTANDING**

1. To have knowledge and an understanding of Information Communication & Technology (ICT) and its use.

##### **SKILLS AND ABILITIES**

1. To have the ability to communicate effectively with the public and with confidence.
2. To have the ability to use ICT effectively, particularly database, word processing, email and internet.
3. To have the ability to work under pressure and to complete tasks within deadlines.

##### **COMMITMENT**

1. A commitment to and an understanding of equal opportunities and the ability to implement Camden's Valuing Diversity policy in this area of work.
2. An understanding of health and safety in the workplace and how to implement it in this area of work.
3. A commitment to staff development and training.

## **LONDON BOROUGH OF CAMDEN TERMS AND CONDITIONS OF EMPLOYMENT**

### **Salary payment dates**

Newly appointed staff will be paid by direct credit to the employee's bank or building society on the 15<sup>th</sup> of the month (or the preceding Friday if the 15<sup>th</sup> falls on a Saturday or Sunday). Payment will be for the whole of the calendar month.

### **Pension Scheme**

The Local Government Pension Scheme is a contributory scheme open to all employees subject to conditions being met.

### **Annual leave**

For posts graded at Scale 5 or below, the basic annual leave allowance is 20 days per year. For posts graded at Scale 6, SO1 and 2 and all PO grades, the basic annual leave allowance is 23 days per year.

### **Additional holidays**

The Council grants additional leave, with pay, as follows: One day at Easter; one day at Christmas; one day in lieu of May Day; two extra statutory days holiday.

### **Long service leave**

For employees with more than 5 years service, additional leave is granted.

### **Season ticket loans**

These interest free loans are available for all permanent staff after six months service subject to conditions being met.

### **Flexible working hours**

There is a flexible working scheme in operation for all eligible employees.

### **Maternity leave**

Camden has two schemes, one for staff with less than one year of service and another for staff with more than one year of service. The employee has the right to return to the job in which she was employed under her contract of employment, subject to any organisational change that may have occurred during her period of leave, and on terms and conditions not less favourable than those that would have applied to her if she had not been absent.

### **Dependency leave**

All employees with more than six months service, have an entitlement to special paid leave for a period of up to 5 days in any leave year, subject to the conditions of the scheme being met.

### **Long service mementoes**

These are awarded to employees upon the completion of 25 years continuous service with the Council.

This is small selection from the Terms and Conditions Handbook. For more details contact Education Personnel Service on 0207 974 4558.

## **APPLICATIONS**

We hope that you will apply for this post. Please read the guidance notes before you complete the application form provided and submit your supporting statement on a separate sheet. Your statement should describe how you meet the criteria on the Person Specification.

Applications should be returned by (date) to:

**Judi Thomas**  
**Recruitment Administrator**  
**Education Personnel Service**  
**Crowndale Centre**  
**218-220 Eversholt Street**  
**London NW1 1BD**