

ADMIN ASSISTANT

CANDIDATE INFORMATION PACK

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

Years 5 to 7 are taught on our lower school site, and, unlike many primary schools, we have fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities that our students take advantage of to enhance their learning.

Years 8 to 13 are taught on the upper school site and take advantage of a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students. It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully

A handwritten signature in dark ink, appearing to read "Neil Rodgers".

NEIL RODGERS
Executive Headteacher

Our vision and values

Our vision and values are simple: we navigate, we illuminate and we shelter.

HOW WE NAVIGATE

We trust and empower our staff to make the right decisions. We all know what we are accountable for, and we stick to the rules. We don't seek to blame, but to learn. We are fair and ethical, gaining the respect of others through acting with integrity. We work at pace, but collaboratively, building effective relationships. We promote simplicity, innovation and learning to get the best results.

HOW WE ILLUMINATE

We exceed people's expectations with our can-do attitude. We encourage and listen to others' views, needs and suggestions. We are imaginative about better ways of delivering services and work together to achieve the best results. We exhibit and encourage a sense of pride in the achievement of our personal, team and organisational goals.

HOW WE SHELTER

We provide clarity of expectation of behaviours and how these behaviours create a positive, open and honest environment. We support the diversity of teams and trust others to fulfil their responsibilities. We build and maintain relationships with each other, students, parents and the wider community and encourage others to do the same.

AIMS

We firmly believe in the potential of every single student and that everyone is capable of achieving great things. We want our students to leave us well qualified, well rounded and confident. Students will be ready to go out into the world and make the most of every opportunity. This is reflected in our vision and values and is demonstrated in the way we work with our young people.

We aim to:

- Deliver excellence in teaching and learning
- Challenge and inspire students to achieve academic success
- Provide students with excellent facilities, experiences and an overall stimulating learning environment
- Commit to the all – round development of every student
- Help students to acquire the social skills, knowledge and understanding needed for future success
- Provide dedicated and supportive pastoral care
- Work in partnership with the local community.

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

Admin Assistant

37 hours per week (term time plus 5 days)

Band 2 (£18,795 - £19,170 pro rata)

We Navigate. We Illuminate. We Shelter.

We are looking to appoint an enthusiastic and highly skilled admin assistant to join our school support staff team as soon as possible. The post holder must be highly organised and have good communication skills which will be utilised in developing positive partnerships with parents, carers, colleagues and other stakeholders.

This is an exciting time to join a dedicated staff team in a friendly and supportive working environment, as JCSC continues its journey towards excellence.

The successful candidate will:

- be flexible, dynamic, pro-active and a team player;
- be educated to at least NVQ Level 2;
- have successful experience working with children, ideally in a school environment;
- be able to establish and maintain professional relationships with students, parents and staff;
- have excellent organisational and interpersonal skills;
- be able to remain calm under pressure and meet deadlines;
- be willing to wear business/professional dress;
- be patient and have a good sense of humour .

Further details about the school and vacancy can be obtained from www.jcsc.co.uk or by emailing lhedley01@jcsc.co.uk, Executive PA.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying?

Completed forms must be emailed to Linda Gordon, Business Support Officer at lgordon01@jcsc.co.uk .

The closing date for applications is noon on Friday 15th October 2021.

Interviews will take place during week commencing Monday 18th October 2021.

JOB DESCRIPTION

Post Title: Admin Assistant (Level 2)	Director/Service/Sector : Children's Services		Office Use
Band: 2	Workplace:		JE ref: SG2 HRMS ref:
Responsible to: Senior admin. Manager/senior member of teaching staff	Date:	Manager Level:	
Job Purpose: Under the instruction/guidance of senior staff: provide general administrative/financial support to the School, maintaining confidentiality at all times.			
Resources	Staff	Some responsibility for the co-ordination or training of other employees	
	Finance	Ordering goods and equipment including stock control	
	Physical	Handling and processing of manual or computerised information, where care, accuracy, confidentiality and security are important.	
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)	
Duties and key result areas: Organisation <ol style="list-style-type: none"> 1. Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors 2. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. 3. Assist in arrangements for schools trips, events etc Administration <ol style="list-style-type: none"> 1. Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence 2. Maintain manual and computerised records/management information systems 3. Produce lists/information/data as required e.g. pupils data 4. Undertake typing and word-processing and other IT based tasks 5. Undertake ICT tasks within the LEA approved IT systems e.g. SIMS and Agresso, as directed. 6. Take notes at meetings and prepare minutes 7. Sort and distribute mail 8. Undertake administrative procedures 9. Maintain and collate pupil reports 10. Undertake routine administration of school lettings and other uses of school premises Resources <ol style="list-style-type: none"> 1. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS) 2. Maintain stock and supplies, cataloguing and distributing as required 			

3. Operate and record dinner money and all other school sales e. g. uniform, concert tickets, etc (all operations to be carried out in line with current LEA Financial Regulations)
4. Provide general advice and guidance to staff, pupils and others
5. Undertake general financial administration e.g. processing orders

Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Such other responsibilities allocated which are appropriate to the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

PERSON SPECIFICATION

Post Title: Admin Assistant (Level 2)		Director/Service/Sector: Children’s Services	Ref: SG2
Essential	Desirable		Assess by
Knowledge and Qualifications			
NVQ 2 or equivalent qualification or experience in a relevant discipline e.g. RSA Level 2 Word Processing Good numeracy and literacy skills	NVQ 2 Literacy and numeracy or an equivalent qualification	(a) (t)	
Experience			
Experience of general clerical/administrative/financial work	Administrative and clerical experience gained in a school or educational establishment Experience of an IT based administration system e.g. Oracle/SIMS	(a)	
Skills and competencies			
Ability to use IT effectively Good keyboard skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to relate to children and adults Ability to work as a member of a team		(a), (i).	
Physical, mental and emotional demands			
Other			
Willingness to participate in training and development		(i)	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits