

Candidate Information



Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area. Although some pupils need more support, most of our students come to school eager to learn and to contribute to their school community. The local community is supportive of the school, the catchment area is well defined and we have excellent relationships with parents who choose to send their children here. There is pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. The opportunities for your personal development are rich in this school.

Thank you for considering King James's School.

Carl Sugden
Headteacher



KING JAMES'S SCHOOL
KNARESBROUGH

Business Services Assistant

Permanent. Full Year

37 hours per week, Monday to Friday

NYGE - £20,493 to £22,627 *(subject to evaluation)*

King James's School is offering an exciting opportunity to work as a Business Services Assistant within the heart of our vibrant, modern school. You will be joining a highly supportive multi-disciplined team.

Assisting the Director of Business Services across all operations; supporting with administration, project delivery and responding to questions/issues as appropriate. You will also be required to support with the meeting of tight deadlines and with organisation and facilitation of community events as required. This will require flexibility in your working pattern on ad hoc basis.

You will be a dynamic and highly motivated individual with good organisational and time management skills. A good knowledge of current Health and Safety legislation relating to occupational health and safety would be an advantage. Substantial knowledge of office and admin systems is required, along with good ICT skills.

In return, we offer a competitive salary, access to a contributory local government pension scheme and other additional staff benefits.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post which will be arranged for the successful applicant.

Completed applications must be submitted via email to recruitment@king-james.n-yorks.sch.uk and be received by: **Monday 7th March 2022, 08.00am.**

Please note that CVs will not be accepted.



How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to recruitment@king-james.n-yorks.sch.uk and be received by **Monday 7th March 2022, 08.00am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

The Business Services Team

The Business Services Team lies at the heart of providing support for all colleagues and the school in the areas of:

- Finance and insurance
- Compliance, legal and GDPR services
- Human Resources and Wellbeing
- Information Technology
- Curriculum Data
- Exams Management
- Cover Management
- Marketing and Grants
- Health & Safety / Safeguarding / Educational visits
- Catering and Hospitality
- Letting management and income generation
- Site management
- Event management

The role will entail interacting with both internal and external parties. Our diverse yet collaborative teams aim to provide a professional business service and administrative function, which services the whole school and focuses on quality and accuracy.

In return, we offer great working hours, competitive salary, contributory pension scheme, employee discount scheme and a vibrant work environment. If you want a job that makes a difference to others, this role is for you.

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

BUSINESS SERVICES ASSISTANT

<i>Line Manager:</i>	Director of Business Services
<i>Responsible to:</i>	Director of Business Services

<i>Salary Grade :</i>	Grade E (subject to evaluation)
<i>Full Time/Part Time :</i>	Full Time
<i>Hours:</i>	37 hours per week
<i>Full Year / Term Time Only:</i>	Full Year
<i>Last reviewed:</i>	February 2022

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

POST: Business Services Assistant	
GRADE: Grade E <i>(Subject to evaluation)</i>	
RESPONSIBLE TO: Director of Business Services	
STAFF MANAGED: N/A	
POST REF:	JOB FAMILY: P&T
JOB PURPOSE:	<ul style="list-style-type: none"> To provide an effective administrative support service to the Business Services Director and to intercept and to respond to any low to medium level queries/issues on behalf of the Business Services Director. The post holder is accountable for decision-making, short term planning and dealing with unexpected problems at the request, or in the absence, of the Business Services Director. The post holder will support with elements of all aspects of the Business Services sector and will be expected to provide competent and comprehensive advice on behalf of the Business Services Director. The post holder will be responsible for maintenance of the staffing budget data.
JOB CONTEXT:	<ul style="list-style-type: none"> Assisting the Director of Business Services across all operations supporting, with administration, project management and responding to questions / issues as appropriate. Enhanced DBS Clearance required Expected to use analytical skills, initiative and experience to deal with problems as they arise.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> Support first line issues across all the Director of Business Services' areas of responsibility (Governance, Finance, Legal, HR, ICT, Data, Examinations, Cover, Catering, Commercial and Site operations). Prepare and present information analysis to support school planning and improvement to the Director of Business Services. Assist in the development of administrative, IT and financial systems. Support Health and Safety management, ensuring effective risk management. Make appropriate decisions in relation to delegated responsibilities to ensure the smooth running of the school office as quite difficult currently to be measured as an accountability. Contribute to the development of policies and procedures. Monitor service contracts, school licenses and budgets across the Business Services portfolio. Procure quotes as required for all operation areas and issues. Compile and submit statistical returns on a weekly, monthly, annual basis or as required by the Headteacher, Director of Business Services or LA. Be proactive, initiate necessary action and be able and prepared to put forward your own judgements. Provision of administrative, clerical and secretarial duties as required. Be able to record, summarise, share and feedback information, using IT skills when necessary to do so. Support with the organisation and facilitation of community events as required. Be flexible in working hours (i.e. ability to extend if required to meet key deadlines and/or support school events).
Communications	<ul style="list-style-type: none"> Act as the first point of in dealing with routine phone calls to the office, taking messages for the Director of Business Services and greeting visitors as required. Establish good working relationships and communicate effectively with all staff, pupils, contractors, Governors and external partners. Responsibility for the effective communication with support staff.
People/Resource Management	<ul style="list-style-type: none"> Attend meetings on behalf of or with the Director of Business Services. Ensure understanding and implementation of HR policies. Utilise strong literacy and numeracy skills to complete orders and timesheets. Support with ensuring compliance of all relevant Health and Safety regulations and policies, to include but not be limited to COSHH, Manual Handling when letting out or making safe the facilitates.

Safeguarding	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Understand that different confidentiality procedures may apply in different contexts. • Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with. • Share information appropriately – in writing, by telephone, electronically and in person.
Systems and Information	<ul style="list-style-type: none"> • Oversee and monitor the planning, development and implementation of effective management systems and technology. • Be responsible for maintaining accurate records for the school.
Strategic Management	<ul style="list-style-type: none"> • Contribute and make recommendation to the development of policies for their areas of responsibility.
Data Protection	<ul style="list-style-type: none"> • Comply with King James’s School’s and the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Provide guidance to colleagues and others in order to maintain health, safety and welfare within the school.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own and team members understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • <i>King James’s School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with King James’s School and County Council Policies and Procedures.</i>
Customer Service	<ul style="list-style-type: none"> • <i>King James’s School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</i> • King James’s School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	February 2022



KING JAMES'S SCHOOL

KNARESBOROUGH

PERSON SPECIFICATION

JOB TITLE: Business Services Assistant (Grade E)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Experience <ul style="list-style-type: none">• Working in an office environment to meet tight deadlines	<ul style="list-style-type: none">• Contract management experience• Experience in budget preparation, management and monitoring
Knowledge <ul style="list-style-type: none">• Substantial knowledge of office and admin systems• Knowledge of health and safety procedures and regulations, e.g. COSHH• Good literacy and numeracy skills	<ul style="list-style-type: none">• Knowledge of employment legislation• Knowledge of premises management
Qualifications <ul style="list-style-type: none">• Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent	
Occupational and other Skills <ul style="list-style-type: none">• Good ICT skills• Good written and verbal communication skills• Analytical skills• Negotiating skills• Report writing skills• Ability to make decisions• Attention to detail, neatness and accuracy• Good organisational and time management skills• Ability to work as part of a team• Flexible and committed• Confidentiality• Enhanced DBS clearance required• Commitment to the school's policies and ethos• Commitment to Continual Professional Development• Motivation to work in an environment focused on the best interests of children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people	