



KING JAMES'S SCHOOL
KNARESBOROUGH

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

School Administrator (Pastoral)

Permanent

Term-time only, including training days

30 hours per week

NYCC Grade D

£13,131 – £13,661 (30 hours)

Immediate Start

We are seeking applications for an enthusiastic, professional and energetic School Administrative Assistant. You will be joining a highly committed and supportive Administration team.

King James's School is a large 11-18 comprehensive school proud to offer a diverse and rich curriculum and is committed to high quality professional development and career opportunities for all staff.

Required as soon as possible; a School Administrator to provide an administrative support service under the direction of the Head's PA. An excellent working knowledge of Microsoft Office is essential and previous experience of working in a busy administrative environment an advantage.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS disclosure and approved references are required for this post.

For an application form please visit our school website.

Completed applications must be submitted via email to:

recruitment@king-james.n-yorks.sch.uk and be received by:

Monday 28th February 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 28th February 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. In that event, may we wish you well in your search for a suitable position.

Job Description

Pastoral Administrator

Line Manager:	Head's PA
Responsible to:	<ul style="list-style-type: none"> • Head's PA • Assistant Heads

Salary Grade :	Grade D
Full Time/Part Time :	Part Time
Hours:	30 Hours
Full Year / Term Time Only:	Term Time Only (incl. Training Days)
Last reviewed	May 2016

JOB PURPOSE:	To provide an administrative support service to the Deputy Head and Assistant Head of Student Services under the direction of the Head's PA. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office. The post holder may be responsible for some basic finance duties.
JOB CONTEXT:	Works within the busy environment of the school office facilitating the administration for the school, providing an administrative, reprographics support, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken
MAIN RESPONSIBILITIES:	<p>Duties to include but not limited to updating website, administrative support to the Deputy Head Student Services and the Pastoral Team, Student Services meeting minutes, main School Prizegiving (July), GCSE Prizegiving (Nov), Sixth Form Prizegiving (Dec), Sports Presentation Evening (Sep), Parent Evenings (Sep-May), Intake evenings (July), Extra Curricular Booklet (Sep), House Coordinator, School Council Meeting Minutes, Enrichment, communication with parents, leave letters, updating of the Provision Map, Charity Coordination, Sixth Form School Service, Student Planner (Apr-Jul), Lockers co-ordination (Sep), detentions, end of learning cycle awards and lost property co-ordination.</p> <p>Enhanced DBS clearance required.</p>
ACCOUNTABILITIES / TYPICAL RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Provision of administrative, clerical and secretarial duties as required. • Carry out research, analysis and evaluation of data to assist in the preparation of reports e.g, for the school's Governing Body / Financial Management Committee. • Obtain quotes from contractors as required. • Take minutes at various meetings as required.

	<ul style="list-style-type: none"> • Liaison with the Local Authority offices. • Short term planning. • Make appropriate decisions to problems/issues when they arise within the office. • Report concerns and obtain support for any issues raised. • Assist teaching and non-teaching staff with administrative queries
Communications	<ul style="list-style-type: none"> • Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • Support reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors
Resource/People management	<ul style="list-style-type: none"> • Assist senior staff with budget preparation and revision as necessary. • Monitor the administration budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher • Monitor stock levels, order office materials, equipment and services, negotiate on prices with suppliers and check incoming orders • Assist in the induction of new employees • Attend staff meetings and training days and management team meetings by agreement with the Headteacher • Participate in the schools performance management scheme • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to • Have an awareness and basic knowledge where appropriate of the most recent legislation.
Systems and Information	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person. • Maintain and update accurate computerised and manual records as required
Data Protection	<ul style="list-style-type: none"> • To comply with the King James's School (KJS) and 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 & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
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 understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • KJS provides front line services, which recognizes 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 KJS and County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • KJS 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. • KJS 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:	May 2016