



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Employee Benefits



## Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

Access to contributory pension schemes:  
Local Government Pension Scheme (18% employer contribution).  
Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).  
Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.  
Subsidised onsite catering facilities.



## Well-being support

Health Assured Employee Assistance Programme:  
Free, confidential 24/7 support and counselling.  
Flexible working options and well-being initiatives.



## Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.  
Free ample onsite parking.  
Membership discounts at leisure centres.



## Community and Additional Opportunities

Collaborative and supportive staff culture.

Some of these offers are subject to conditions and may change. See provider for full details.

# 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.

At King James's School, our core values—Ready, Respectful, and Engaged—are at the heart of everything we do, shaping the attitudes and behaviours of our students and staff alike. Guided by our vision “To set no limits on what we can achieve,” we foster a culture of high aspiration and continuous growth. As a school grounded in unconditional positive regard, we believe that strong, respectful relationships form the foundation of effective learning and personal development. Our relationship-based approach ensures every student feels valued, supported, and empowered to thrive, while our staff are committed to nurturing an inclusive and inspiring environment where everyone can succeed.

We have plenty of skills and qualities that we consider important, 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, but the vast majority are well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school; the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire is not just a great place to teach, it is a great place to live.

The extra-curricular life of the school is rich. Most staff who work here involve themselves in 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. This is a school in which the opportunities for your personal development are rich.

We believe in collaborative working with other schools. We are proud of the relationships that we have fostered, including taking the lead role within the White Rose Alliance for School Direct. We are also federated with another local school, Boroughbridge High, for whom we provide 6th form provision and some non-teaching support.

Thank you for considering King James's School and we look forward to receiving your application.

**Miriam Oakley**  
Headteacher



KING JAMES'S SCHOOL  
KNARESBOROUGH

# School Administrator (Attendance, Exams & Data)

37 hours per week | Monday to Friday

Term Time Only Plus Two weeks | Permanent Basis

NYC Grade CD - £22,636 - £23,726 Actual (Full time equivalent £24,796 - £25,989)

We are seeking a highly organised, professional and enthusiastic School Administrator to join our busy school office team. This is an exciting opportunity for an individual who enjoys working in a fast-paced environment and takes pride in delivering excellent administrative and customer service support.

This is a varied role, with responsibilities split between **attendance administration and exams/data support**. Typically, the successful candidate will spend approximately half of their working time supporting the school's attendance processes, helping to improve attendance levels and reduce persistent absence, while the remaining time will be dedicated to providing administrative support for the school's examinations and data functions. This unique combination offers the opportunity to play a key role in supporting student success, both through attendance monitoring and the effective management of assessment and student information systems.

The successful candidate will have excellent organisational and interpersonal skills, with the ability to manage multiple priorities, maintain accuracy and confidentiality, and build positive relationships with staff, students, parents, governors, visitors and external agencies. You will be confident using Microsoft Office applications and school management information systems, with previous administrative experience.

We place students at the centre of everything we do, with a focus on creating a culture of success, a positive climate for learning, and increased student attainment, achievement and social and emotional development. You must possess the skills and determination to make a significant difference to the lives of our students.

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. This position is subject to an enhanced DBS check and approved references.

Completed applications must be submitted via email to:

[recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk)

By Friday 10<sup>th</sup> July 2026, 08.00am.

**Interviews to be held: Tuesday 14<sup>th</sup> July 10.30am onwards**

*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.

Completed applications must be submitted via email to: [recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk)  
by: **Friday 10<sup>th</sup> July 2026, 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.

## KING JAMES'S SCHOOL, KNARESBOROUGH

### JOB DESCRIPTION

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

## SCHOOL ADMINISTRATOR

<b>Post title:</b>	School Administrator
<b>Grade:</b>	CD
<b>Responsible to:</b>	Assistant Headteacher/Attendance Champion/Data and Exams Managers
<b>Staff managed:</b>	None
<b>Directorate:</b>	Children and Young People's Service
<b>School name:</b>	King James's School
<b>Job family:</b>	<b>C&amp;A - Customer &amp; Administration</b>
<b>Date of issue:</b>	August 2023

#### Safeguarding Statement

- Works within the busy environment of the attendance and data/exams offices managing the administration for the school, providing an administrative, reprographics, attendance monitoring service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken
- Enhanced DBS clearance required

#### Job Purpose:

To provide an administrative support service to the Headteacher and the school under the direction or instruction of the Headteacher or other senior staff. This role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.

#### Operational Issues:

- Provision of administrative, clerical and secretarial duties as required.
- Assist in preparation of reports as required
- Take minutes at various meetings as required.
- Assist teaching and non-teaching staff with administration queries.
- Report concerns and obtain support for any issues raised.

#### Communication:

- Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.
- Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.
- Attend staff meetings and training days by agreement with the Headteacher.

#### Resource Management:

- Participate in the school's performance management scheme.
- Assist senior staff with budget preparation and revision as necessary.

	<ul style="list-style-type: none"> <li>• Assist in monitoring student attendance on a regular basis. In addition to maintaining computerised records this involves liaison with the Senior Leadership Team</li> <li>• Undertake some administration of examinations and data as directed</li> <li>• Assist in the induction of new employees</li> <li>• Monitor stock levels, order office materials, equipment and services and check incoming orders</li> <li>• Highlight additional training and supervision needs to build on your skills and knowledge.</li> <li>• Participate in training and other learning activities and performance development as required.</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• 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 concerns to.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information:</b>	<ul style="list-style-type: none"> <li>• Maintain computerised and manual pupil/staff records.</li> <li>• 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.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>

<b>Person Specification:</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Knowledge of administration and office systems</li> <li>• Clerical or administrative experience</li> <li>• Experience of working with Microsoft Office</li> </ul>	
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Good interpersonal and communication skills</li> <li>• Good numeracy and literacy skills</li> <li>• Judgemental skills</li> <li>• Ability to work to deadlines</li> </ul>	
<b>Behaviours</b> <ul style="list-style-type: none"> <li>• <a href="#">link</a></li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Literacy &amp; numeracy qualification e.g. Level 2 qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• CLAIT Plus, ECDL or Level 2 Word Processing</li> <li>• Appropriate first aid training (dependant on the school's needs – insert as appropriate)</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work successfully in a team</li> <li>• Confidentiality</li> </ul>	

### **Other Requirements**

- **To be committed to the school's policy and ethos.**
- **To be committed to Continual Professional Development.**
- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Enhanced DBS clearance required**

### **Equal Opportunities**

- **To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery.**