



Believe, Achieve, Succeed

Dear Applicant,

Thank you for your enquiry regarding the above position. This post is offered on a permanent contract on NJC Terms and Conditions.

The school is at an exciting phase in its history. It has recently converted to an academy, being sponsored by Northern House School Academy Trust, which has a proud history of supporting all of its stakeholders, pupils and staff alike and the DFE have recently approved an application from the Trust to reopen the schools residential facility.

We are a small school where all pupils are well known and understood by our experienced staff and we are proud of our pastoral care which ensures our pupils are well supported. I hope that along with our website and this job pack you will see a clear sense of what makes our school distinctive in an ever-changing world.

At this exciting juncture the school requires a committed, flexible, motivated and inspirational person in order to move this role forward and overcome the many challenges that all schools face, special and mainstream alike.

Applicants are asked to provide a completed application form (detailing any gaps in employment), a CV, accompanied by a covering letter of no more than 2 A4 pages, Arial Font 11.

In your covering letter tell us:

- what has prepared you for this role
- why you want to join our school
- what can you offer in order to achieve our objective of having a good / outstanding school

If you would like more information, or if you would like a tour of the school, please get in touch. It is important for potential employees to fully understand our culture and ethos 'at work'. To arrange a visit please contact Andy Kessock-Philip (School Business Manager) on 0118 977 1293.

School Administration Assistant

Northern House School (Wokingham)

Date: December 2017

Northern
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I hope you will be interested in taking your initial enquiries further and look forward to receiving your completed application.

Yours faithfully,

Fran Pass
Headteacher

School Administration Assistant

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Northern House School (Wokingham)

Our school motto is 'Believe, Achieve, Succeed' and nowhere can this be seen more than in our classrooms and the continued belief that this motto is for our staff and pupils alike.

We are blessed with children of many different age groups. Our school has an important role to play in the whole development of each individual student and is committed to equal opportunities for all.

Many of our pupils also have additional needs, often due to the co-morbidity of related medical conditions. Additional needs presented include Autistic Spectrum Disorder (ASD) including Asperger's Syndrome, Moderate Learning Difficulties (MLD), Specific Learning Difficulties (SpLD) including dyslexia and dyspraxia and Speech, Language and Communication Needs (SLCN). Some pupils have medical conditions such as Attention Deficit Hyperactivity Disorder (ADHD) requiring medication, visual and hearing impairments and physical conditions requiring assistance with personal care.

All pupils at Northern House School have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) and are admitted following close consultation with the referring local authorities.

Pupils are taught in groups of around eight by an allocated class teacher and assistant.

Before attending our school, many pupils have experienced 'failure' in a conventional mainstream setting, often resulting in attainment below the national expectations and significant self-esteem and confidence issues. At Northern House School (Wokingham) we aim to nurture pupils by building trusting relationships, enabling pupils to feel valued and to develop self-worth, raising self-esteem and supporting them to engage with learning, leading to achievement and experiencing success.

Our main focus rests on supporting all pupils, regardless of their starting points to reach their academic, emotional and social potential – we want pupils to be the best they can be, enabling them to move on and become a functioning member of society. This is achieved by challenging pupils and staff to take the next step in their personal development.

It is also common for our pupils to arrive with limited and underdeveloped skills due to missed opportunities and challenging behaviour acting as a barrier to learning. At Northern House School (Wokingham), pupils are valued as individuals and time is taken to identify learning styles and to understand the needs of the child. This approach allows us to identify activities and learning opportunities to close the gap and to move children along their educational journey.

School Administration Assistant

Northern House School (Wokingham)

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Job Advert

Northern House School (Wokingham) is a school that caters for, educates and nurtures children with Social, Emotional and Mental Health difficulties (SEMH). The school has a reputation for excellence.

We are looking for:

- An individual with a strong background of SEND education, with high expectations of excellence
- An individual with excellent oral and written communication skills, who will inspire and develop their areas of responsibility
- Someone who has an open, caring and supportive approach with pupils, parents and carers
- A knowledgeable and skilful professional able to effectively manage their own performance
- Someone who can direct and inspire the highest possible standards

Northern House School will give you

- A caring and welcoming family atmosphere
- The ability to support positive relationships with pupils, parents, governors and the wider community
- A salary of £16,781 to £20,138 (pro – rata, the actual salary will be less than this due to it being a term time only position. The actual salary will be £13,922 to £16,708)
- Access to the LGPS Pension Scheme
- Following a successful probation period access to an array of some of the best discretionary employee benefits that any school or Trust offers
 - Employer paid Health Cash Plan, which provides money back on a range of wellbeing and health items, such as Dental Surgery, Opticians, Physiotherapy and Chiropody
 - Employee Assistance Programme
 - Discounted Family Shopping Scheme
 - Assisted car leasing scheme through salary sacrifice
 - Multiple other salary sacrifice schemes.

School Administration Assistant

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To Apply

Please download an application pack from our Trust's website. (www.northernhouse.org.uk).

In your covering letter tell us:

- what has prepared you for this role
- why you want to join our school
- what can you offer in order to achieve our objective of having a good / outstanding school

Closing date is **22 December 2017 at 12.00 noon**

Interview date is **week beginning 8 January 2018**

Start date is **January/February 2018**

Once you have completed your application please email akphilip-wok@northernhouse.org.uk.

Further Information

For a further discussion about the position please contact Fran Pass, Headteacher, on 0118 9771293.

We would also encourage potential applicants to contact and visit the school prior to the closing date. To arrange a visit please contact Andy Kessock-Philip (School Business Manager) on 0118 9771293

Northern House School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All applicants will be subject to a rigorous, Enhanced Disclosure and Barring Service (DBS) check and all references obtained will be checked upon for authenticity and accuracy.

We are an Equal Opportunities employer and welcome applications from all members of the community.

Safeguarding

Northern House School Academy Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

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We are an Equal Opportunities employer and welcome applications from all members of the community.

Information for Job Applicants - Safeguarding of Vulnerable Groups, including children

Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.

2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).

Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.

3. As we have children under the age of 8 on site, we will also check that you have not been barred from working with young children due to the 'disqualification by association' legislation which is set out in the DFE's 'Keeping children safe in education' guidance

4. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.

5. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with the Chief Executive Officer to discuss the details of your record.

6. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We will comply with the DBS Code of Conduct relating to storage and security of all Disclosure information.

School Administration Assistant

Northern House School (Wokingham)

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Job Title	School Administration Assistant
Band/Job Group	Grade 3/4. SPC 14-21
Hours/Week	37 hours per week
Special Conditions	Term Time Only
School	Northern House School (Wokingham)
Responsible to	Head Teacher / Deputy Head Teacher / Assistant Head Teacher / School Business Manager

Job Summary

- The primary purpose of the job is to provide comprehensive support to the Head Teacher and administration support to all staff and pupils across the school.

Main Responsibilities

- Monitor pupil attendance, following absences through with a telephone call
- Liaise with LA, taxi contractors, parents and staff to ensure efficient transport of pupils to and from school.
- Monitoring pupil medication and Health Care Plans, including liaising with other health care professionals.
- Free school meals verification, collection of dinner and tuck monies.
- Maintain pupil information on SIMS including all starter and leaver administration
- Undertake reception duties including answering the telephone and face to face enquiries being the first point of contact for parents, children and staff.
- Assist with the management of attendance throughout the school day and initiate contact with parents or police in line with the school's policy where necessary.
- An initial point of contact between school and outside agencies/parents.
- Provide simple first aid to pupils and maintain First Aid Certificate.
- Opening incoming mail and posting school mail at the end of the day
- Opening and dealing with admin emails
- School admissions – arranging interviews, sending offer letter and new pupil pack, monitoring places available and liaising with the local authority accordingly.
- Exclusions – recording on SIMS and completing necessary paperwork to be distributed accordingly.
- To be a friendly ear to pupils, parents and staff.
- Filing and maintaining pupil files.
- Recording phone calls on the system for members of staff when requested
- Picking up messages off the answerphone daily, recording staff absence in the school diary and emailing SMT to make them aware of absences and reasons for absence.
- Listening and dealing with any other phone messages first thing in the morning.
- Meeting and greeting visitors to the school and offering refreshments.
- Manage census returns
- Examination administration.



Support to School

- 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.
- Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period
- To contribute to the development of, and maintain school policies and procedures.
- Maintain school routine.
- To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
- Support ethos of school.
- Maintenance of safe environment.
- Liaise with parents about transport arrangements and pupil behaviour.
- Assist with the supervision of pupils out of lesson time, including before and after school and break times.
- Although job holder will have no direct financial responsibility a level of support may be required.
- Be required to administer first aid and/or medication (after appropriate training)

Contribute to the ethos and priorities of the school

- Contribute to school improvement and development planning and promote the learning priorities of the School Improvement Plan (SIP).
- Contribute to the development and/or implementation of school policies.
- Use the Performance Management Process to advance pupil learning and enhance professional practice in line with the school's aspirations and priorities.
- Have lead responsibility for a subject or aspect of the whole school's work and develop plans which identify clear targets and success criteria for its development.
- Promote the wider aspirations and value of the school.

Driving

- Ensure that any vehicle that is allocated to the post holder is kept in a clean condition, both externally and internally.
- Ensure that, at all times, vehicles driven are roadworthy and comply in all respects with the law. To report all faults in the prescribed manner and co-operate in ensuring that servicing, repairs and maintenance are carried out effectively.
- Maintain mileage and vehicle defect records and provide returns relating to the use of vehicles driven.

It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

Such other duties may be requested, as may be appropriate to achieve the objectives of the post to assist the Trust in the fulfilment of its objectives, commensurate with the post holder's salary grade, abilities and aptitudes. Any variations to the job are a common occurrence and cannot of themselves justify a reason for a reconsideration of the grading

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of the job.

The post holder must at all times carry out his/her responsibilities with due regard to the Trusts policy, organisation and arrangements for Health and Safety at Work.

The post holder must ensure they are aware of all other policies and procedures, in particular those surrounding safeguarding of children.

The post must ensure they maintain the strictest confidentiality in relation to any stakeholders of the Trust.

Signed..... Headteacher

Signed..... Job Holder

Date.....



Job Specification

Sickness Absence and Disability	<ul style="list-style-type: none"> • A good punctuality record. • A good awareness of impact of staff absence <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> • GCSE or equivalent in Maths and English • Knowledge of word processing and spreadsheet packages • First Aid Certificate • Full Team Teach training accreditation (DESIRABLE)
Experience	<ul style="list-style-type: none"> • Experience of working in a school office. • Experience in working with statemented pupils with SEMH. • Knowledge and understanding of Equal Opportunities. • Knowledge of Health and Safety issues. • Knowledge and understanding of the Children Act. • Positive behaviour management. • Ability to organise, lead and motivate others (staff and pupils).
Training	<ul style="list-style-type: none"> • Willing to attend relevant training. • Demonstrate willingness to take advantage of CPD. • First Aid Training
Special Knowledge	<ul style="list-style-type: none"> • An understanding of issues relating to children with SEMH, Autism and other needs. (DESIRABLE).
Circumstances	<ul style="list-style-type: none"> • Ability to work when the school is open (Term Time working). • Willingness to work flexibly to meet the requirements of the post.
Disposition	<ul style="list-style-type: none"> • Will make things happen, operates with resilience, flexibility and integrity. • Shares and listens to information, opinions and ideas, using a range of effective approaches. • Ability to motivate individuals to perform effectively. • Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. Willingness to work in close partnership with staff, parents and other professionals. • Empathy with children/parents who are experiencing difficulties. • Flexible approach to people and situations. • A sense of humour. • Confident.
Legal Requirements	Enhanced DBS Check for Regulated Activity