



**THE  
KING JOHN  
SCHOOL**

A QUALITY EDUCATION FOR ALL



**Job Application Pack**  
**Administrative Assistant**  
**Behavioural and Support**



**ZENITH**  
MULTI ACADEMY  
TRUST

## The Vacancy



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**Administrative Assistant**  
**35 hours per week**  
**8.30am – 4.00pm Monday to Friday**  
**Term time only**  
**Pay Scale 2-3 point 3-6**  
**Actual Annual Salary £19,005- £19,919**

Are you looking for a new challenge? If so this role could be for you.

We are looking to appoint an enthusiastic Administrative Assistant to join our forward-thinking Behavioural and Support team.

The successful individual will need to be flexible in their approach to their work within the ever changing environment of Behaviour and Support.

You will need to have excellent IT skills, with the ability to competently use Excel and Word. This role includes data inputting for all students and their behavior trends as well as helping to support with students as a front facing role.

The role requires for the successful candidate to compile reports from all data entry on a weekly basis and to be able to interact with students in a calm way.

The successful candidate will have excellent communication skills and have the ability to build effective working relationships with colleagues and students at all levels. You will be required to work with staff to ensure that individual students needs are met.

Please note all staff undertake an induction, to ensure support and training is given for the role.

You will enjoy working in a school that values and delivers excellent professional development.

Experience of working in an education environment would be desirable but not essential.

We can offer you:

- A dedicated, enthusiastic, friendly and experienced hardworking team of staff
- The opportunity to develop within a highly effective multi academy trust
- Free Benenden Medical Healthcare cover
- Local Government Pension Scheme
- A school that is committed to continued professional development

## Applications

To apply for the role please download the application form from the vacancy page on <https://www.zenithmultiacademytrust.co.uk/vacancies/>, completed applications should be submitted to [recruitment@zmat.co.uk](mailto:recruitment@zmat.co.uk). CVs will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application. Full job description and person specification can be found at the end of this pack.

Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

### Closing Date: 5<sup>th</sup> January 2025

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [recruitment@zmat.co.uk](mailto:recruitment@zmat.co.uk) or telephone 01702 426744.

**We look forward to receiving your application. You will be notified of your application status within two weeks of the vacancy closing date.**

## Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

## Welcome from the CEO



It gives me great pleasure to welcome you to our Trust, and I very much hope this job application pack you gives you a sense of what it is like working in our Trust, including our vision and values.

We are a small, locally-based Trust in South East Essex, currently comprising one primary school, three secondary schools, and one special school: Laindon Park Primary School and Nursery, The James Hornsby School in Basildon, Castle View School in Canvey Island, and The King John School in Benfleet, and Castledon School in Wickford.

We are intentionally a small Trust and very much see our role as central to the communities we serve.

As a member of staff within the Trust, you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You become a valued member of a small group of schools, able to shape the education of future generations. In doing so, we hope that you feel really well supported in your career, and that your well-being is always considered. As a member of our Trust, you engage in a professional learning journey which develops you as a practitioner, and allows you to use your talents to transform lives and make a genuine difference.

### Our Core Purpose

To enhance the life chances of every child and drive social mobility.

### Mission Statement

A quality education and experience for all.

### Values

**Dignity**

**Collaboration**

**Positivity**

**Aspiration**

### Vision

Zenith Trust will ensure excellence across the pillars of school improvement, governance, and business operations, harnessing the transformative power of collaboration so that all students attend truly outstanding schools.

Regardless of background or need, all students will achieve highly and have high levels of well-being, because they are taught and supported by the very best staff, who are well-trained and supported, buy into Zenith's vision, and are committed to providing a quality education for all. School leaders act ethically, inclusively, and always with the child's best interests at heart. Our students will be aspirational for themselves, enjoying their time at school, and flourishing as individuals within a safe, secure and nurturing environment.

All Zenith schools value students' social, moral, cultural, and spiritual development, building exceptional character so that students are kind, resilient, and inspired to be life-long learners. By working closely with the families and local communities we serve, and listening to students' voices, students will be well-prepared for life in a modern, tolerant Britain. They will secure outstanding academic outcomes and high quality destinations, always well-prepared for their next steps. As adults, they will lead happy, purposeful, and rewarding lives, and make a positive contribution to the world.

Andy Hodgkinson  
Chief Executive Officer

## Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement, and would like to be part of our vision to provide excellence in education, we would love to hear from you.

In return we can offer you:

- A friendly Trust which places staff wellbeing and development at the forefront of everything we do
- School settings with excellent facilities
- Access to high quality and bespoke CPD across the Trust, including a collaborative project with the Education Endowment Fund (EEF)
- A supportive and positive Early Careers program run in partnership with University College London and Chafford Hundred Teaching School Hub
- The opportunity to develop your career with and across the Trust Schools
- The Trust is an early adopter of the new NPQs

## Staff Wellbeing

The Trust is committed to providing a safe and healthy working environment for all staff and supports management practices that promote good health and wellbeing of all its employees. The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and Trust performance, including better outcomes for students.

The Trust has adopted a number of policies to support our commitment to staff wellbeing, including:

- Mental Health and Wellbeing policy which focuses on the Trust's commitment to maintaining the health and wellbeing of staff
- The Health and Safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff Recognition and Reward policy which ensures our staff feel valued for the work they do and recognised for the contribution they make.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that all our diverse and talented young people deserve.

## Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding, and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice. All staff who work in the Trust also have access to our innovative, online learning platform 'Zenith Institute', which provides staff with bespoke training and access to the latest research.

## Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
  - Access to a GP 24/7 hours a day seven days week for you and your immediate family
  - Access to a Mental Health Helpline 24 hours a day seven days a week
  - Access to a care adviser who can provide advice and information on adult care issues
  - Medical Diagnostics
  - Medical Treatment at one of the hospitals in our treatment network for certain procedures.
  - Physiotherapy
  - Mental Health Counselling Support
  - Financial Assurances to a care adviser who can provide advice and information on adult care issues
- Access to Benenden Healthcare rewards and discounts scheme
  - 46% off digital fitness subscriptions
  - 22% off activity trackers from Fitbit
  - Save up to 11% on the cost of gift cards of E-Gifts
  - Lifestyle shopping vouchers – save 6%
  - Home movies rentals – save up to 40%
- VIVUP Employee Assistance Programme and Lifestyle savings membership
- On site staff counselling programme
- Access to Bike2Work scheme
- Annual calendar of wellbeing events
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Free access to on-site gym facilities
- Generous Teachers' Pension and Local Government Pensions schemes
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum



## The Schools of Zenith Multi Academy Trust



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Daniel Steel, is the Headteacher at The King John School, as a parent of two young children himself, he leads the school through the eyes of a parent, with very high expectations and aspirations for his students. The King John School is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. There is a strong focus on developing students' character by instilling the King John PRIDE values of positivity, resilience, integrity, dignity and equality. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 68% A\*, A or B grades at A-level. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.



Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Cristina Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

"Pupils enjoy learning and playing together at this small, friendly school. They are confident that everyone is welcome here. From the early years, children learn to share ideas and equipment. Older pupils proudly take on roles in the school to help each other and to care for the school environment." (Ofsted February 2023)





# Castle View School

Pursue Excellence | Be The Best

Steve Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mind-set to contribute positively to our wider society.



## The James Hornsby School

*Together we excel*

The James Hornsby School is an oversubscribed 'Good' school; as rated by Ofsted, where students are at the heart of all we do. We have a strong family ethos where we believe "Together we excel".

The Headteacher, Tammy Nicholls firmly believes that investing in staff is a priority to ensuring every student receives a high quality education, enabling them to achieve their best. Family, Pride, Ambition and Excellence are their key drivers for success not only for their students, but for their staff as well. As such staff retention and well-being is high.

The James Hornsby School are extremely proud of the strong family ethos that has been built, which focuses on developing personal character, resilience, independence and removing barriers to success. They have a vertical tutoring system and every student and staff member are placed into a college structure, this strengthens the sense of belonging.

Our ethos ensures a safe and happy environment where students are at the centre of all we do. They have highly effective safeguarding structures in place and work in collaboration with parents and carers to ensure high levels of attendance, welfare and outcomes.

They have created an environment where all students can make great progress, this is underpinned by a well-structured curriculum that is rigorous and aspirational and is supported by quality first teaching.

The ultimate purpose is to ignite hope, drive ambition and advance the life chances of everyone who is part of their family. We will help students gain qualifications that will open the door of opportunity and develop the character to get them through.

We welcome the chance to meet with you and discuss your development opportunities as part of the James Hornsby and Zenith family!





Simon Holliday is the Headteacher of Castledon School. This school is a community special school based in Wickford, Essex that aims to unlock the potential of learners aged 5 to 19 with moderate learning difficulties and complex needs. Our motto is "Unlocking Potential".

We work closely with parents, staff and students to create a safe and inclusive community that is based on mutual respect and understanding. Staff, parents and students helped devise the Castledon Code which encourages all within our community to be safe, kind and responsible.

Our school has a range of facilities and resources to support our students' learning and development, including specialist classrooms and equipment, therapy rooms, a sensory room, a soft play area, a music studio, a swimming pool, animal care shelters and an art room. Our students have access to a range of pathways, including life skills, vocational, and academic. We work with our learners and families to identify their goals and aspirations and offer bespoke pathways that are tailored to each individual student.

Our school has won several awards, including the 2022 Essex SEND Teacher of the Year award. We also recently won the Educational Business Award for Environmental Practice in 2022, and the Community Award in 2021, Academy Partnership Award, and SEN Provision Award in 2019.

We invite you to follow us on Instagram to keep up to date with our school community.



The King John School



Laindon Park Primary School



The James Hornsby School



Castle View School



Castledon School

## Testimonials

Working at The King John School for the past 4 years, including my ITT and NQT year, has provided me with fantastic opportunities to develop. I have been able to attend CPD to upskill my A-level knowledge, allowing me to teach two science A-levels. I have been encouraged to attend emerging leaders training and subsequently appointed an Assistant Head of Year role. Since then, I have also attended middle leaders training to further develop within my role as a pastoral leader.

- Science Teacher, The King John School

On starting my role as an LSA at KJS my first impressions were how supported, knowledgeable and friendly the staff were across the board (on all levels). As an LSA my Job role is to provide support to pupils with special educational needs and to help them integrate as fully as possible in all activities within the class. KJS offer excellent training and opportunities to develop your career, you are fully supported and recognised for your achievements. In the four months that I have worked at KJS I have gained valuable experience and a range of assessment techniques to enable me to progress further within my role.

- LSA, The King John School

I would like to sing the praises of everyone who has supported me in the school over the last year and a half. There are way too many to name (the whole school staff is super supportive – any questions or concerns I shared, if the staff member I spoke to didn't know how to deal with that, they would point me in the direction of the person who could). Even though I was based in the English department, staff from all over the school were prepared to help in any way they could. Again, I feel that this is also reflected when the staff members are dealing with the students. I just cannot fault the support system in place – ESPECIALLY during the pandemic. Overall, my experience at The King John School has been positive and valuable to me and I hope that I am able to continue here for a very long time.

- ECT English Teacher, The King John School

Having started as a trainee in the English Department back in 2011, I am thankful to have had over ten wonderful years working at this fantastic school. The school's focus on CPD has enabled me to attend numerous courses over the years which has had a really positive impact on my teaching and learning knowledge. The support and guidance from my colleagues has given me the confidence to teach across all three key stages, from 11-18 year olds, and it has been a real privilege to have a positive impact on the learning and life chances of these students. Whether it be helping our Year 7s with the transition from primary school, or Year 13s with their university applications, I have found these opportunities hugely rewarding. I have also been encouraged to develop and progress in other aspects too and have and have been given many additional responsibilities over the years. I can honestly say that my colleagues are supportive, hardworking, dedicated and passionate and my students are enthusiastic, well-behaved and intellectually curious. These things combined have made this a truly fun, fulfilling and hugely enjoyable place of work.

- Teacher of English and PSHE Coordinator, The King John School

## Job Description

|                     |   |
|---------------------|---|
| <b>Job Title</b>    | Behaviour and Standards Administration Assistant and Behavioural Support  |
| <b>Grade</b>        | Scale 2-3   |
| <b>Reports to</b>   | Deputy Headteacher: Safeguarding & Designated Safeguarding Lead : CPC Manager   |
| <b>Liaison with</b> | Class teachers: Student Development, Wellbeing and Safeguarding<br>Deputy headteacher: Behaviour and standard Heads of Year, teachers, form tutors, staff, parents, students  |
| <b>Job Purpose</b>  | <ul style="list-style-type: none"> <li>• To be responsible for the day to day administration of student routines and the logging of these; to act as a source of support, advice and expertise for staff within the remove room, informing and supporting in dealing with students' routines and behaviours.</li> <li>• Communicate with staff within the remove room, when emails come in, relating to students needing to be accompanied around school or to be collected from a classroom or other area from within the school.</li> <li>• To work with all stakeholders to ensure that class routines are recorded on spreadsheets and communicate and direct staff to go and collect students when needed.</li> <li>• The post holder will support students' positive behaviours by inputting data when they receive praise slips as well as logging any negative behaviours that are noted through the systems.</li> <li>• The post holder will support and deal with students when required, but works from a room, supported by other teaching staff, whereby the logging of routines and behaviours occur and any behaviour support is required.</li> <li>• The post holder will support with the inputting and day to day queries on detentions and after school help support the registration of students attending detentions.</li> </ul> |

|  |   |
|--|---|
| <p><b>Duties:</b></p> <p><b>Administration Officer</b></p> | <ul style="list-style-type: none"> <li>• Be familiar with, understand and apply the school's Child Protection Policy appropriately. Training will be provided for this.</li> <li>• Help promote educational outcomes by sharing the information about student routines with key staff as appropriate.</li> <li>• Contribute to organising data on these behavioural trends for Behaviour Leads and Deputy Head to analyse.</li> <li>• Use a range of applications including word, Excel, PowerPoint etc.</li> <li>• To complete general administration duties as required.</li> <li>• To communicate effectively with all staff and students where appropriate.</li> <li>• To ensure confidentiality is maintained at all times.</li> <li>• To ensure Health and Safety regulations and Codes of Practice are observed at all times.</li> <li>• Attending relevant meetings and in-service training provided by the school.</li> <li>• Management and operation of the remove room.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul> |
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## Person Specification

| General heading                        | Detail  | Examples   |
|--|---|--|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | NVQ level 2 or equivalent<br>Successful experience of working with children with wellbeing needs   |
|  | Knowledge of relevant policies and procedures | Being aware of and working with the service policies in relation to Inclusion, Child Protection and physical contact with pupils, appropriate regulations and guidance   |
|  | Literacy                                      | NVQ level 3 or equivalent in English   |
|  | Numeracy                                      | NVQ level 3 or equivalent in Math's  |
|  | Technology                                    | Good working knowledge of ICT to support learning and performance of own role  |
| <b>Communication</b>                   | Written                                       | Ability to write reports, complete returns and write complex letters   |
|  | Verbal  | Ability to use clear language to communicate information unambiguously<br>Ability to listen effectively  |
|  | Languages                                     | Specialist language/communication skills, if appropriate   |
|  | Negotiating                                   | Ability to negotiate effectively with adults and children  |
| <b>Working with children</b>           | Behaviour Management                          | Ability to demonstrate effective implementation of the school's behaviour management policy  |
|  | SEN   | Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties   |
|  | Curriculum                                    | Good understanding of the school curriculum<br>Good working knowledge of specialist curriculum area(s), if appropriate   |
|  | Child Development                             | Good understanding of child development<br>Ability to assess progress and performance and recommend appropriate strategies to support development  |
|  | Health & Well being                           | Understand and support the importance of physical and emotional wellbeing  |
| <b>Working with others</b>             | Working with partners                         | Ability to support teacher/practitioner to set up a positive learning environment for the children you have worked with<br>Ability to make a proactive contribution to the work of the team supporting children, their families and carers |
|  | Relationships                                 | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults   |
|  | Team work                                     | Ability to work effectively with a range of adults<br>Influences the attitudes and opinions of others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action                                   |
|  | Information                                   | Contribute to the development and implementation of effective systems to share information   |

|                         |                                 |   |
|-------------------------|---------------------------------|---|
| <b>Responsibilities</b> | Organisational skills           | Good organisational skills  |
|                         | Line Management                 | Ability to manage and support the work of others, as required and appropriate   |
|                         | Time Management                 | Manages time and prioritises work in an effective and productive manner.<br>Ability to manage own stress and meet deadlines |
|                         | Creativity                      | Demonstrate creativity and an ability to resolve problems independently   |
| <b>General</b>          | Equalities                      | Awareness of and promotion of equality.   |
|                         | Health & Safety                 | Good understanding of Health & Safety   |
|                         | Child Protection                | Good understanding and effective implementation of child protection procedures  |
|                         | Confidentiality/Data Protection | Understand and comply with procedures and legislation relating to confidentiality   |
|                         | CPD                             | Demonstrate a clear commitment to develop and learn in the role<br>Ability to effectively evaluate own performance          |