



## RECRUITMENT PACK

# Careers & Pupil Enrichment Administration Assistant



ROUNDHAY  
SCHOOL

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# Job Application Pack

## CAREERS & PUPIL ENRICHMENT ADMINISTRATION ASSISTANT

*Secondary – Permanent – Full Time (Part Time Considered) - 37 Hours Per Week – TTO+2 –  
Payscale C1 12-17 (Actual Salary £22,376 – £24,365 DOE) - Start September 2024*

We are looking to recruit an inspirational, dedicated, innovative and ambitious individual to join our fantastic school. The successful candidate will be willing to do 'whatever it takes' to ensure our pupils/students reach their full potential.

**To apply, please click on the link below to be directed to our online recruitment system** <https://careers.roundhayschool.org.uk>. Further guidance on making an application, as well as information on our school is provided at the end of this job pack and at our vacancies page using the link above.

Please remember to detail in your application your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs.

**The application deadline for this position is 8am on Monday 1<sup>st</sup> July 2024.** Please note, we encourage early applications and reserve the right to close this vacancy at any time.

For our Ofsted Report:  
<https://reports.ofsted.gov.uk/provider/28/108076>

Roundhay School Statutory Information (including our Safeguarding & Child Protection Policy):  
<https://www.roundhayschool.org.uk/our-school/statutory-information/>

To view our Sixth Form Prospectus:  
<https://www.roundhayschool.org.uk/sixth-form/applications-admissions/>

# Welcome

Dear Prospective Applicant,

Thank you for expressing an interest in the advertised position at Roundhay School.

We are looking for an enthusiastic and committed colleague who is willing to do **'whatever it takes'** to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding Sixth Form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve, and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being **Responsible, Resilient and Ready to Learn** and what it means to **be Roundhay**. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners, and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere, and very positive staff-pupil relationships. We see this as everyone's responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing professional development and wellbeing. Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable place to work and learn, where staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours faithfully,



**Matthew Partington**  
Executive Headteacher



# Job Description

## Careers & Pupil Enrichment Administration Assistant

*Secondary – Permanent – Full Time (Part Time Considered) - 37 Hours Per Week – TTO+2 – Payscale C1 12-17 (Actual Salary £22,376 – £24,365 DOE) - Start September 2024*

**Purpose of the job:** To provide effective day to day administrative support to ensure the smooth running of the school's Careers and Pupil Enrichment activities

**Accountable to:** Pupil Enrichment Leader, or nominated deputy

*This job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time.*

1. To promote Careers and Enrichment within the School
2. To work with the leader to ensure as many students as possible benefit from a diverse programme of activities, events, workshops, placements, both on and off-site, including organising transport and risk assessments and, where appropriate, attending events.
3. To work with selected groups of identified pupils to ensure they are engaged fully in school life, this may include one to one or small group intervention work.
4. To carry out the various administrative requirements for event and activities to take place including the completion of official documentation, e.g. educational visit forms, risk assessments, parental consent forms.
5. To work flexibly as part of a team, to deliver an excellent administrative service to internal and external customers at Roundhay All Through School.
6. To organise work tasks and duties to meet agreed service standards
7. To undertake routine administrative tasks which contribute towards the smooth running of pupil experience/pupil enrichment:
  - a. Assist with paperwork required by external providers
  - b. Book in dates with external providers
  - c. Remind pupils/parents via SIMS about upcoming events/trips
  - d. Communicate with Heads of Year/Form Tutors regarding upcoming events/trips
  - e. Liaise with Attendance Leads regarding those attending planned enrichment activities
  - f. Manage telephone and email enquiries in a timely and professional manner
  - g. Taking telephone messages and deal with basic telephone enquiries
  - h. Chase payments and consent for trips and other enrichment
  - i. Assist in the management of stationary and stationary stock levels
  - j. Photocopy and issue letters to parents prepared by the Pupil Experience Leader
  - k. Setting up meeting rooms, ordering catering and organising set ups for events
  - l. To assist with basic admin tasks that will support the Evolve process and risk assessments
8. To use IT applications and Databases effectively to deliver administrative tasks, including word and excel
9. To undertake administrative tasks directed by the Pupil Enrichment Leader
10. To communicate effectively with customers and colleagues in relation to work under taken
11. To work with others to help improve work organisation and effectiveness
12. To be aware of, and comply with, policies and procedures relating to child protection, safeguarding, data protection and health & safety ensuring all concerns are reported to a designated person in a timely manner

***Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.***

# Person Specification

## Careers & Pupil Enrichment Administration Assistant

Secondary – Permanent – Full Time (Part Time Considered) - 37 Hours Per Week – TTO+2 –  
Payscale C1 12-17 (Actual Salary £22,376 – £24,365 DOE) - Start September 2024

To effectively undertake the role, the successful candidate should possess the following attributes (identified via the application form, qualification certificates, interview and references as appropriate).

Qualifications/Training	Essential/Desirable
5 GCSE grades A*-C/9-4 or equivalent including English and Maths	E
Proven high level of literacy/numeracy	E
Willingness to undertake further work-related training	E
Experience/Knowledge	
Minimum of 2 years of experience of providing office/admin support	E
Experience of dealing with queries from a wide range of people	E
Experience in the use of the Microsoft package	E
Experience of working as part of a team	E
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care	E
Experience of working with children/young people	E
Experience of supporting others	E
Experience of maintaining systems/records, including the use of SIMS	D
Personal Skills/Qualities	
High levels of organisation and time management with the ability to prioritise and adapt	E
Excellent communication skills, both oral and written, with adults and young people	E
A successful team player who works collaboratively as well as independently	E
Demonstrates a total commitment to provide young people with the best possible experience, both inside and beyond the classroom	E
Safeguarding Children	
Demonstrates a commitment to safeguarding, always maintaining appropriate relationships and personal boundaries with children/young people and demonstrating emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	E
Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children and young people.	E

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# School Overview

## Our Mission Statement

Roundhay School is all about its pupils and we will do **'whatever it takes'** to ensure that each one reaches their full potential. We will never put limits on what our pupils can achieve, regardless of background or circumstance. Our focus on developing character, instilling confidence and a love of learning whilst teaching the importance of kindness, manners, and respect. We want all our pupils to make a positive contribution to school life and society, continuing to learn and develop for the rest of their lives.

**Always responsible. Always resilient. Always ready to learn. Always Roundhay.**

## Our Pupils

The school population reflects the cosmopolitan nature of modern Leeds. The pupils come from a very wide variety of socio-economic and ethnic backgrounds; more than 27 languages are represented, with around 60% of our pupils drawn from the black and ethnic minorities. This gives the school great strength in its many endeavours and relationships.

**'Pupils thrive academically and personally at Roundhay School'.** Ofsted

We currently have around 2500 pupils in this 4-18 co-educational community comprehensive school, making it one of the largest within Leeds. Our specialist Dyslexia Base, our SEN provision, and our 500+ strong and very successful Sixth Form (one of the biggest in the region) are just some of our many strengths.

**'Pupils behave very well'.** Ofsted

**'Pupils show exceptional levels of respect for others'.** Ofsted

In September 2012 we became one of the first 'all-through' schools in the region, growing with a new intake every year. Our first primary cohorts joined up with the secondary aged pupils in September 2019. We have a separate £4.8 million purpose built Primary Campus located just a mile away from the Secondary Campus.

We are proud of our examination success at all key stages. At our Sixth Form, over 35 qualifications (including A Levels, BTECs and Cambridge Technicals) are taught and with excellent achievement we find that the majority of our students are able to progress to higher education including students going to Oxford and Cambridge Universities.

We have the highest expectations of every pupil and strive to achieve high standards in all that we do, both academically and socially.

**'The school aspires for all pupils to be 'Recognisably Roundhay – responsible, resilient, and ready to learn'. This is something that pupils live out daily.'** Ofsted

## Our Staff

**'Staff know each pupil individually. They work tirelessly to provide exceptional support'.** Ofsted

We are fortunate to have highly committed, professional, and friendly staff, who have worked hard and successfully to establish a thriving learning community. Many staff have sent, or currently send, their own children to Roundhay, which is a real vote of confidence.

We also have other pupils who come from families with parents professionally involved in education, which helps to keep us on our toes! We take seriously the professional development of all our staff. As a school, we are heavily involved in Initial Teacher Training and are a strategic partner within a Teaching School Alliance (Red Kite) which involves sharing outstanding practice across four local authorities. School improvement and self-review are central to our drive to raise standards. We have around 270 staff, both associate and teaching, who work very hard as a team to ensure they support both the pupils and each other.

***'The school has a 'whatever it takes' approach'.*** Ofsted

### **Our Location**

The school's two campuses are situated in north-east Leeds, adjacent to Roundhay Park, and are surrounded by highly sought-after owner-occupied houses. The settings can only be described as impressive. The schools' grounds are magnificent; the campuses cover over 30 acres of parkland combined. We also serve some of the most economically and socially deprived areas of the city, as well as more favoured wards, giving us the rich mix of pupils that makes us a 'true comprehensive'. Currently, around 21% of our pupils are classified as being Pupil Premium children with 15% currently entitled to free school meals.

***'All adults have a relentless focus on identifying and addressing barriers to learning to help all children to succeed'.*** Ofsted

### **Our Facilities**

We have very good facilities, and since our Secondary Campus was rebuilt in 2004, we continue to invest heavily in ICT and in improving facilities to enhance the learning and teaching experience of pupils and staff alike. We expanded with a £4.8 million purpose built Primary campus in 2012 and a £12 million Pavilion building and artificial pitch on the Secondary site in 2017.

***'Across the school, teachers have a shared understanding of the high-quality teaching approaches that best support pupils learning'.*** Ofsted

### **Our School Organisation**

Our separate Primary Campus introduces two forms each year and houses upwards of 420 children. The Primary school day starts at 8.55am and ends at 3.20pm.

At our Secondary site, pupils are grouped for registration and for Personal, Social, Health and Citizenship Education in mixed-ability form groups. For teaching purposes, pupils are placed in a variety of groupings as appropriate, including setting and some mixed-ability grouping. Lessons at the Secondary Campus are 50 minutes in length, six per day, although the vast majority are double lessons. The secondary school day commences at 8.20am and finishes at 3.00pm, followed by extra-curricular activities.

***'The expectations for what pupils will know and be able to do at the end of each stage of education are exceptionally high'.*** Ofsted

### **Our Pastoral Organisation and Leadership**

Each campus (Primary and Secondary) has a Head of School. At the Secondary Campus Years 7, 8, 9, 10 and 11 are led by Heads of Year, assisted by teams of tutors, and overseen by member of the Leadership Team. Our Assistant Headteacher: Director of Sixth Form and her team are supported by Academic Mentors.



There is a strong tradition of support for both pupils and colleagues. Our Academic Support Tutors, Mentors, Behaviour Support workers and Raising Achievement teams have had a powerful effect on the positive implementation of our social inclusion strategies.

***'Leaders act with a relentless moral purpose. They are committed to supporting every pupil and member of the staff team. They actively seek ways to manage staff workload and well-being. Staff are proud to work in this exceptional school'.*** Ofsted

### **Our Extra-Curricular Activities**

We have a thriving and exceptional programme of music, drama, sports teams, outdoor pursuits, residential, art events, enrichment days and charity events! Everyone contributes, as we feel that it is a vital part of our role in developing the potential of all our pupils and building a cohesive community.

### **Our Community Links**

The school has excellent links with the communities it serves and actively seeks to widen these. We believe that this vital 'citizenship work' demonstrates our ethos as a school, where courtesy, co-operation and commitment are more than just words!

# School Policies

Our school policies, are available on our website or from the school upon written request. Our Sixth Form Prospectus and Ofsted report are also available to download from our website.

## **Safeguarding and Child Protection**

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors, and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search, and other relevant checks in line with statutory guidance.

We have a designated senior member of the Leadership Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

## **Whistle Blowing**

Our policy is to ensure that all staff are able to raise concerns about a danger, risk, malpractice or wrongdoing which is in the public interest in the knowledge that they will be protected from any potential reprisals.

## **Code of Conduct and Personal Behaviour**

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and to protect the wellbeing of all its employees and pupils. The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Regulation Agency, and the school considers the principles to apply to all staff employed at the school.

## **Equality and Diversity**

Roundhay school is committed to providing an environment free from discrimination, bullying, harassment, and victimisation where all members of its community are treated with respect and dignity. The school aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution.

## **Smoking Policy**

Roundhay School is a no smoking building and site and all staff must adhere to this policy.

## **Online Safety and Acceptable Use Policy**

We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the above policy.

# How To Apply

1. Please go to our Vacancies page at <https://careers.roundhayschool.org.uk/> where all our current vacancies are listed.

2. Click on the 'More Info/Apply' link at the bottom of each vacancy listing. This will open a new window where you will be able to review the vacancy job pack and apply. The job pack (a PDF document attached to each vacancy) clearly sets out the full details of the position as well as the essential qualifications, skills and experience we require applicants to evidence in order to be successfully shortlisted for interview. Please note that we are not permitted to accept CVs.

3. To apply for a vacancy, click on the 'Apply Now' button. Please complete the online application as fully as possible, and then submit this as soon as you can please prior to the closing date, as we reserve the right to close any of our recruitment adverts to further applications at any time.

4. Your application will be automatically acknowledged. Our Recruitment team will get in touch once the vacancy has closed to let you know if you have been shortlisted for interview.

## **Important notes:**

On your application form, you are required to provide details of your education and your full employment history, including details of any unpaid or voluntary work. You should also evidence how your skills, knowledge and experience meet the person specification for the role you are applying for. Please also outline the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate.

All gaps in employment must be clearly accounted for, and where these do exist, you must clearly explain the reasons why and outline what you were doing during this time.

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Details of the interview programme will be confirmed to shortlisted candidates after the closing date.

Whilst we aim to respond to all applications in a timely manner, if you have not been contacted within one month of the closing date, please assume you have not been shortlisted. Due to the volume of applicants, we regret that we are unable to give feedback to non-shortlisted candidates.

If you have a disability that prevents you from accessing/completing our application form, please contact the school and we will look at adaptations we may make to assist you.

Maps are available to download for our Primary and Secondary sites from our website or by clicking on this link [Contact - Roundhay School](#). Please note the Secondary Campus entrance is on Old Park Road, and if you use Sat-Nav, please use the post code LS8 1JT.

Further information is available at our Vacancies page, or you may contact our Recruitment Team at [recruitment@roundhayschool.com](mailto:recruitment@roundhayschool.com) who will be delighted to assist you.