



Willingham Primary School

Recruitment Pack For:

Clerical Assistant and Attendance Lead

32.5 hours per week (Monday to Friday 8.30am to 3.30pm with 30 min lunch break)
Term time only plus 5 professional development days

Scale 3 Point 5-6

£23,500 to £23,893 pro-rata (Actual salary £17,656 to £17,951)
2024 pay award pending.

June 2024 Start



Dear applicant,

At Willingham Primary School, we have created a welcoming atmosphere where all are respected, valued and we work hard to get better every day, from whatever our starting point.

Whether it's in the way that the staff deliver their lessons; the content that is being taught; the attitudes of children with each other and towards their learning; or the effort that they put into their work, the expectation is that we improve together. We work so that each day builds upon the last and leads towards the next.

We offer teaching, founded in sound principles of cognitive psychology, to support each child to achieve their potential within a happy, friendly, caring community. We are committed to working towards providing children with an aspirational, knowledge-rich curriculum and to provide equality of opportunity, which will allow equitable success.

The discipline that we engender, in and out of the classroom, is evident in all areas of school-life and we support the children to become the best versions of themselves. We aim to foster strong relationships with parents and the wider village. We see ourselves as a cohesive part of the community and endeavour to make the community proud of us.

I encourage you to visit our website to get a greater sense of what we are about and if you would like further information, or wish to visit our school, please contact the office to arrange an appointment.

We hope that this recruitment pack will give you all the information you need, to complete your application for the position of Clerical Assistant and Attendance Co-ordinator, at Willingham Primary School.

Please pay close attention to the advert, job description and person specification, as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted, and references sought prior to interview. Any offer of a position will be subject to satisfactory references, a satisfactory pre-employment health check and a DBS check.

Closing Date: 5pm Monday 22nd April 2024

Short Listing: Tuesday 23rd April 2024

Interviews: Tuesday 30th April 2024

I look forward to meeting you soon.

Yours sincerely,

Jo Aldhouse
School Business Manager



School Information

Willingham Primary School (WPS) is at the heart of the community. We are a medium sized school with currently 351 children on roll. Our purpose-built school includes classrooms, two halls, a library area, ICT suite, sensory room, on-site catering, and staffroom. Our spacious grounds include playgrounds, a playing field, wild-life area with pond, quiet outdoor learning spaces, and an outdoor swimming pool. We also have our own pre-school on site – Honeypot Pre-School.

Willingham Primary School is a Local Authority controlled, community school.

Our Mission Statement:

The WPS mission is "to provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life."

Our Values and Drivers

At WPS we value:

[HARD WORK : INTEGRITY : KINDNESS]

And we drive towards the following outcomes:

- Active Participation – we all engage with the world around us and focus our attention on what matters.
- Equitable Success – we believe that through knowledge and opportunity, we can all become the best versions of ourselves.
- Improvement – we recognise that learning is a long process, but that we try to get better every day.



Vacancy

Clerical Assistant and Attendance Lead

Willingham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **A DBS check and a disqualification declaration are required for this post.**

In line with guidance from the Safer Recruitment Consortium, an online search will be completed for shortlisted candidates.

Part-time 32.5 hours per week, Term time plus 5 professional development days

Monday to Friday (Mon to Fri 8.30am to 3.30pm with 30 min lunch break)

The salary is NJC 2023 SCP 5-6 (£23,500 to £23,893) fte. to be pro-rated for part time, term time only working. Actual salary £17,656 to £17,951.

Do you have experience of working in a busy office environment, in a customer facing role? Are you confident communicating with a wide range of people? We are looking for a team member who can be the welcoming face of our school reception, answer the telephone, receive visitors, respond to enquiries, send emails and messages, and provide general administrative support to both the Primary School and Honeypot Pre-school. The role will also involve being the Attendance Lead for the school.

You will be a team player, able to use your initiative and demonstrate a flexible attitude to your work. You will be keen to learn new skills and share good practice.

In return we can offer term-time only working; a supportive staff team; opportunities for training and development; and a lively, interesting work environment, where no two days are the same.

We are looking for a person who:

- Is educated to a good standard in Maths and English.
- Has previous administrative experience.
- The ability to prioritise tasks appropriately.
- Has high expectations of self and others.
- Has a confident and has an approachable manner.
- Is reliable, hardworking, and prepared to go the 'extra mile' for our children.
- Wants to be part of a professional and committed staff team.
- Is enthusiastic, flexible, and willing to contribute to the vibrant life of our school.
- Wants to take part in training and on-going professional development.

Benefits of working for us include:

- On-going staff training and opportunities for professional development
- Being part of a friendly and supportive team, where 100% of staff enjoy working in the school/pre-school (according to 2024 yearly staff survey)
- Access to a free Employee Assistance programme, offering mental health and wellbeing support.
- Cycle to work scheme.
- Government pension scheme.
- Free use of the wrap around childcare provision provided by the school (for school age children).



Job Description

Job Title:	Clerical Assistant and Attendance Lead
Salary:	Scale 3 Point 5-6
Hours:	32.5 hours per week
Contract type:	Permanent
Reporting to:	Office Manager

Willingham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Purpose of the Post

To support the aims and ethos of the school by providing an administrative service within the school in particular to support the collection storage and retrieval of pupil information, to ensure the legal requirements are met, parents are informed, and the required management information is available to the school.

To monitor and respond to attendance issues, reporting and liaising with NSA (Non School Attendance Team), Headteacher/Senior Management, Staff and Governors.

Main Responsibilities

- Take all decisions in line with the school's values of hard work, integrity and kindness and model this to enable others to do the same.
- Behave in a way that supports the school's ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.

Clerical

- Collating and producing weekly newsletters ensuring they are emailed out to parents and published on the school website.
- Operate MIS system for recording, storing, retrieving, and analysing information on pupils and producing the required reports including attendance.
- Assisting in the safe collection, accounting, and banking up of all monies received.
- Liaise with the school kitchen and ensure that the dinner money system is completed in accordance with requirements and regulations. Administer free meal applications.
- Monitor and send payment reminders out for school dinner monies due.
- Ensure the effective reception of all visitors and telephone enquiries to the school in accordance with standards and procedures required.
- Sending out parent emails/correspondence through MIS system.
- Producing certificates and tickets when required.
- Collating and inputting information on new pupil intake.
- Operating reprographic equipment in order to provide a timely and efficient service in accordance with standards required by the Headteacher.
- Generate correspondence and reports of a routine nature.
- Administer first aid.



- Sort and distribute post. Operate outgoing postal system.
- Assist in maintaining the Single Central Record for Staff, Governors and Parent Helpers (DBS).
- Organising and liaising with school photographer.
- Filing of pupil records and ensuring that leavers records are sent on to new schools.
- Liaise with outside clubs, teachers (music) and the WSA and assist with admin.
- To deal with day-to-day financial matters, including parental and staff payments and placing orders etc.
- Providing timely and effective secretarial and administrative support for the Headteacher, SLT and teaching staff in accordance with good secretarial practice.
- Providing 4 hours per week dedicated administrative support to Honeypot Pre-school.

Attendance

- Operate MIS system for recording, storing, retrieving, and analysing information on pupils and producing the required reports including attendance, exclusions.
- Monitoring under 95% attendance, persistent lates and term time absence.
- Generating letters as required and referring term time absences to NSA (Non School Attendance Team) for fixed penalty notices or warning letters to be issued as appropriate.
- Telephoning the home of pupils to discuss with parents the reason for pupil absence.
- Producing Heads Report statistics.
- Produce statistical information on pupil attendance and enter daily registers.
- Organising penalty and attendance meetings with Deputy Head and parents.
- Producing 100% and good attendance certificates at end of every term and end of every school year.
- Produce attendance report yearly to be stored for Ofsted (3 years data).
- Regular meetings with NSA.

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Office Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.



Person Specification

Clerical Assistant and Attendance Lead

Education and Qualifications	Essential	Desirable
Good standard of general education to include Maths and English	✓	
Recognised Admin/Business Qualification		✓
Evidence of continued professional development		✓
Holder of current first aid certificate or willingness to be trained	✓	
Good ICT skills	✓	
Willingness to undertake training as required	✓	
Relevant Experience		
Organisational, office administration, secretarial skills	✓	
Good understanding of ICT packages including Word and Excel	✓	
Competent, accurate typing skills	✓	
Administrative experience gained within a school or education setting		✓
Knowledge of Pupil Asset software package or other similar packages		✓
Skills and Knowledge		
Ability to provide a warm welcome to the school	✓	
Excellent written and verbal communication skills	✓	
Able to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing	✓	
Ability to work as part of a team and to use own initiative	✓	
Be able to work under pressure and manage own workload	✓	
Ability to show and use discretion	✓	
Effective in dealing with unexpected events in a calm, professional manner	✓	
Commitments		
A commitment to the safeguarding of all our pupils	✓	
Responsible for following the school's Health & Safety Policy and Guidelines	✓	
Awareness of and full commitment to confidentiality and equality/diversity issues	✓	
Required to work the 5 teacher training days per school year	✓	
Willingness to contribute to the wider life of the school (e.g. PTA events, clubs etc)		✓
Personal Qualities		
Ability to communicate effectively with children and young people and enjoy their company	✓	
Calm, patient, positive and constructive outlook	✓	
Sense of humour	✓	
Show's a positive 'can do' attitude especially when under pressure	✓	
Ability to diffuse heated and sensitive situations	✓	
Ability and readiness to work flexibly	✓	
Willingness to ask for advice and support as necessary	✓	



Terms of Appointment

Disclosure & Barring Service Check

This role requires an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the Headteacher and Chair of Governors.

Equality & Diversity

Willingham Primary School is committed to promoting equality. The school is an equal opportunities employer. All appointments are made based on merit. All staff have equal access to all benefits, services, facilities, and opportunities.

Health Declaration

Appointments will be subject to a satisfactory pre-employment health check.

Hours of Work and Working Pattern

The hours of work for this position will be specified in the job description and advert.

Online Searches

We will undertake online searches of all shortlisted candidates prior to interview.

Pension

You will automatically be enrolled into membership of the Local Government Pension Scheme.

Probation

Appointments will be subject to satisfactory completion of a probationary period of 6 months.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Right to work in the UK

We have a legal responsibility to ensure that you have the rights to work in the UK, before you can start working for us. If you do not have the rights to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Qualifications

The person specification for this position lists essential and desirable qualifications. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of all essential qualifications.



What Willingham Primary School can offer

Our investment in you

Professional Development

The school is committed to staff development. As a staff member you will have access to:

- Opportunities for professional development through CPD programmes
- Regular performance management and appraisal review
- School training sessions

Wellbeing

Employee Assistance Programme

Our staff have access to an Employee Assistance Programme (EAP). It is an invaluable resource for every individual working in our School. The service promotes emotional wellbeing and enhances personal effectiveness.

The EAP is a confidential service which offers support, information, and guidance on a range of subjects and areas, 24 hours a day, 365 days a year.

Flu Vaccinations

The school provides the opportunity for all staff to receive a free flu vaccination each year.

Additional Benefits

Pension

As an employee of Willingham Primary School, you are automatically enrolled into membership of the Local Government Pension Scheme.

As well as employee's paying contributions into the scheme (banded, based on earning level) Willingham Primary School also pays into the scheme on your behalf, regardless of earnings.

For support staff the school currently contributes 20.7% of your salary into the pension.

Cycle to Work Scheme

Willingham Primary School offers the Cycle to Work Scheme which enables employees to purchase a bicycle, accessories, and safety equipment, to use for at least some of their travel to work, by way of a salary sacrifice scheme. This enables the employee to make savings by reducing their Income Tax and National Insurance liability.

Extended Schools Provision

We run our own in-house breakfast club and after school club and places can be offered to staff's children on the days that they work, if the child attends Willingham Primary School.

Catering

We have on-site catering provision which provides a staff menu bookable daily.



How to Apply

Applications should be submitted using our application form, which can be downloaded from our school website or obtained from the school office. We cannot accept CV's. Please include a covering letter outlining how you meet the person specification.

Informal enquiries and visits to the school are welcomed and should be directed to Becky Binney, The Office Manager, email bbinney@willingham.cambs.sch.uk or telephone 01954 283030.

The closing date for applications is:

5pm Monday 22nd April 2024

