NASEBY CHURCH OF ENGLAND PRIMARY ACADEMY

CANDIDATE PACK

Clerical Assistant

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ABOUT US

At Naseby Church of England Primary Academy we ensure that all members of the school community feel safe, valued and cared for. The school strives for excellence, providing a challenging learning environment where all children can grow as independent learners equipped for life.

The school is situated in the centre of the historic and rural village of Naseby, children from the nearby village of Haselbech and other surrounding villages attend our school. We cater for children aged 4 to 11. The school is an important part of the village community and links are fostered between the churches, community groups and residents, parents and the wider community.

Our school was built in 1843. It consists of a school building, a schoolhouse, a modular classroom and library bus. Within the school building are three classrooms, a 'Learning Zone' area for small intervention groups and a small school hall. The school house accommodates the main school office, the Head Teacher's office, a meeting room, the school kitchen, a Nurture Room and staffroom. Outside we have a large, enclosed grass paddock with a trim trail & wooden planters for each class, Forest School area and playground. We also have an astroturf 'Peace Garden' with a wooden Gazebo which the children use as part of the outside learning environment.

We are inclusive and welcome others regardless of differences, appreciating and nurturing the uniqueness of each individual. Our special Christian identity is evident in the values we share and in the relationships that all members of the school community have with one another. We respect everyone, showing them the tolerance, understanding and forgiveness that we desire for ourselves.

Our Values are; Joy, Love & Resilience.

JOY- 'I sing for joy at what your hands have done. How great are your works.' Psalm 92:5
LOVE- 'Let all that you do be done in love.' 1 Corinthians 16:14
RESILIENCE - 'And let us run with perseverance the race marked out for us.' Hebrews 12:1

OUR VISION & AIMS

Our Vision

We are inclusive, welcoming others regardless of differences, appreciating and nurturing the uniqueness of each individual. We respect everyone, showing them the tolerance, understanding and forgivenesses we desire for ourselves. Love is our cornerstone – the love of God, the love of others and the love of ourselves.

Our Aims

Naseby CE Primary Academy aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence and well-being, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage.

To achieve this, we aim to:

a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
b) Promote spiritual development and the ability to grow and flourish as human beings.
c) Support children in building relationships which reflect Christian values.
d) Deliver a broad, relevant and challenging education which is of
a high standard and appropriate to an individual child's needs.
e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
g) Ensure equal opportunities for all.
h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
i) Develop a sense of pride in belonging to Naseby CE Primary School.

To achieve these aims, staff and governors work in partnership with parents, carers and the local community for the benefit of all our pupils.

CAREER DEVELOPMENT

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

Apprenticeships-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework-We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) delivering the new Early Career Framework. Our Early Career Teachers benefit from our specialist skills in the new framework.

National Professional Qualifications (NPQ'S)-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

WHAT OUR STAFF APPRECIATE MOST

Great support from my senior lead teacher

Appreciation of our work and encouragement to progress professionally

It is calm and happy environment where staff work hard and enjoy their jobs

Supportive & wonderful Head Teacher

Having the opportunity to be open and honest.

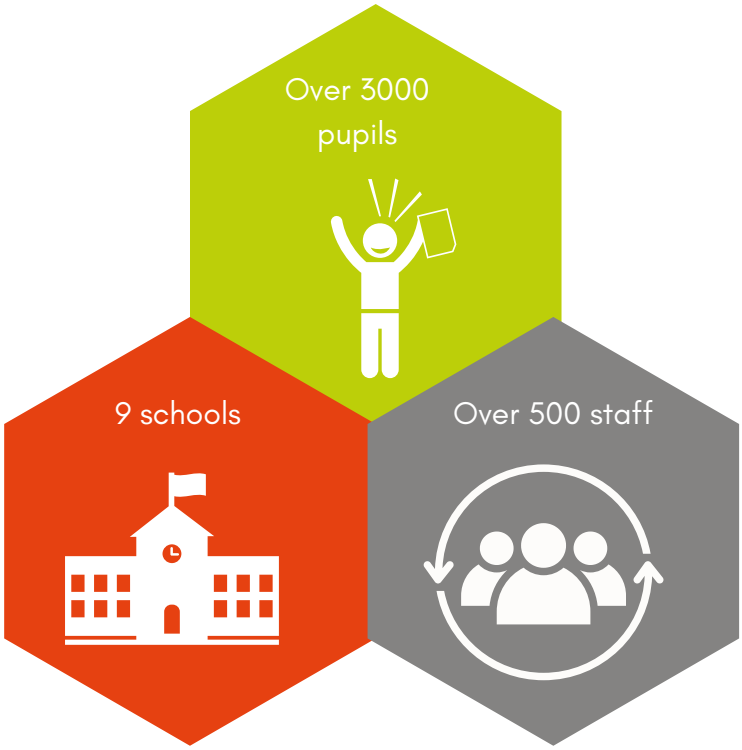
We are very lucky to have high levels of good pupil behaviour

PATHFINDER SCHOOLS
Inspiring greatness

Pathfinder Schools is a growing family of Academies, made possible by our talented staff and volunteers. We are fortunate to support pupils from nursery age up to post-16, and are proud of the contribution we make to local families throughout their children's education.

Our values of COLLABORATION, HUMANITY and INDEPENDENCE drive every decision we make.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.



"As a group of schools, we continue to grow stronger through collaboration and have seen some dramatic improvements as a result of our close working relationships"

Ann Davey-CEO-Pathfinder Schools

OUR PURPOSE

We exist to deliver the very best educational outcomes for every learner. Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

OUR VISION

At the heart of every Pathfinder School is the belief that life is about more than success; it's about greatness. The secret to finding this greatness lies in our everyday actions that make life more fulfilling and more rewarding for us and those around us.

OUR VALUES

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

Clerical Assistant

Advert

Contract type - Permanent

Part Time

8:30am – 12:30pm; 1.15pm – 2.15pm
Monday to Friday

25 hours per week, 38 weeks per year

Salary - Grade D Points 3 - 4
(£20,812 - £21,189)
per annum pro rata

Closing date - Monday 6th February 2023

Shortlisting - To be confirmed

Interviews - To be confirmed

Start date - As soon as possible

How to apply:

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website:

www.pathfinderschools.org.uk/join-us/vacancies

Completed application forms should be accompanied by a letter of application and should be sent to:
recruitment@pfschools.org.uk

Naseby CE Primary Academy is situated in the village of Naseby. We currently have 68 children on roll across the school. Our children are well-behaved and enthusiastic learners, they enjoy coming to school and there is a supportive and forward-thinking staff team.

We are looking for a Clerical Assistant to support us in the school office.

The successful applicant will need to have a caring, calm and approachable nature and be able to work under their own initiative as well as working with the School Business Manager who supports the school on a part-time basis.

They will also need to have great communication skills and be able to keep clear and accurate records.

Naseby CE Primary Academy is committed to safeguarding and promoting the welfare of children. In line with safer recruitment practice, an enhanced DBS check is required for the successful applicant and references will be requested for short-listed applicants prior to interview.

Naseby Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address :

https://www.nasebyschool.co.uk/_site/data/files/safeguarding/A5B1AD79C8FE2A1D3D3665D2BF4C437E.docx

For any queries or to discuss the post in more detail, please contact Gillian Seakens, School Business Manager on gseakens@nasebyacademy.com or Louise Cook, Headteacher on cookl@nasebyacademy.com or telephone 01604 740540.

Advert cont.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust, we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore, we recommend that you apply early.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Pathfinder Schools is passionate about its values of collaboration, humanity and independence, we believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.

Clerical Assistant

Job Description

Reporting to: School Business Manager/ Headteacher

Overall purpose of the post:

- To assist in all administrative duties.
- To act as 'Front of House' by providing a high quality service to staff, visitors and parents.
- To be responsible for general enquiries and deliveries.

Principal Responsibilities

The main duty of the role is to assist in all aspects of administrative duties within the school. Duties and responsibilities will therefore be to work under the instruction and guidance of the Business Manager.

Duties will include:

- Undertake reception duties, answering the telephone, face to face enquiries, deliveries and visitors signing in to the school to meet service standards
- Manage pupil absences and contact parents regarding pupils who are absent from school without prior notification
- Handle straightforward queries from school staff, pupils, parents and members of the public
- Liaise with the lunch providers to notify them of absences on the day for school meals
- Produce documents to meet the needs of the school team, for example: letters; orders; newsletters; diary updates
- Maintain manual and computerised records / management information systems
- File and retrieve documentation and other resources to support efficient record management and compliance with data protection requirements
- Monitor policies, keep records and take minutes for the Governing Body
- Keep the school website up to date
- Assist with the organisation and management of school trips and events
- Undertake general financial administration as directed
- Assist with pupil welfare
- Help with lunchtime supervision if/when required in times of staff absence
- Other duties as determined by the Business Manager or Headteacher

Performance Management will take place on an annual cycle, with the Business Manager taking the role of the appraiser.

Clerical Assistant

Person Specification

AF = Application Form I=Interview

Attributes	Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
Education and Qualifications	• 4 GCSE passes at Grade A-C or equivalent, including Maths and English Or • NVQ Level 2 or equivalent in a relevant subject	AF/I	• First Aid Certificate	AF
Experience and Knowledge	• Previous experience in dealing with people either face to face or on the telephone. • Appropriate level of IT and keyboard skills in particular a good working knowledge of Microsoft office to include excel and word. • Ability to remain calm under pressure. • Appropriate level of data protection, security and confidentiality awareness. • Methodical approach to work and able to produce accurate information • Reliable and flexible in order to meet the needs of the school.	AF/I AF/I AF/I I I AF/I	• Experience of working within a school environment. • Knowledge of the respective roles and responsibilities of the governing body, the headteacher, Multi-Academy Trust and the DfE • Knowledge of GDPR regulations	AF/I I AF
Ability & Skills	• A well-constructed, legible application. • Ability to communicate effectively with colleagues, managers, parents and visitors • Ability to establish good working relationships with staff	AF AF/I I		

Clerical Assistant

Person Specification

AF = Application Form I=Interview

Attributes	Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
Ability & Skills	• Ability to manage interactions with others in a calm and patient manner • Good organisation and time management skills working to deadlines	I I		
Equal Opportunities	• Ability to demonstrate awareness/understanding of Equal opportunities.	I		
Safeguarding	• A commitment to safeguarding children and report concerns. • Subjected to a full Disclosure and Barrier check, satisfactory references and disqualification by association form completed. • Able to form and maintain appropriate professional relationships and boundaries with children and young people. • Ability to deal with sensitive information in a confidential manner.	I AF/I I I		
Personal Attributes	• Be a person of integrity • Be able to maintain confidentiality • Be able to remain impartial • Have a flexible approach to working hours • Be sympathetic to the needs of others	I I I AF/I I		

Clerical Assistant

Person Specification

AF = Application Form I=Interview

Attributes	Essential It is essential candidates can provide evidence of:	Test	Desirable It is desirable candidates can provide evidence of:	Test
Personal Attributes	• Have an openness to learning and change • Have a positive attitude to personal development and training • Have good interpersonal skills	I I I		

CONTACT US

Naseby Primary Academy

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Naseby

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bursar@naseby-ce.northants-ecl.gov.uk

https://www.nasebyschool.co.uk/