

Rothwell Schools

# CLERICAL ASSISTANT

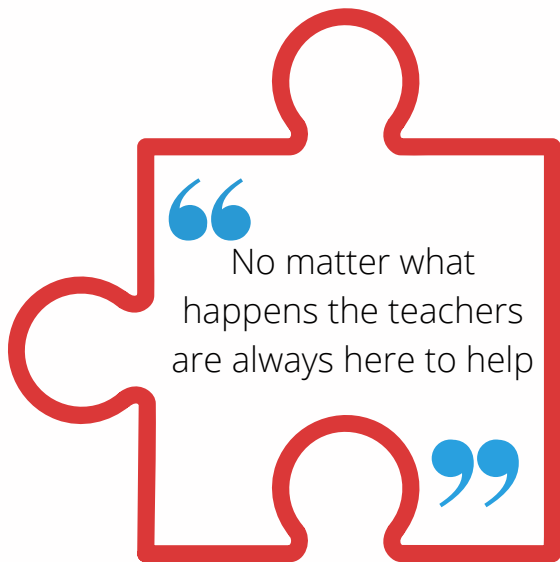
CANDIDATE PACK  
2024





# CONTENTS

About us	1
Our aims	2
Career development	3
What our staff appreciate most	4
Being Part of Pathfinder Schools	5 - 6
Advert	7 - 8
Job Description	9 - 10
Person Specification	11 - 12
Contact us	13



# ABOUT US

The Rothwell Schools are comprised of a partnership between the Rothwell Victoria Infant School Nursery & Infant School and Rothwell Junior School, of which both are good schools. (OFSTED July 2023, RVIS and January 2019, RJS)

The Rothwell Schools are located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire.

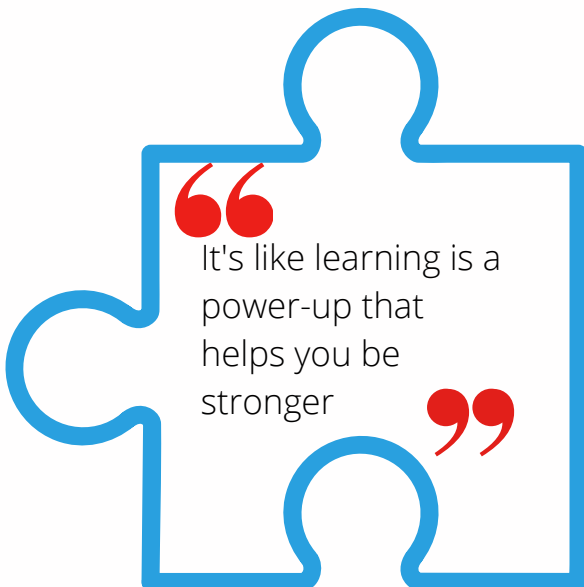
Northamptonshire was recently placed as third in the country in the Halifax Quality of Life Survey and is one of the greenest counties in in England; with 161 parks covering 1,600 acres.

The Rothwell Schools are part of Pathfinder Schools Multi-Academy Trust and collaborates closely with the Trust Central Team and it's eight other schools.

We are extremely proud of our school community, our ethos, tradition and the outstanding educational provision we provide.

We are fortunate to support the learning of nearly 700 pupils from our vibrant local community.

We employ close to 100 staff, including Teachers, Leaders and Support Staff who enable our school communities and pupils to thrive.



# OUR AIMS

At Rothwell Schools we are concerned with the **care** and **growth** of **every child**. Our work is aimed directly at **fostering** the **development** of each child **emotionally, intellectually, morally, physically, socially** and **spiritually**, providing the appropriate **learning** situations to achieve this. We **share** an agreed code of **values**, based on a firm belief that we are all **significant individuals**, with **major contributions** to make towards the life of our school.

Everyone at Rothwell Schools has their own aspirations and abilities, and through the provision of an ordered, caring and happy community, we strive to help everyone reach their full potential.



## Our aims are:-

- To encourage the children to value themselves and others within the school.
- To provide a caring community in which all individuals can interact with each other recognising and accepting individual differences with tolerance, and ensuring equality of opportunity for all.
- To create a meaningful, stimulating and safe environment, which provides security and stability for everyone within the school community.
- To provide within the framework of National Curriculum requirements, a broad, balanced and creative curriculum, which will develop learning skills and promote understanding and enquiry, so enabling each child to achieve their full potential. Wherever possible we would try to achieve this through first hand experiences.
- To promote opportunities for children to express themselves creatively and imaginatively with confidence.
- To encourage and motivate children to take increasing responsibility for their own learning and to make informed choices through self-discipline and co-operation.
- To promote in our children, a positive and responsible attitude towards wider community and environmental issues and their own role in society.



# 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



## Colleagues

The children who work hard all the time and give everything.

I feel able to approach Senior leaders about any concerns

The opportunity to grow and ask questions to professionally develop.

The colleagues I work with, the children in my class.

Support of my peers

I love my job - making a difference to the children - and it has the added bonus of fitting around my family life

Compassion & openness

People are helpful, good work-life balance encouraged

Supportive SLT

Amazing support staff



# Being part of Pathfinder Schools

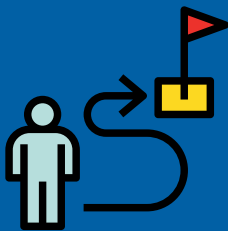


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

## One Trust, transforming lives and communities, inspiring greatness

### Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

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



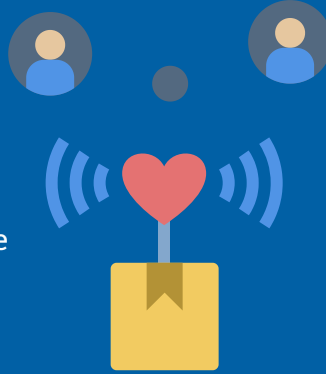
Together we want to develop inspirational schools which instil Aspiration, Responsibility and Courage in every learner, enabling them to find the greatness within them.





## Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



## 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.

## Our Values

### Aspiration

#### We aim high



Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

### Responsibility

#### We play our part



We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.

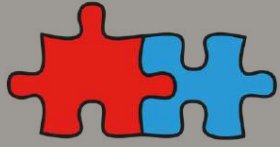


### Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.



# Clerical Assistant



**Rothwell Schools**

## Contract type

- Permanent
- 22.5 hours per week
- Monday - Friday 8:30am - 1:00pm
- 39 weeks per year

## Salary

- Grade D Points 3 - 4
- £22,737 - £23,114 per annum pro rata

## Interviews

- TBC

## Start date

- As soon as possible

## How to apply

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

[www.pathfinderschools.org.uk/join-us/vacancies](http://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](mailto:recruitment@pfschools.org.uk)

# Advert

Are you looking for an exciting new opportunity? This could be the role for you!

We are looking for a Clerical Assistant to join our current team in the main school office. You will initially be based at Rothwell Junior School but will be required to work at Rothwell Victoria Infant School on occasions.

We are looking for a Clerical Assistant who:

- has a friendly and welcoming personality to promote an excellent public image for the school
- can maintain confidentiality
- complies with GDPR regulations
- has excellent IT skills and knowledge of data entry, finance and website maintenance
- can monitor and create reports for senior members of staff

We can offer you:

- Dedicated planning and preparation time for your role.
- Coaching and Mentoring from our Assistant Headteacher
- Well motivated children and supportive families
- An enthusiastic, friendly and dedicated staff
- A driven and determined SLT
- Loyal Governors
- A chance to work as part of our self-created Multi Academy Trust: Pathfinder Schools

Both Rothwell Junior School and Rothwell Victoria Infant School are good schools (OFSTED January 2019 and July 2023) and Rothwell Victoria Infant School and part of the Pathfinder Schools Academy Trust. We are based in the north of the county in the market town of Rothwell, which has seen significant growth over the last few years.

The Governing Body of Rothwell Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, medical and enhanced DBS checks. All shortlisted candidates will now be required to complete a staff disqualification declaration as part of our safeguarding checks.

For any queries or to discuss the post in more detail, please email [bursar@rothwell.pfschools.org.uk](mailto:bursar@rothwell.pfschools.org.uk) FAO Michelle Johnston for a discussion about the post.

# 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.

The workplace will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

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

<https://rothwellschools.org.uk/about/school-policies>

Pathfinder Schools and our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, medical, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes further information on pre-employment checks and our statement on the Recruitment of Ex-Offenders <https://pathfinderschools.org.uk/join-us/vacancies>

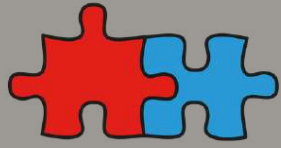
## Online searches

As part of our rigorous Safer Recruitment process Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Clerical Assistant



Rothwell Schools

## Job Description

**Responsible to:** School Business Manager

### Overall purpose of the post:

- Under the direction and guidance of the Business Manager, assist in the completion of administrative duties for the school.
- To act as 'Front of House' by providing a high-quality courteous service to staff and visitors, promoting an excellent public image for the school.
- To be responsible for responding to general enquiries and receiving deliveries to the school office
- To ensure that the school office is a professional, welcoming and safe environment.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Pathfinder Schools and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes our statement on the Recruitment of Ex-Offenders

### Duties and responsibilities

#### Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security within the school environment
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training (including safeguarding and child protection) and other learning activities and performance development as required
- Undertake general reception duties, including answering the telephone, responding to face-to-face enquiries and receiving deliveries in a professional and friendly manner.
- Ensure that visitors to the school sign in, provide suitable ID including child protection documentation where applicable, are issued with a visitor pass and are taken to / collected by the appropriate colleague. Information to be added to SCR.

- Respond to general queries from school staff, pupils, parents and members of the public
- Manage pupil absences and contact parents regarding pupils who are absent from school without prior notification
- Liaise with the lunch providers where necessary
- Manage the Fruit & Veg Scheme and School Milk if required
- Produce high quality documents to meet the needs of the school team, including, letters, orders, newsletters and diary updates
- Maintain accurate manual and computerised records, including management information systems to include updating and overview of social media.
- File and retrieve documentation and other resources to support efficient record management and compliance with data protection requirements
- Regularly update the school website
- Assist the School Administrator with the organisation and management of school trips and events
- Undertake general financial administration as directed by the Business Manager
- Assist with pupil welfare as appropriate
- Assist with lunch time supervision if/when required in times of staff absence
- Any other duties, commensurate with the grade, for which the post holder has appropriate skills / training, as may be required from time to time by the Business Manager or Headteacher.

#### SPECIAL FACTORS:

Subject to the duration of the need, the conditions given below may apply:

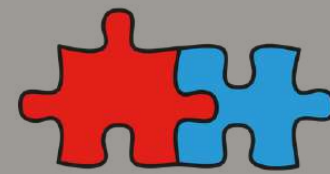
- The nature of the work may involve on occasion the post holder carrying out work outside of normal working hours.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the school.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

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

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



## Person Specification

The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent in a relevant subject</li> <li>Or</li> <li>• Level 4/GCSE in Maths and English at Grade C or above</li> </ul>	
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Appropriate level of IT and keyboard skills in particular a good working knowledge of Microsoft office to include excel and word.</li> <li>• Ability to prioritise and work on own initiative as well as part of a team.</li> <li>• Ability to remain calm under pressure.</li> <li>• Ability to work to tight deadlines.</li> <li>• Appropriate level of data protection, security and confidentiality awareness.</li> <li>• Methodical approach to work and</li> <li>• able to produce accurate information.</li> <li>• Reliable and flexible in order to meet the needs of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of MIS systems</li> <li>• Experience of working within a school environment.</li> <li>• Experience of managing business social media.</li> <li>• Knowledge of school finances</li> <li>• Knowledge of HR procedures/policies</li> </ul>
<b>Written Application</b>	<ul style="list-style-type: none"> <li>• A well-constructed legible application</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• An ability to communicate effectively</li> <li>• Understand the importance of confidentiality</li> </ul>	
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• A commitment to equal opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Examples of good practice from their own experience.</li> </ul>

# Clerical Assistant



## Person Specification

The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Health and Appearance</b>	<ul style="list-style-type: none"><li>• Evidence of good attendance and punctuality record.</li><li>• A willingness to wear cleaning uniform.</li></ul>	
<b>Criminal Record Check</b>	<ul style="list-style-type: none"><li>• Willingness to provide a full Criminal Record Bureau disclosure</li></ul>	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that academy policies are reflected in all aspect of their work, in particular those relating to:

- 1. Equal Opportunities
- 2. Health and Safety
- 3. General Data Protection Regulations (2018)
- Data Protection Act (2018)
- 4. Safeguarding children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Pathfinder Schools and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes our statement on the Recruitment of Ex-Offenders [Pathfinder Schools - Pathfinder Schools Vacancies](#)



# Contact us

<https://www.rothwellschools.org.uk/>

## **Rothwell Junior School:**

Gladstone St,

Rothwell,

Northamptonshire,

NN14 6ER

Phone 01536 906699

Email [parents.rjs@rothwellschools.org.uk](mailto:parents.rjs@rothwellschools.org.uk)

## **Rothwell Victoria Infant School & Nursery:**

School Lane,

Rothwell,

Northamptonshire,

NN14 6HZ

Phone 01536 906699

Email [parents.rvis@rothwellschools.org.uk](mailto:parents.rvis@rothwellschools.org.uk)