



**Clerical Assistant
CANDIDATE PACK
RUSHTON PRIMARY
SCHOOL**

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ABOUT US

Thank you for your interest in Rushton Primary School. As a Pathfinder School, we believe 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. We strive to be an inspirational school, instilling independence, humanity and collaboration in every learner, enabling them to find the greatness within themselves.

We employ just under 20 staff including Teachers, Leaders and Support Staff who enable our 100 pupils and families to thrive.

We base our teaching on providing children with a growth mind-set. We encourage independence and ensure our children feel good about themselves and acquire a positive self-image. The children helped to create our school motto which all the children and staff strive to follow: 'Reach for the Stars'.

We encourage our children to be the best version of themselves through their everyday actions. At Rushton, we have singled out five actions that we believe are central to helping children achieve greatness.



Be
inspired

We challenge our children to learn from people who are truly inspirational; people who have overcome great adversity and broken down barriers; people who have saved lives; people who have lead the way

Be
creative

We encourage our children to think creatively by finding ways to solve problems and to take risks in their learning.

Be
curious

Throughout the school, we provide experiences and resources that foster curiosity in the pupils so that they can be active, independent learner

Be
responsible

We ask our children to take an active role in respecting the environment so that they can enjoy it in the future.

Be
healthy

We guide our children to make healthy lifestyle choices so that they can be healthy in body and mind, now and in the future.



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

In our 2022 staff survey 94% of staff said they were comfortable to ask colleagues for help

Everybody is valued and listened to

Collaboration within the trust

In our 2022 staff survey 94% of staff felt fully part of the Rushton team-20% higher than the national primary benchmark!

The family like culture of staff and students

Supportive network and the behaviour of the children

Wellbeing is obviously a priority for the Trust


Lovely friendly environment

In our 2022 staff survey-88% of staff stated it was easy or very easy to get support with their wellbeing-41% higher than the national primary benchmark

Trust and teamwork



THINGS OUR PUPILS WANT YOU TO KNOW...



We have clean tidy spaces to learn in

Lots of attention is given to helping us learn in fun ways

Our school is like a big family

Teachers always help you

The school provides you with lots of opportunities

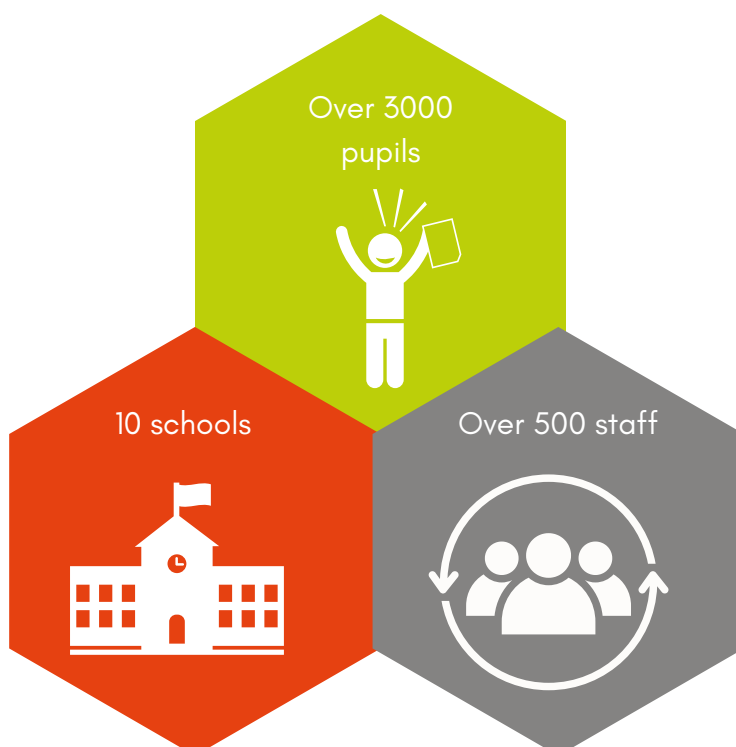
Respect teachers and they respect you



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"

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
- 10.5 hrs per week
- 39 weeks per year

Salary

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

Closing date

- 7th June 2023

Start date

- As soon as possible

Interviews

- TBC

How to apply

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

We are looking for a friendly Clerical Assistant to join our busy team to work 10.5 hrs per week at Rushton Primary School to cover the office and support the administration processes and procedures of the school.

We are looking for someone:

- with a good sense of humour
- with good communication skills, is approachable and understanding
- who is a team player, resilient and understands the importance of confidentiality

We can offer you:

- dedicated staff
- driven and determined SLT's
- loyal Governors
- happy and motivated children
- supportive parents
- a chance to work as part of our self-created Multi Academy Trust: Pathfinder Schools
- ongoing CPD

Rushton was last inspected by Ofsted in February 2021 as a good school. The small family feeling of the schools means that collaboration is key. Rushton is part of the Pathfinder Schools. Staff and pupils alike are proud to be a part of our school, and we are a team that is committed to children's well-being, achieving high standards and providing the very best opportunities for all in our care.

We are proud of Rushton Primary School and welcome visits from prospective applicants. Visits can be arranged by contacting the School Business Manager Lindsay Harris on LHarris@pfschools.org.uk or 01536 710124.

The Governing Body of Rushton Primary 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.

Rushton's Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address:
https://www.rushtonprimaryschool.co.uk/files/ugd/3772f3_77c74f3ea928488f999744a3550a2aab.pdf

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.

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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.

Job Description



Clerical Assistant

Responsible to:

- Business Manager and Headteacher

Purpose of the role:

- To assist in all aspects of school administrative duties.
- Be the first line of contact between the school and our families, community & visitors.

Duties and Responsibilities

- produce documents using appropriate software and office equipment to meet the needs of the school – creating letters, newsletter, diary updates
- keep track of attendance, contact parents and record reasons. Support Senior Leadership Team with reporting and producing attendance letters
- keeping the school website up to date
- file and retrieve documentation and other resources for the school to support efficient record management and compliance with data protection requirements
- maintain manual and computerised records using the school systems including pupils and staff, providing data reports for the Senior Leadership Team where requested, preparation for Census returns
- administration of general financial requirements – placing orders, record keeping of pupil premium spending, fundraising activities and trips, taking and recording deliveries
- assist with pupil welfare such a sickness and general wellbeing
- support Teachers in the organising of school trips following appropriate policies and procedures
- book and arrange for school photos to be taking annually
- manage holiday requests with the local authority
- handle straightforward queries from school staff, pupils, parents and members of the public.
- undertake reception duties, answering the phone, face-to-face enquiries, deliveries and visitors signing in to the school to meet service standards
- liaise with and monitor any contractors on site
- under supervision monitor, co-ordinate and distribute stocks of office supplies and consumables
- co-ordinate and check delivery of the fruit & veg and Cool Milk Schemes

The job description is not exhaustive, and the post holder may be required to undertake other duties as reasonably required to ensure the smooth running of the school.

All staff are expected to:

- promote the principles of inclusion
- work within the agreed policies, procedures and practices of the school
- participate in training where appropriate
- be flexible about the demands of a small school
- take part in the performance management cycle
- to share a commitment to safeguarding and promoting the welfare of all children
- co-operate with health and safety requirements
- report all defects and any 'near misses'
- action risk assessments for all potentially hazardous on/off-site activities
- use (not misuse) PPE provided for their health and safety welfare
- be familiar with the emergency action plans for fire, first aid, bombs, security and off-site issues
- raise health and safety and environmental issues with pupils

AF = Application Form I = Interview

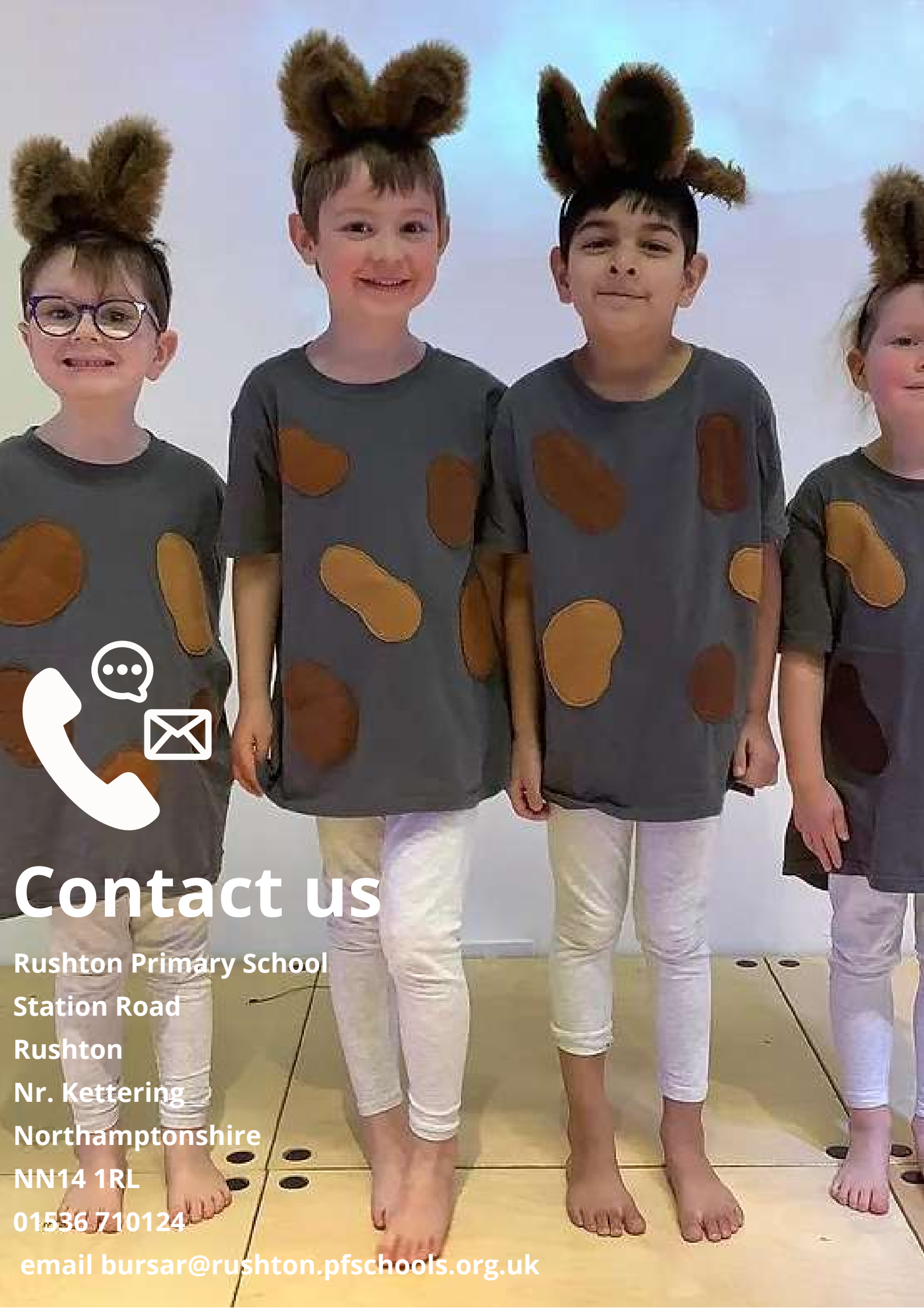
Attributes	Essential	Test	Desirable	Test
Education and Qualifications	<ul style="list-style-type: none"> • 4 GCSE passes at Grade A-C or equivalent, including Maths and English Or <ul style="list-style-type: none"> • NVQ Level 2 or equivalent in a relevant subject 	AF/I AF/I	<ul style="list-style-type: none"> • First Aid Certificate. 	AF
Experience and Knowledge	<ul style="list-style-type: none"> • Previous experience in dealing with people either face to face or on the telephone. • Competent in using Microsoft Office. • 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	<ul style="list-style-type: none"> • 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 and Skills	<ul style="list-style-type: none"> • A well-constructed, legible application. • Ability to communicate effectively with colleagues, managers, parents and visitors • Ability to establish good working relationships with staff • Ability to manage interactions with others in a calm and patient manner • Good organisation and time management skills working to deadlines 	AF/I AF AF I I		
Equal Opportunities	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of Equal opportunities. 	I		

Clerical Assistant Person Specification



AF = Application Form I = Interview

Attributes	Essential	Test	Desirable	Test
Safeguarding	<ul style="list-style-type: none"> • 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. 	<p>I</p> <p>AF/I</p> <p>I</p> <p>I</p>		
Personal Attributes	<ul style="list-style-type: none"> • 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 • Have an openness to learning and change • Have a positive attitude to personal development and training • Have good interpersonal skills 	<p>I</p> <p>I</p> <p>I</p> <p>AF/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>		



Contact us

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01536 710124

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