Yeadon Westfield Junior School

Recruitment Pack

Office Administrator – Permanent

Working Days Mondays to Friday

Plus 5 Training Days

Hours 8.30 to 4.30pm

Salary B3 - £22,369 – 24,054 pro rata.

Actual salary £19,239.58 annual & £1,603.30 monthly gross



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**Closing Date: Wednesday 5th July 2023 at noon**

**Interview Date: Friday 7th July 2023**

We welcome our duties under The Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to the protected characteristics of all stakeholders including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race; religion and belief, sex or sexual orientation.

We recognise the Public Sector Equality Duty to assess the impact of our policies and practices on staff and pupils and take action to remove any obstacles identified across all areas of school life, including Policies.

We believe that every person has a fair and equal opportunity to succeed, regardless of their age, gender, ethnicity, ability or cultural or religious background, sexuality or disability. We embrace all aspects of global citizenship and community cohesion, promoting British Values throughout all aspects of school life, actively tackling prejudice or extreme views.

This school is committed to safeguarding and promoting the well -being of all children and expects our staff and volunteers to share this commitment.

Yeadon Westfield Junior School is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulation (GDPR). The school may, from time to time, be required to share personal information about its staff or pupils with other organisations, mainly the LA, other schools and educational bodies, and potentially children’s services. This policy is written in line with our agreed policy for GDPR.

**Recruitment Policy Statement**

**Thank you for expressing an interest in joining our school. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. We hope you will find this information useful, and we look forward to hearing from you.**

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| **Making an Application** | | **Interview and Selection Process (continued)** | |
| **Application Form**  If you wish to be considered for this post, please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g., gap year, career break, unemployed, etc).  You will note that we require details of two referees, one of which must be your current or most recent employer.  CVs are **not** accepted as part of the application process.  **Supporting information**  This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.  **Please remember to sign the declaration on the final page of the application form.**  **For teaching posts:** in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.  **Interview & selection process**    Those candidates who meet all the requirements for the post will be short-listed and details of the interview programme will be confirmed in writing.  As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.  Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not |  |  | disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.  We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post. |
| **Induction and Continuous Professional Development** | |
| **Pre-employment checks** | The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the head teacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies, and expectations.  You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.  **References**  One of your referees must be your current or most recent employer. Two satisfactory references must be received before any appointment is made. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children.  Copies of references, or references that are addressed “to whom it may concern”, will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. |

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| **Pre-employment checks (continued)**  **(DBS) Disclosure & Barring Service**  Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment.  Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not ‘protected’. The amendments to the Exceptions Order 1975 (2013) provide those certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [www.gov.uk](http://www.gov.uk) website.  Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.  **Prohibition checks (teachers only)**  Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.  **Validation of Qualifications**  All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.  **Right to Work in the United Kingdom**  Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required. |  | **School Policies** | **Child Protection**  This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. 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**  We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.  **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 also to protect the well-being of all its employees and pupils.  The head teacher 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 Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.  **Equal Opportunities**  We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect.  We take action to ensure that nobody is treated less favourably than anyone else because of their protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.  **Full details of all these policies are available in school.** |



**GDPR Privacy Notice**

**Job Applicants Introduction**

When applying for a position in school, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants. You have a right to be informed about how our school uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

**What information do we collect?** Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to: • Name, address and contact details, including email address and telephone number • Copies of right to work documentation • References • Evidence of qualifications • Information about your current role, level of remuneration, including benefit entitlements • Employment records, including work history, job titles, training records and professional memberships We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to: • Information about race, ethnicity, religious beliefs, sexual orientation and political opinions • Whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process • Photographs and CCTV images captured in school. We may also collect, use, store and share (when appropriate) information about criminal convictions and offences. We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data. Every school has statutory obligations that are set out in ‘Keeping Children Safe in Education’ and other guidance and regulations.

**Why we use this data?** The school needs to process data to take steps at your request prior to entering into a contract with you. The school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. The school has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims. The school may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where the school processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes. For some roles, the school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. The school will not use your data for any purpose other than the recruitment exercise for which you have applied.

**How do we use the data?** Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles. The school will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate staff at the school, we will share your personal information for the above purposes as relevant and necessary with:

your referees. • Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures. • UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures. • Where relevant and as required for some posts, the Teacher Regulation Authority checks Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

**Automated Decision Making and Profiling** - we do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it. Collecting this data - as a school, we have a legal obligation to safeguard and protect our pupils and also staff, volunteers and visitors to our setting. We collect the data for specific purposes.

**What if you do not provide personal data?** - you are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all. Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice. Most of the data we hold about you will come from you, but we may also hold data about you from: • Local authorities • Government departments or agencies • Police forces, courts, tribunals

**How we store this data** - the school takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful. Successful applicants who secure a position then come within the employee/school workforce provisions.

**Transferring data internationally** - we do not share personal information internationally. You have a right to access and obtain a copy of your data on request; You can: • require the school to change incorrect or incomplete data; • require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and • object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing. If you would like to exercise any of these rights, please contact the school office. If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner. Complaints We take any complaints about our collection and use of personal information seriously. Our complaints policy deals with the different stages of any complaint, and how this is managed within school. You can also contact our Data Protection Officer or contact the Information Commissioner’s Office: • Report a concern online at

https://ico.org.uk/make-a-complaint/ • Call 0303 123 1113 • Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Contact us if you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: Our data protection officer is: John Walker of J.A.Walker, Solicitor – info@jawalker.co.uk However, our data protection lead has day-to-day responsibility for data protection issues in our school. If you have any questions, concerns or would like more information about anything mentioned in our Privacy Notice please contact Debra Thornton, School Business Manager at [d.thornton@yeadonwestfieldjuniorschool.co.uk](mailto:d.thornton@yeadonwestfieldjuniorschool.co.uk) – 0113 2503395.

**References**

Important Information References If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed ‘to whom it may concern’ will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. Selection Process As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. The school is committed to safeguarding and promoting the wellbeing of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children. Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the HR Manager if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Validation of Qualifications and Identity -** all shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated in accordance with our Data Protection Policy for Recruitment Candidates and disposed of appropriately. Right to Work in the UK Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required. Disclosure & Barring Service Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. Checks will also be made against the Department for Education Prohibition List. Post Offer of Employment Health Questionnaire Before taking a teaching appointment, the preferred candidate will be required to complete an Occupational Health Medical Questionnaire. Please be honest on this form, as failure to declare relevant medical history may affect your employment.

June 2023

Dear Prospective Candidate,

Thank you for your interest in the Office Administrator post at Yeadon Westfield Junior School. Yeadon Westfield Junior School is a two-form entry KS2 school in the Aireborough Cluster. We are a member of the Aireborough Learning Partnership Trust and work closely with local schools, particularly our feeder school.

We are currently looking to recruit an enthusiastic, creative, committed Office Administrator with high expectations of achievement, attainment and efficiency to work in our friendly school. Working as an ambassador for the school when meeting parents and other visitors and to act as a first point of reference with a variety of audiences.

The closing date for applications is Wednesday 5th July at 12 noon. Interviews will take place on Friday 7th July 2023.

We hope to hear from you soon.

Kind regards

Lisa Piotrowicz

Headteacher

**Yeadon Westfield Junior School / Leeds City Council Job Description**

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Description automatically generated

**School Yeadon Westfield Junior School**

**Service Area Main Office**

**Job Title Administrative Support**

**Grade B3 .7 - £22,369 – £24,**

**Conditions Of service NJC**

**Responsible To Debra Thornton – School Business Manager**

**Responsible For Front of House Administrator**

**Special Conditions** This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

**Job Purpose:** To support the manager/senior officer by undertaking high quality administrative, financial and organisational processes, as required. Contributing to the planning and development of support services. Ensuring the smooth running of the office.

**Responsibilities**

To use clerical time efficiently and to ensure the smooth running of the office, maintaining up to date computer-based and manual filing systems.

To support the School Business Manager in updating and managing the administration network.

To operate relevant ICT packages e.g. word, excel, publisher, databases, spreadsheets, internet, and mail merge.

To assist in the development of the school’s website and Facebook in respect of updating information and importing/exporting data.

Act as the first point of contact for customers and visitors – both in person and on the telephone, in a courteous, professional, calm and friendly manner.

To maintain the Headteacher’s diary arrange appointments, deal with enquiries in a friendly, efficient, and approachable manner.

To distribute both internal and external mail.

To assist in the organisation and booking of visits and events.

To take minutes at meetings.

To assist the senior officer in dealing with correspondence, records and enquiries relating to the service.

To process class registers twice a day.

To use the financial accounting systems, procedures and organisation in order to assist the School Business Manager to process orders, invoices and income.

Working with Parentpay processing online payments from parents and outside agencies.

To control the issue of stationery and maintain stationary stocks.

To attend relevant meetings and in-service training and seek to further extend skills, knowledge and experience in order to develop personal effectiveness in the role.

Use Teachers2Parents to communicate by text and email to parents/carers and staff.

Ensure that electronic and paper-based records are kept updated.

Be aware of and comply with all policies and procedures e.g. child protection, health, safety and security, confidentiality, equal opportunities, and data protection, reporting all concerns to an appropriate person.

Be responsible for safeguarding children and promoting their welfare and following child protection procedures.

Contribute to the overall ethos/work/aims of the school.

The duties outlined are not meant an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

**Qualifications:** Qualifications demonstrating ability in numeracy and literacy and NVQ Level 3 or equivalent would be desirable.

**PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements:

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

**Skills Required**

Able to communicate effectively with a wide range of people.

Able to input/ retrieve information from databases.

Able to process documentation using Word.

Able to accurately enter/retrieve data information from information systems.

Able to work flexibly as part of a team & show initiative.

Able to prioritise work to meet conflicting deadlines.

Able to demonstrate good numeracy & literacy skills.

To display a responsible and co-operative attitude to working towards the achievement of the service’s aims and objectives.

**Knowledge Required**

Of general office procedures and practice.

Of relevant financial regulations to carry out financial transactions.

**Experience Required**

Of dealing with queries from a wide range of people.

Of working in partnership with others to deliver work to set deadlines.

Of providing customer focussed services.

Of participating in teams and working on own initiative.

In the use of the Microsoft package.

**Behavioural & other Characteristics required:**

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee’s responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.

**DESIRABLE REQUIREMENTS:** It is desirable that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

**Skills Required**

Microsoft packages.

**Knowledge Required**

NVQ Level 3 or equivalent

Qualifications demonstrating ability in numeracy and literacy.

**Experience Required**

Of extracting and analysing data from information databases.

Customer Service/Front of House.

**Job Description Content Prepared / Reviewed by:**

Name Debra Thornton Designation School Business Manager Date 09.06.2023

**Confirmation of Job Evaluation Undertaken JE Ref Number 395**

Name HR Leeds City Council