



Kendrick School

Vacancy Information Pack

School Administrator and Student Welfare Assistant



Lead, Inspire, Make a Difference

Dear Applicant

It is my great pleasure to welcome you to Kendrick School. Thank you for your interest in our School Administrator and Student Welfare Assistant role.

Graded 'Outstanding' in a recent OFSTED inspection, Kendrick School is an 11-18 selective girls' school with academy status. It has a local and national reputation for being an outstanding school and has an impressive record of achievement as a centre of excellence for girls' education. In the last three years, Kendrick has consistently been identified by the Department for Education as being in the top 1% of schools in the country in terms of progress of students between KS2 and KS4, using the Progress 8 measure.

Kendrick is a forward-looking school and grasps the opportunities that present themselves. A love of learning is at the heart of Kendrick with a strong emphasis on high quality teaching. The curriculum is organised to meet the needs of all students and is regularly reviewed. All staff are hardworking and dedicated to the school; teaching staff are specialists and experts in their field and are committed to achieving the best for their students. Students are bright, enthusiastic and curious and have a love of learning.

As an outstanding school, Kendrick seeks to work with other schools and organisations and to this end we have excellent relationships with secondary and primary schools within the local area and beyond. As part of Kendrick's Widening Horizons strategic initiative, we actively pursue partnerships with educational schools and businesses in our local area. These associations benefit the students of Kendrick, as well as students in our neighbouring school. We share our good practice and offer opportunities to primary and secondary students in the Reading area. Currently Kendrick is a hub school in the Science Learning Partnership and provides support and expertise to schools in the teaching of Science.

Kendrick is going through an expansion process and in September 2020 an additional 32 students joined us in Year 7. A further 32 students in Year 7 will be admitted over the next four years until 2024 making the school four form entry by that date. The additional 32 places are prioritised for Pupil Premium students (PPG) and students in the Reading area, called Priority Area 1 in our admissions process. In our Widening Horizons work we are committed to achieving greater participation of students from local Reading primary schools and to this end we have a homework club and provide support for pupil premium children and their families who wish to apply to Kendrick School.

As well as the formal curriculum, students at Kendrick enjoy a rich and varied extracurricular education. The House System provides opportunities for healthy competition with numerous annual house events which are key activities in the school year. House events are coordinated by the Kendrick House Captains and Student Leadership Team who work energetically with staff to support this vital community aspect of the school. School Council is an active student leadership group which discusses and drives change for the students.

Underpinning all that goes on at Kendrick is the superb *Kendrick Community Spirit*. There are excellent relationships between staff and students. Staff give generously of their time and are rewarded by the commitment and dedication of the students. This unique school community is supported by an expert governing body and an active parents' association, the Kendrick Parents' Society. Any day at Kendrick is busy, fun and enjoyable!

As the Headteacher of Kendrick, my vision is to *lead, inspire and make a difference to the lives of girls and young women*. I believe passionately in girls' education and know that Kendrick School affords its students the very best education there is. My commitment to the school is to safeguard the core values on which the school is based, extend the excellence of the school and always grasp the opportunities to secure its future.

Ms Christine Kattirtzi
Headteacher



THE KENDRICK PLEDGE



We, the students, staff and friends of Kendrick School, pledge to uphold the values of friendship, kindness and respect. We promise to stand against prejudice, ignorance and injustice in all its forms, promoting the values of equality, tolerance and justice for all.



WHY WORK AT KENDRICK SCHOOL?

Kendrick School is a welcoming, inclusive and happy community. The Ofsted report November 2022 stated "The Kendrick Pledge emphasises friendship, kindness, respect, equality, tolerance and justice, and these values underpin all that the school achieves. Pupils flourish in this exceptionally caring and inclusive learning environment. Secure, trusting relationships between staff and pupils ensure pupils feel very well supported and safe here. In turn, pupils' excellent behaviour and impeccable manners make Kendrick a very special place to be."

We can offer you:

- Friendly, welcoming and supportive colleagues.
- Highly motivated and engaged students.
- Access to a 24/7 Employee Assistance Programme.
- Training and development.
- Local Government Pension Scheme membership.
- Free onsite parking.
- Access to our swimming pool.

THE ROLE – SCHOOL ADMINISTRATOR AND STUDENT WELFARE ASSISTANT

28 hours per week

Monday to Thursday 8.00am to 3.30pm

TERM TIME ONLY

Actual Salary: £14,978pa (full time equivalent £23,114pa) *pay award pending*

Kendrick School is a successful 11-18 girls' grammar school in the centre of Reading. Graded 'Outstanding' in its last OFSTED inspection (November 2022), Kendrick School is a centre of academic excellence with a track record of high performance and achievement.

Required for September/October 2024, an experienced and professional Administrator who has excellent verbal, written and IT skills. Applicants must have a desire to see every child reach their highest possible outcome and have excellent communication and interpersonal skills with both adults and children. This is a busy role, and the successful candidate must be able to work calmly under pressure, have a flexible approach, use their own initiative and work well

as part of a team. Being versatile, proactive and well organised are key skills required for this role. The successful candidate must be willing to deal with student first aid and become a trained first aider.

Your role would involve:

- Being a member of the General Office Team ensuring the smooth and effective running of the school office and student reception including the provision of first aid and maintaining student medical and first aid supplies.
- Providing efficient and accurate administrative support across the whole school, including communicating with parents/carers, administrative support for educational visits, setting up and managing remote parent evenings, support for school events and managing the main school email account.
- Being part of the Student Welfare Team, who provide support to students across all year groups with issues such as social, emotional, behaviour and attendance.
- Covering main Reception as required.

Kendrick School is a welcoming, inclusive and happy community. We can offer you:

- Friendly, welcoming and supportive colleagues.
- A student body that is motivated and engaged.
- Training and development.
- Local Government Pension Scheme membership.
- Free onsite parking.
- Access to our swimming pool and other fitness/wellbeing initiatives
- Access to a 24/7 Employee Assistance Programme.
- Term time only contract.

The latest Ofsted report, November 2022 stated: *“The Kendrick Pledge emphasises friendship, kindness, respect, equality, tolerance and justice, and these values underpin all that the school achieves. Pupils flourish in this exceptionally caring and inclusive learning environment. Secure, trusting relationships between staff and pupils ensure pupils feel very well supported and safe here. In turn, pupils’ excellent behaviour and impeccable manners make Kendrick a very special place to be”.*

An application form and a job description can be downloaded from the school website. Visits to the school are welcome and encouraged.

Closing date: 9am Monday 23rd September 2024

Early application is advised as we hold the right to close the application process early if a suitable applicant applies and is appointed

Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer

JOB DESCRIPTION

SCHOOL ADMINISTRATOR AND STUDENT WELFARE ASSISTANT

Reports to:	Administration and Admissions Manager
Salary:	Actual Salary £14,978pa (full time equivalent £23,114pa) <i>pay award pending</i>
Employment Status:	Part Time, term time only

Hours of Work	28 hours a week Monday-Thursday, 8am to 3.30pm
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ROLE RESPONSIBILITIES

- Being a member of the General Office Team ensuring the smooth and effective running of the school office and student reception including the provision of first aid and maintaining student medical and first aid supplies.
- Providing efficient and accurate administrative support across the whole school, including communicating with parents/carers, administrative support for educational visits, setting up and managing remote parent evenings, support for school events and managing the main school email account.
- Being part of the Student Welfare Team, who provide support to students across all year groups with issues such as social, emotional, behaviour and attendance.
- Covering main Reception as required.

KEY ACCOUNTABILITIES:

- Produce letters and emails, answer the telephone and deal with general queries from students and staff.
- Provide administrative support to the Senior Leadership Team and the Pastoral Leaders across the school.
- Provide administrative support for educational visits.
- Deal with student queries including the provision of first aid, recording the action taken and informing parents.
- Maintenance of student medical and general first aid supplies.
- Support the Student Welfare Team with providing emotional support and advice to students
- Replying to and/or redirecting emails from the school email account.
- Responsible for setting up and managing the Parent Consultation evenings throughout the academic year.
- To assist with coordinating and supporting events throughout the school.
- Provide cover for main Reception on a regular basis.
- Any other tasks as requested by the SLT, Administration Manager and Attendance and Safeguarding Manager.

PERSON SPECIFICATION

An enhanced DBS clearance is an essential requirement.

Full training will be given to the right candidate with potential to extend their ability and knowledge and to ensure health and safety standards are met.

	Selection Criteria	
	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to at least GCSE Grade C standard or equivalent in English and Mathematics • First Aid qualified or willing to undertake training 	<ul style="list-style-type: none"> • Qualification in work linked with children and young people • First Aid qualification
Experience	<ul style="list-style-type: none"> • Experience of working in a busy office environment • Experience of using the internet and Microsoft Office • Excellent administrative skills 	<ul style="list-style-type: none"> • Work within an education or social care setting. • Previous work with young people and families • Experience or knowledge of working in a student support position or working with children and young people

Knowledge/Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills, with the ability to communicate effectively with both adults and children • Excellent IT skills and the ability to effectively operate a range of software packages and other resources. • Attention to detail and accuracy is essential • Ability to show proven record of working on own initiative and using own judgement to research and solve problems • Ability to absorb and understand a wide range of information • Ability to multi-task and work under pressure • The ability to remain calm and composed under pressure • Ability to work flexibly to support others and respond to unplanned situations. • Understand the need for confidentiality and be able to deal with confidential information appropriately • Excellent team working skills, with a reliable and flexible approach to work. • Efficient and meticulous in organisation • The desire to see every child reach their highest possible outcome • Be able to prioritise tasks and to be able to show initiative with dealing with day to day situations. • Problem solving skills and the ability to apply diplomacy and tact when appropriate. 	<ul style="list-style-type: none"> • Working knowledge of SIMS software package • Working knowledge of School Gateway • Awareness of Safeguarding issues
Personal Qualities	<ul style="list-style-type: none"> • Confident and professional • Sets themselves high standards • Caring and supportive • Calm and resourceful • Works well within a team • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health & Safety • Commitment to the school's ethos, aims and its whole community 	

SAFEGUARDING AT KENDRICK SCHOOL

At Kendrick we believe that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged. As a consequence:

- We accept that all staff are an integral part of the student safeguarding process

- We accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions
- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will safeguard the welfare of children whilst in the school and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- All staff are given training every two years and refresher training every year
- New staff receive training within one month of joining Kendrick

SAFER RECRUITMENT POLICY

The Headteacher and Trustees of Kendrick School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Kendrick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in our [Safeguarding and Child Protection Policy](#) and [Keeping Children Safe in Education \(September 2024\)](#)

Introduction

The Safer Recruitment statement sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults;
- Identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults.

At least one interview panel member has completed the statutory Safer Recruitment Training.

Advertising Roles and Inviting Applications

- All recruitment advertisements will include the statement: *Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer.*
- Prospective applicants will be supplied, as a minimum, with the following on our website:
 - An application pack which includes:
 - A job description;
 - A safer recruitment statement;
 - Information on how to complete the application form and how to apply.
 - Application Form - all prospective applicants must complete, in full, an application form accounting for any gaps in their education or employment history. We will not accept CVs as a method of application.

Shortlisting and References

- Short-listing of candidates will be against the Job Description and Person Specification for the post.
- The application form will be scrutinised for any safeguarding concerns, and if these exist, will be raised with the applicant at interview.

- Where requested and where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- All referees will be contacted by telephone in order to clarify any anomalies or discrepancies and to verify the identity of the referee. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions regarding:
 - The candidate's suitability for working with children, young people, and vulnerable adults;
 - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, and vulnerable adults;
 - The candidate's suitability for this post.
- Applicants who are invited to interview must provide a signed Declaration of Convictions form before attending the interview. They will be required to sign a hard copy on arrival at the school.
- We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.

The Selection Process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require, as a minimum, an interview of short-listed candidates.
- Interviews will always be face-to-face.
- The selection process will involve:
 - A formal interview with the Headteacher and Head of Department or line manager. A trustee will be part of interviews for Head of Department roles and above
 - An informal interview
 - A lesson observation or task
 - A student panel, supervised by a member of staff
 - A safeguarding interview with the Deputy Safeguarding Lead or a Deputy Designated Safeguarding Lead where candidates will be required to:
 - Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.
 - Declare any information that is likely to appear on a DBS;
 - Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
 - Explain satisfactorily any gaps in employment;
- Kendrick School will always:
 - Confirm the outcome of the interview to the applicant within one week
 - Give feedback on the interview if requested by the applicant

Employment Checks

All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks. As a minimum Kendrick School will undertake the following:

- Verify a candidate's identity. It is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name.
- Obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children).
- Verify the candidate's mental and physical fitness to carry out their work responsibilities
- Verify the person's right to work in the UK, including EU nationals.
- If the person has lived or worked outside the UK, make any further checks as appropriate
- Verify professional qualifications, as appropriate.

Induction

All staff joining Kendrick School will be required to:

- Complete the online NSPCC Child Protection training within two weeks of joining the school
- Receive specific Kendrick School safeguarding training with the DSL
- Sign a declaration to confirm they have read and understood the following policies and documents:
 - Keeping Children Safe in Education (KCSIE)
 - Kendrick School Safeguarding and Child Protection policy
 - Confidentiality policy
 - Whistleblowing policy
 - Code of Conduct policy
 - Health and Safety policy
 - Internet and E-Safety policy

HOW TO APPLY

- Please complete the application form which you can download from our website using the guidance notes below. **CVs will not be accepted as a method of application.**
- Send the completed form to aemberson@kendrick.reading.sch.uk by the closing date.
- Receipt of application will be acknowledged by email.
- We will only contact you again if you are shortlisted for interview.
- Shortlisted candidates will be sent a Disclosure of Convictions Form to complete which must be returned completed at least one day before the interview.

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

(Only the sections marked with an asterisk (*) will have guidance notes below)

Personal Details

Please enter your personal details fully so we may contact you about your application.

Right to work in the UK: In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

Teacher reference number (if applicable): This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a ECT we recognise that you may not have received your teacher reference number at the time of application.

References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. The second referee should be a different organisation from the first referee. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee, please expect to be questioned about the reason for this prior to interview. If you have ever worked with children, in a paid or voluntary capacity, a reference will be obtained from the person or organisation that employed you.

Early Careers Teachers (ECTs) (if applicable): ECTs should name a college principal as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee. Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

Internal Applicants: Internal applicants should provide the name of one or two referees as stated in the advertisement. One of the referees should be your line manager. However, the Headteacher or Deputy Headteacher cannot be named as a referee.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with government guidance for Safer Recruitment written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

Education/Qualifications/Training

Please complete this section as fully as possible and continue on a separate sheet if more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

Previous Employment/Activity

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. **It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.**

Skills, Abilities, Knowledge and Experience

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

Disclosure of a Criminal Record (to be completed if you are shortlisted for interview)

IMPORTANT

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of “spent” convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide that 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 in the accompanying Guidance Notes.

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

Obtaining police checks for period lived outside the UK

If you have **lived outside the United Kingdom (UK) for a period of more than 12 months or more in the past 10 years, while aged 18 or over** you will be required to provide a satisfactory police check from that country(s) to cover that period.

If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you, please contact us for further guidance.

Further information regarding obtaining a police check from other countries is available via the [Gov.uk website](#) for guidance on criminal record checks for overseas applicants.

Please bear in mind that some overseas countries will charge for a police check. Information for the different countries and fees involved can be found at the above link.

Filtering of Cautions and Convictions

This section provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from: www.gov.uk/government/organisations/disclosure-and-barring-service

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The Filtering Rules

The rules regarding the automatic disclosure of cautions and convictions on a DBS certificate are set out in legislation.

Standard and Enhanced DBS certificates must always include the following records no matter when they were received:

- All convictions for specified offences
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and a half years

An 'adult' is any individual aged 18 or above at the time of the caution or conviction. A 'youth' is any individual aged under 18 at the time of the caution or conviction.

A 'specified offence' is one which is on the [list of specified offences](#) agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

Any cautions (including reprimands and warnings) and convictions not covered by the rules above are 'protected' and will not appear on a DBS certificate automatically.

Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced certificate automatically.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to [statutory guidance](#).