



Dean Field Community Primary School



Temporary Office Administrator Job Applicant Pack



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INVESTORS IN PEOPLE®
We invest in people Platinum



Cover Letter

Dean Field Community Primary School

Cousin Lane
Ovenden
Halifax
HX2 8DQ
Tel: 01422 258258



Dear Applicant,

I am glad our advert caught your attention and I am pleased to provide you with further information about the maternity cover opportunity at our school. Please find enclosed in the application pack the following to assist you with your application:

- Job Description
- Personnel Specification
- “My School” – children’s views on life at Dean Field Community Primary School
- Our ethos and vision

When completing the application form you need use your personal statement to address the requirements of the person specification, you must meet the essential criteria to be shortlisted. Please note we do not accept CV’s the enclosed application form (including a supporting statement) must be completed in full.

We are a school at the heart of the community and we serve many vulnerable families; families who deserve the very best and this is what we aim to give them. The best start in life, the best education, the best teachers and support staff.

We work very closely with our families and parental engagement is high on our agenda. We also work closely with organisations and charities within our community and teach our pupils to be responsible, tolerant citizens; preparing them for life in modern Britain.

To get a glimpse of what life is really like at Dean Field please visit our school website www.deanfieldschool.co.uk for more information about both Dean Field and the Family of Learning Trust.

If you feel excited about the opportunity to work with us and change children’s lives, then we would welcome your application.

Please return your application to the school via email to dedwards@deanfieldschool.co.uk by **noon on Friday 13th December 2024.**

Applicants who have been shortlisted for interview will be contacted by email, therefore it is important that you check your emails.

Good luck and best wishes,

Fiona Pether
Headteacher

Office Administrator – Job Advert

Dean Field School is vibrant one form entry primary school at the heart of the Ovenden community. Dean Field is part of the Family of Learning Trust and is a key partner working in collaboration with schools across the Trust to drive strong educational development, particularly in schools that face challenging circumstances.

At Dean Field we are determined to continue to improve standards and outcomes across the school. We are committed to providing a nurturing and secure environment for our pupils to learn. Our Ofsted rating of “Good” (April 2022) demonstrates this commitment and we are looking for likeminded colleagues to join our school and Trust.

We have following post available to commence as soon as possible:

Office Administrator

Hours: 22.5 hours per week, term time only.

Working pattern: Monday 8:00am to 4:15pm, Thursday 8:00am to 4:15pm and Friday 8:00am to 3:30pm

Salary: Scale 3, points 5-6, actual annual salary of £12, 929 to £13, 134

Term: Temporary to cover maternity leave

We are seeking someone who is focused, flexible and a self-motivated to work as part of our dedicated office team. You will need school experience and understand the importance of the duties required in a busy reception/office area of a primary school, including having a calm approach in difficult situations.

As our Office Administrator you will work with various stakeholders within the school and local community, therefore excellent communication skills will be required. The ideal candidate will have strong information technology and word processing skills, be committed, flexible and able to prioritise workloads. Knowledge with school specific software (SIMS) and previous experience in a school office environment would be an advantage to enable you to quickly integrate into the role. You will need to show initiative, maintaining ownership of the responsibilities that you are given and meet deadlines. You will need to be a good listener and have the ability to build good working relationships with everyone in the school community.

In return, we offer a benefit package that includes:

- Membership of Local Government Pension Scheme with employer contribution of approximately 16.8%
- An Employee Assistance Programme, offering support and access to resources to help you maintain a healthy work life balance
- Commitment to professional development for all staff recognised through our Investors in People Platinum award (July 2023)
- Free refreshments and light snacks available in the staff room
- Free car parking

Our school also offers you the opportunity to:

- Work in a friendly, caring and inclusive community where everyone is valued.

- Engage with enthusiastic children who enjoy learning.
- Support teachers to deliver a rich and exciting curriculum, recognised through a range of curriculum awards.
- Work with an experienced, supportive and successful team who love to work collaboratively.
- Development that will support you on your chosen career path.

Please visit our website: www.deanfieldschool.co.uk for an application pack. Please note we do not accept CVs, only a fully completed Dean Field School application form will be accepted.

Previous applicants need not apply

For further information about the role please view our website or contact Dawn Edwards, School Business Manager on 01422 258258.

CLOSING DATE: noon on Friday 13th December 2024

You will be contacted by email to inform you if you have been selected for an interview.

The trustees of the Family of Learning Trust and the Governors of Dean Field School are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service and other pre-employment checks before the appointment is confirmed.

Safer Recruitment at Dean Field School

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they would be in contact with children or vulnerable adults and could cause them harm.

Dean Field School is fully committed to the principles of safer recruitment.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and thus prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence for a barred individual to be offered (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity).

Accordingly, all of the following steps will be taken as part of the recruitment processes:

- ✓ confirmation of identity by sight of original official documents (passport, photocard driving licence etc.)

- ✓ confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation
- ✓ satisfactory references - a minimum of two written references **(one of which must be from most recent employer)** will be taken up prior to interview (the identity of all referees must be open to verification)
- ✓ full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies
- ✓ internet and social media checks undertaken by third party
- ✓ all necessary checks relevant to the disqualification requirements relating to childcare in accordance with the 'Childcare (Disqualification) Regulations 2009'.

In line with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving "regulated activity", all 'spent' convictions must be disclosed under the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

A DBS check will be requested for appointments to all relevant posts and for those involved in 'regulated activity' this will include an additional check of the Children's Barred List. Any conditional offer of appointment will be made strictly subject to both receipt of all required documentation (as specified) and satisfactory verification of all checks as above.



Office Administrator - Job Description

Post Title: Office Administrator

Grade: Scale 3, points 5 and 6

Hours: 22.5 per week, term time only

Prime Objectives of the Post

The Office Administrator will provide administrative support to the school, working flexibly to meet the busy demands of the school reception area and administration team. The post holder

will be the initial point of contact for incoming phone calls, visitors, pupils, staff and enquiries. Therefore, the post holder must be well-presented with a professional, friendly approach. As an essential member of the Administrative Team the post holder will contribute towards the smooth running of the school.

Responsible to: School Business Manager

Responsible for: none

Decision making: To establish the priority of administrative tasks in their workload on a day-to-day basis.

Responsibility for assets: Access to some confidential files for pupils and staff, finance including the administration of dinner money, etc. Responsibility for all items of equipment and resources within the school office.

Main Duties and Responsibilities:

1. Day to day management of own workload to support administrative duties within the school and reception area
2. Day to day management of the school office area and communications for the whole school
3. Reception duties
4. PA to Leadership Team as required
5. Be a formal point of contact for Governors, parents and other external agencies
6. Manage confidential communications
7. Preparation of school brochures, leaflets and newsletters
8. Production of policies and schemes of work where required
9. Compose own correspondence as necessary; e.g. letters to parents
10. Photocopying/Filing
11. Incoming and outgoing post
12. Deal with school email/texting service
13. Maintain attendance procedures, including,
 - Working with HSLO regarding pupil absences, contact parents
 - Recording pupil lateness
14. To monitor and maintain medical records for children taking medicine/inhalers and administer medicine/inhalers when required
15. Manage parent consultation online booking system
16. Manage admissions for Nursery pupils
17. Be a formal point of contact for companies and external agencies
18. Assist with organizing of school events e.g. Christmas Fayre

Systems Management

1. Manage SIMS Pupil/Personnel/Attendance database

2. Assist in preparation and complete Census return
3. Update and extract information to produce reports
4. Update daily attendance and dinner registers
5. Send CTF school transfer forms and pupil records
6. Manage pupil transition into/out of school
7. Keep accurate records of free school meal eligibility
8. Keep accurate records of EEF and EYPP eligibility using the Portal
9. Training of staff as required on various SIMS functions e.g. class attendance registers, dinners and SEND
10. Organise termly clubs using the online booking system

Financial

1. Keep accurate manual records of petty cash allocated and obtain receipts and signatures
2. Be responsible for the administration of the School Fund accounts.
3. Source school resources for stationery and reprographics
4. Manage the school dinner systems
5. Assist parents using the cashless payment system
6. Credit control and manage the collection of debts from school dinner money, out of school club and breakfast club fees.
7. Assisting with the administration of school trips, e.g. making bookings and reconciling income for additional activities.

General

1. To show strong commitment to furthering equalities.
2. Attend meetings as required by your line manager and senior management.
3. To work within the team and share good practice.
4. To take part in any CPD activities appropriate to the role.
5. Support the development and implementation of initiatives and policies e.g. data protection, child protection, health and safety.
6. The post holder will be required to undertake any other professional duties as required by their line manager/Headteacher.

Office Administrator - Person Specification

	Essential	Desirable	How identified
1. Knowledge and skills (including any relevant or required qualifications)	<p>Excellent numeracy/literacy skills – GECSE Grade 4 in Maths and English or equivalent. Good oral and written communication and organisational skills.</p> <p>High competency in using Microsoft Office applications including Excel and Powerpoint (evidence of training in these).</p> <p>Able to work constructively, and as part of a team.</p> <p>Knowledge of office processes and procedures in a school organisation.</p> <p>Able to adhere to the schools' policies and procedures with particular reference to Child Protection, Safeguarding, Equal Opportunities, Health and Safety and support the ethos of the school.</p>	<p>ICT qualification</p> <p>Knowledge of SIMS.</p> <p>Shorthand qualification or ability to accurately transcribe spoken word.</p> <p>First Aid qualification</p>	<p>Application Form</p> <p>Selection Process</p> <p>Interview</p>
2. Personal Development and Additional Learning	<p>Shows commitment to own self development.</p> <p>Willing to participate in further training and development activities.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
3. Experience	<p>Experience of using SIMS and producing the pupil census.</p> <p>Experience of working in a school environment.</p> <p>Experience of working in a busy office covering a range of administrative duties.</p>	<p>Experience of working in a finance environment, preparing invoices etc.</p> <p>Experience of line management.</p>	<p>Application Form</p> <p>Selection Process</p>

	Essential	Desirable	How identified
4. Initiative	<p>Ability to prioritise workload.</p> <p>Ability to smoothly handle multiple demands, shifting priorities and change.</p> <p>Able to work on own initiative.</p> <p>Flexible to meet the demands of the role.</p> <p>Ability to work under pressure and meet deadlines.</p>		<p>Application Form</p> <p>Selection Process</p> <p>References</p>
5. Circumstances	<p>Understands the importance of confidentiality and work in a discreet manner where appropriate.</p> <p>Positive attitude to working with children and adults (eg parents, carers).</p> <p>Have a commitment to equal opportunities and fairness.</p>	<p>Hold a current full driving licence and be able to drive the school mini-buses.</p>	<p>Application form</p> <p>Interview</p>



Application Guidance

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

General Information

- Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- Please use **black ink** or type your application form – this helps when the applications are photocopied.
- **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- Please return the application form by the closing date advertised.

The Application Form

- ✓ **Personal Details** – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We prefer to make contact through email, therefore make sure your personal e-mail address is provided clearly and check your inbox regularly after the closing date (and your spam!)
- ✓ **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
- ✓ **Recruitment Monitoring** – The Family of Learning Trust operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.
- ✓ **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualifications at a later stage.

- ✓ **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
- ✓ **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.



“My school” Life at Dean Field – Pupil Voice

“I like this school because of the staff. My teacher, for example, cares about our future.”

This school has great children and adults!”



“This school is the best because we get to go on fun trips and a residential in year 6!”



“We have lots of visitors in year 6, like Luke Ambler, the Police and Junior Wardens.” They teach us about what life will be like when we grow up.

“I think Dean Field is the best school because the teachers challenge us and make us think.”

“I like this school because I like to see people working together, playing together and being nice to each other.”



“Dean Field is the best because we have a big playground with lots of fun equipment.”

We asked our pupils:

What qualities do you want staff to have?

We want somebody who:

- Cares about us
- Pushes us to make progress
- Makes learning exciting
- Makes us smile
- Is firm but fair



The Family of Learning Trust Vision

'Learning Without Limits'

The Principles of our MAT

- A commitment to a culture of lifelong learning for all hence our ethos is 'Learning Without Limits.'
- Relentless pursuit of excellence in all aspects of school life.
- A bespoke curriculum, tailored made to meet the needs of our children with strong links to the community and the outdoors.
- Strong pastoral care for all children. Rigorous and Robust systems for monitoring important areas of school life
- Successful partnerships with parents, families and the

Our behaviours

These are our expectations for our staff:

- I am honest
- I am respectful
- I am positive
- I am supportive
- I communicate
- I am flexible

Dean Field is a friendly caring school with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. Our curriculum is rich and inspiring and offers pupils a broad range of experiences and opportunities. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued. Interwoven throughout our curriculum are key 'characteristics of learning' which we hope to instil in our pupils. We encourage children to take risks and teach them that it is ok to fail.

