



Grove House School

*Candidate Information Pack
Curriculum Administrator*

Supporting Excellence

admin@grovehouse.essex.sch.uk | grovehouseschool.co.uk

Headteacher's Letter

Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: admin@grovehouse.essex.sch.uk



Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We are a growing special school that opened in September 2015. We currently have just over 90 pupils on roll across years 4-11, at capacity we will be 105 pupils. Our school will ultimately cover the 8-19 age range. All of our pupils have an EHCP and have come to us from mainstream settings and alternative provision. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 7 form groups - two KS2, three KS3 and two KS4. Classes are ideally in groups of 12 pupils. Each class is supported with at least 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together in the classroom throughout the school day and have allocated joint planning time.

We are a very friendly, supportive and welcoming staff. Our staff team is growing rapidly as our pupil numbers increase. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

This is such an exciting time for us – every aspect of our new school is evolving at a rapid rate. The chance to be a part of this continued growth phase in our provision is a rare opportunity. I do urge you to come and visit, look around our site and meet the pupils and our staff team.

We have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion and to arrange a visit.

Kind regards

Lisa Christodoulides

Our School Site

Our school site has undergone huge change. We started in September 2015 in a refurbished small block with 4 classrooms for our opening year.

We have a main large building that has specialist therapy rooms, a sensory room, specialist art, music and ICT rooms, a large hall with stage and a gymnasium, in addition to a number of non-specialist classrooms.

We have a new build on the site which we are currently using as our growing primary base.



In Spring 2018 we refurbished our Technology block to provide dedicated facilities for Science, Design and Technology and Food Technology.



SEAX Trust

Grove House is part of the SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

Provide outstanding educational experiences for children and young people with special educational needs

Put the well-being and achievement of pupils at the heart of all decision making

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**

Holiday pay and **salary** which is paid *evenly* across the year for our support staff, Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff

An extensive range of **in-house training** opportunities

Experienced and **dedicated practitioners** who are keen to help you learn

A range of exciting internal **career opportunities**

Be inspired by us ...

Challenging roles and **recognition** of achievement

A **motivational** strategy towards both education and business

Staff **involvement** in wider decision-making

Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**

A **highly supportive** organisational culture

A firm commitment to the strengths of **equality and diversity**

A sense of **cohesion and belonging**

A policy to raise **matters of concern**



Key Information

Please read this information carefully and retain this sheet for reference during the application process.

Application process

Applicants can apply in writing and submit it to the school via Kate Peters (k.peters@grovehouse.essex.sch.uk) no later than **12 noon** on the closing date of **Wednesday 12th June**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.



Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to a face to face interview with the selection panel. There may also be a skills test or practical assessment. Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

Referees

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates. *The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.*

Interview date

Interviews will be held at **Grove House School on Friday 21st June**.

Further information and school visits

Applicants who require further information or would like to visit the school should contact Kate Peters, 01277 361498 or k.peters@grovehouse.essex.sch.uk

Staff Well-being Cover

Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

All staff at Grove House School commit themselves to contributing fully to the ethos and life of the school both in school and outside. The school operates its own salary structure broadly in line with School Teachers' Pay and Conditions.

Grove House School is committed to safeguarding and promoting the welfare of children and young people. It expects all staff, volunteers and contractors to share this commitment. The successful candidate will be expected to obtain DBS clearance at enhanced level and Section 128 clearance.

Job Description



Reports to: Headteacher, Business Support Manager

Liaison with: Headteacher, Deputy Headteacher, Administration Team, Teaching staff, pupils

Grade: Band 2, Range 3-6

Hours: 35 hours per week, 40 weeks per year (term time, inset days and one week during the school summer holidays)

Monday 8.30am - 4.00pm

Tuesday 8.30am - 4.00pm

Wednesday 8.30am - 4.00pm

Thursday 8.30am - 4.00pm

Friday 8.30am - 4.00pm

Job Purpose

To be responsible for all administrative issues relating to the curriculum

Duties

- To manage the Curriculum/Assessment monitoring cycle including data collections and input
- To manage and organise all pupil assessment targets /data
- Administration of School reports
- Working with the Senior Leadership Team and Student Support Manager to carry out the administration and organisation of the EHCP Annual Review process, ensuring that all paperwork is completed and submitted on time.
- Administration of current Curriculum maps
- Booking meetings and appointments including parent consultations.
- Organisation of parent celebration evenings and parent assemblies
- Attendance of parent events
- Letters to parents
- Supporting the receptionist during busy periods

General Duties

- To deal with electronic mail in a secure manner
- Word processing
- To assist in dealing with enquiries and visitors to the school
- To undertake filing, laminating, photocopying and reprographic work as required, including basic maintenance of the photocopier.

- Comply with school policies and procedures
- Attend relevant training and take responsibility for own development;
- Attend relevant school meetings as required;
- Respect confidentiality at all times;
- Understand and implement the Trust's Data Protection policies;
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification



Qualifications and Experience	Detail
Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent
Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of health and safety regulations Understanding of the operation of a school
Literacy Numeracy Technology	Good reading and writing skills Ability to undertake calculations Ability to use MS office including Word, Excel, Powerpoint, Outlook and Sharepoint.
Communication	Detail
Written Verbal Negotiating	Ability to complete forms and write routine letters Ability to exchange routine verbal information clearly and sensitively with children and adults Ability to consult with colleagues
Working with others	Detail
Working with partners	Understand the role of others working in and with the school
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults
Team work	Ability to work effectively with other adults in the school Ability to work on own initiative
Information	Ability to provide timely and accurate information
Responsibilities	Detail
Organisational skills	Good organisational skills Ability to work accurately with attention to detail
Time management	Ability to manage own time effectively
Creativity	Ability to follow instructions

General	Detail
Equalities	Demonstrate a commitment to equality
Health and Safety	Good understanding of Health & Safety
Child protection /safeguarding	Understand and implement child protection and safeguarding procedures
Confidentiality /data protection	Understand procedures and legislation relating to confidentiality
CPD	Be prepared to develop and learn in the role

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