Buttsbury Infant School



Welfare and Administration Assistant Vacancy

Recruitment Information Pack



September 2019

Perry Street, Billericay, Essex CM12 0NX

‘Progress through Partnership’



Dear Applicant,

Thank you for expressing an interest in our Welfare and Administration Assistant position.

Buttsbury Infant School is an Outstanding school [OFSTED 2011] that is constantly striving to be even better. We are a four form entry school with an excellent reputation in the local community and as a result we are continually oversubscribed.

The school is an active member of the Billericay Community Trust (BCT) and the Billericay Teaching Schools Alliance (TSA). The school is a National Support School and designated Teaching School. We work very closely with the Billericay TSA and BCT which provide excellent opportunities for whole school and individual staff development.

It is rare for a permanent position to become available in the office at Buttsbury so please do come and pay us a visit, meet the team and see the working environment for yourself. I do not think that you will be disappointed.

The school is committed to safeguarding and promoting the welfare of all our pupils and all posts are subject to a full DBS check.

I look forward to receiving your application.

Yours sincerely,



Suzanne Haskins

Headteacher



**The Application Process**

The enclosed application form should be completed and returned by post to

Jane Ward

Business Manager

Buttsbury Infant School

Perry Street

Billericay

Essex

CM12 0NX

Or emailed to sbm@buttsbury-inf.essex.sch.uk

**The closing date for applications is midday on Thursday 11th July 2019, with interviews being held week commencing 15th July.**

**Queries**

If you have any queries on any aspect of the application process or need additional information please contact Jane Ward, School Business Manager.

To arrange your visit to see our school please contact Mrs. Jane Ward, School Business Manager by e-mail (address above) or telephone 01277 622821.

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Welfare and Administration Assistant

**Job Salary:** Band 2 to mid point

 £18,674 FTE - pro rata

 £8,343 actual salary

**Responsible to:** Headteacher

**Hours/Weeks:** 20 hours per week, 9.00am-1.15pm, 5 days per week

 38 weeks per year.

**Administration structure**



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| **BUTTSBURY INFANT SCHOOL** **JOB DESCRIPTION** **WELFARE AND ADMINISTRATION ASSISTANT** **Responsible to:** Headteacher, Business Manager and Office Co-ordinator**Job Summary:** To provide an effective and efficient clerical and welfare support to the school.**Welfare*** To administer first aid to pupils as required, in keeping with the school’s policy
* To liaise with parents regarding pupils sickness/injury
* To assist with visits from nurse, dentist etc.
* To assist with the general welfare of pupils
* In consultation with the Pupil Services and Administration Officer ensure that appropriate medical and allergy records are kept including protocols for all children with medical needs.
* To ensure all inhalers, adrenaline auto injectors and other medication are kept safe, secure and up to date.
* To keep the reception area tidy and free from lost property etc.

**Reception*** To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
* To book and receive visitors via InVentry,
* To ensure school security arrangements are always complied with, including adding to the school’s signing in system and the creation of badges for regular visitors
* To accept and sign for deliveries as appropriate
* To provide hospitality for visitors to the school

**Clerical*** To undertake typing and word processing as required to include Annual Parental Consent letter, Christmas and Harvest programmes and other routine letters.
* To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
* To provide general clerical support as required including collation of all permission/return slips from parents.
* To assist with the administration of school visits, including booking coaches, in liaison with the teaching staff.
* To liaise with and maintain records of parent helpers and allocate to classes in liaison with class teachers.
* To create lists of children attending after school clubs and advise teaching staff.
* To arrange the copying and collating of the School Strategic plan and one year development plan and assist with the copying and collating of the School Information Pack and other such publications
* To maintain the school notice boards.
* To update the school website on instruction from the Office Coordinator or a member of SLT
* To produce the school newsletter with liaison from the Headteacher
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| **Finance*** To collect, record and issue receipts for other monies as required, including school uniform, trips, donations and recorders.
* To assist with the preparation of school trip monies for banking
* To assist the Office Coordinator with finance tasks such as placing orders, processing invoices
* To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies

**General*** To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body 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
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**Person Specification**

**Welfare and Administration Officer**

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|  | **Personal Skills Characteristics** | **Essential** | **Desirable** |
| 1.1a1b1c1d1e1f | **Experience**Experience of working in a school settingExperience of administrative work in a busy office environmentExperience of working as part of a teamExperience of using word processing, excel and e mailExperience of using mail mergeExperience of using SIMS.Net | 🗸🗸🗸 | 🗸🗸🗸 |
| 2.2a2b2c | **Qualifications and Training**GSCE pass in English and Maths – Grade C or aboveFirst Aid Qualification (or to be willing to undertake if not already held)Willingness to undertake training relevant to the role | 🗸🗸🗸 |  |
| 3.3a3b3c3d3e3f3g3h | **Skills and Knowledge**Ability to work on own initiative whilst being an active member within a teamAbility to care for children who are unwell or injured.Good oral and written skillsExcellent communication skills and telephone mannerExcellent organisational skills and ability to prioritise work scheduleProfessional, tactful and sensitiveDiscreet and confidential at all timesAbility to work to deadlines and under pressure | 🗸🗸🗸🗸🗸🗸🗸🗸 |  |
| 4.4a4b4c4d4e4f4g | **Personal Qualities**Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children and parentsA commitment to safeguarding and promoting the welfare of childrenConscientious, honest and reliableFlexible and ability to respond calmly to a range of requestsAbility to maintain good relationships with other staff and outside agenciesGood understanding of Health and Safety issuesHave a commitment to equality | 🗸🗸🗸🗸🗸🗸🗸 |  |
| 5. | **Personal Circumstances**Disclosure and Barring check to be satisfactory | 🗸 |  |

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# **Recruitment and Selection Policy Statement**

1. The Governing Board is committed to:
* safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
* promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
* promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required where applicable to the role and settling:

* receipt of satisfactory references\*
* verification of identity
* a satisfactory DBS disclosure if undertaking Regulated Activity
* verification that you are not on the DBS Children’s barred list and therefore not

barred from working with Children verification that you are not prohibited from teaching verification of medical fitness

* verification of qualifications
* verification of professional status where required e.g. QTS status
* the production of evidence of the right to work in the UK
* verification of successful completion of/exemption from statutory induction period
* verification that you are not subject to any s128 directions preventing you from holding a management position within a school
* a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

***NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.***

\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

* The seriousness/level of the disclosed information eg was it a caution or a conviction.
* How long ago did the incident(s) occur?
* Whether it was a one-off incident or part of a repeat history/pattern.
* The circumstances of the offence(s) being committed and any changes in the applicant’s personal circumstances since then.
* The country where the offence/caution occurred.
* Whether the individual shows or has shown genuine remorse.
* If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

8. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment procedure. On the conclusion of the procedure, data collected will be held in accordance with the school’s retention schedule.

A copy of our Recruitment Procedure is available upon request.