

THE SANDON SCHOOL RECRUITMENT PACK

Resources Officer (part-time)

Scale 6, pts 13-17, Actual salary £20,236 - £21,665

For further information, please contact:

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Headteacher: Mr A Weaver





RESOURCES OFFICER

Part time, 32.5 hours per week, term time plus five non-pupil days

The Sandon School is a popular 11-18 mixed comprehensive of 1275 students with an excellent reputation in the local area. We have superb facilities and view ourselves as an innovative teaching and learning community. The school is situated close to the A12 on the east side of Chelmsford within easy reach of Chelmsford, Colchester, Southend and Brentwood and has good public transport links.

We are seeking to appoint as soon as possible a Resources Officer whose main responsibilities will include designing and producing publications, displays, posters etc, maintaining the school's social media presence and website and ensuring all reprographic requirements are fulfilled in a timely fashion. Further information on the role, including a job description and person specification, can be found in the information pack.

We are a Good school (Ofsted March 2018) and we offer:

- Excellent access to ICT facilities
- A friendly and supportive staff
- A commitment to continuous professional development

We are seeking:

- An excellent administrative with excellent organisational skills
- A confident and competent user of ICT systems including publishing software

We are committed to safeguarding and promoting the welfare of children. Appointments will be subject to references and enhanced DBS checks.



RESOURCES OFFICER

Responsible to: Business Manager

Responsible for: The design & production of whole school publications

Line Manage: Resources Technician

Principal duties and responsibilities

- To design, prepare and deliver internal publications for school events throughout the academic year.
- The design and preparation of the school prospectus and sixth form prospectus in liaison with Leadership and middle management.
- To be responsible for whole school displays and departmental display boards, liaising with Subject Leaders and Head of Years to ensure material is current and accurate.
- To compile audit boards for all departments in advance of Open Evenings to ensure optimum appearance for the school.
- To be responsible for graphic design across all areas of the school including infographic posters.
- Liaise with external parties for specialist printing requests from Leadership.
- Working collaboratively with staff to ensure all reprographics requirements are fulfilled in a timely fashion.
- Assisting departments with the filling of photocopiers with toners and paper.
- Ensuring training is up to date on all suitable software packages that enhance the production of school material.
- Ensure effective communication with parents/carers and key stakeholders.

Social Media & website

- Development and Management of the school's digital channels including its social media platforms, eg Instagram and Facebook.
- Liaise closely with CTLs and Subject Leaders regarding material to use on social media to promote the work of the school to parents, students, prospective students and to engage the local community.
- To be familiar with all social media platforms including Hootsuite
- To use and maintain a photographic and media library to support the promotion of the school.
- Supporting the production of the school's videos.
- To promote the use of social media in school and to suggest events for inclusion to appeal to different stakeholders.
- Monitor the school's social media presence and activity and adapt planning to reflect feedback.
- To promote the school via social media and to monitor its impact.
- To assist in reviewing the school's marketing and information materials
- To oversee the production of materials together with the Head of Business and Headteacher's PA
- To assist in the preparation of materials for the school's website for various stakeholder groups.

Additional Duties

- Working as a team with other departments in the event of busy times.

To undertake any other duties under the reasonable direction of the Headteacher

Continuing Professional Development:

In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to the role.

In all the above to have regard to whole school policies.

General:

This role requires flexibility in order to ensure deadlines are met. These duties may change and evolve with the needs of the department. You are required to undertake such other duties as may reasonably be requested of you commensurate with your grade.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly, and it may be subject to modification at any time after consultation with the post holder.

PERSON SPECIFICATION

It is likely that the successful candidate will satisfy the following specification:

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Above average keyboard skills• Good standard of English	<ul style="list-style-type: none">• Relevant ICT qualifications
Previous experience	<ul style="list-style-type: none">• Working in a busy environment	<ul style="list-style-type: none">• Experience within a school.• Knowledge of reprographics equipment and its uses
Professional competence	<ul style="list-style-type: none">• Precision and attention to detail• Able to work on own initiative & prioritise workload• Effective communication skills both oral and written	<ul style="list-style-type: none">• Takes responsibility for own development
Personal qualities	<ul style="list-style-type: none">• Enthusiastic• Approachable• Good interpersonal skills• Maintenance of confidentiality• Sense of humour• Good health• Ability to work well in a team.	

Able to cope with the following demands:

Physical Demands	<ul style="list-style-type: none">• Physical effort required, including lifting and carrying of items.• Standing for long periods• Some cleaning and minor maintenance of equipment
Mental Demands	<ul style="list-style-type: none">• Work under pressure.• Subject to interruption and conflicting demands• Meeting deadlines imposed internally.

KEY INFORMATION SHEET FOR A SUPPORT STAFF POST AT THE SANDON SCHOOL RESOURCES OFFICER

This sheet sets out the key information for any candidates applying for a support staff position at The Sandon School. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it to the school by no later than the closing date advertised. 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 may be subject to:

1. A face-to-face interview with the selection panel.
2. A practical task.

Details will be provided prior to interview.

Shortlisted candidates:

Applicants who have been shortlisted for the post will usually be notified by email.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact Miss Melnick on 01245 241141 or CML@sandon.essex.sch.uk.

Key Information for candidates regarding terms and conditions

Part-time post

The successful candidate will work during each week of term time including five non pupil days.

There is no entitlement to take holiday during term time.

Hours per week: 32.5 Hours. 30 minutes unpaid lunch break.

Initial working pattern: 08:00 to 15:00 Monday to Friday

Working weeks per year: Term time plus 5 non-pupil days (staff training).

Expectation to work outside of hours, when required, to fulfil the role.

Pay

This post is paid on pay scale 6, spinal points 13-17. The full time pay range for this role is £26,873 to £28,770. The part-time pay for this range is £20,236 to £21,665. An unconfirmed pay award is due April 2024.

Employees are paid monthly in twelve equal months per year.

Probation

All individuals new to employment with the school will be required to satisfactorily complete a six-month probationary period.

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of children. Our Safeguarding Policy is widely available and the latest version can be seen on our [website](#). All appointments will be subject to satisfactory references and enhanced DBS checks.

GENERAL INFORMATION ON THE SCHOOL



Opened in 1955, The Sandon School is an 11-18 co-educational Comprehensive with around 1280 students. It is a true comprehensive school with a full range of abilities. With results consistently above the national average, it has an excellent reputation in the community and the school underwent an Ofsted Inspection in March 2018 which found it to be a good school.

The Sandon School is fortunate to have a well-qualified, motivated and experienced staff. Many of the staff are currently undergoing a variety of professional development activities focused on teaching and leadership in particular.

The school is a stand-alone academy, having achieved academy status in 2011, and has been successful in a number of capital bids. As a result, the site is both attractive and well equipped in all areas of the curriculum. The school is extremely well resourced in relation to ICT with all classrooms equipped with data projectors/interactive whiteboards and many with a wide range of specialist ICT facilities.

The school's ATLAS Centre (Access to Learning at Sandon) is a hub of learning for the whole school and incorporates numerous computers as well as a well-stocked library.

Specialist sports facilities include a dedicated sports hall with an international standard specialist floor, a smaller sports hall, a dance studio and multi-gym, two flood lit 4G Astro Turf pitches, extensive playing fields and hard play areas and a well-equipped gymnasium.



Other specialist facilities include a fully-equipped drama studio with banked seating for an audience of 100, a large performance space, several smaller music practice rooms and a dedicated media suite. As well as nine laboratories, the science department also has an outdoor garden for environmental studies.

The majority of lessons are taught in specialist classrooms and there is a Sixth Form Centre with dedicated study facilities for Sixth Form students.

For administrative and pastoral purposes, the school is organised into three divisions: Lower School (Years 7 and 8), Middle School (Years 9, 10 and 11) and Sixth Form (Years 12 and 13). Heads of School/Sixth Form are supported by Heads of Year and together are jointly responsible for monitoring students' progress and ensuring the well-being of the students within the school to facilitate their learning. Students entering the school are placed in all-ability tutor groups and are set by ability early in Year 7 for English and maths. Setting for science takes place in Year 9.

The school provides a full range of courses for GCSE and A Level/Level 3 examinations as well as non-GCSE Certificate courses at KS4. The school has successfully developed a vocational curriculum programme for some students at KS4.



The school enjoys the support of a dedicated Parent Teacher Association (Friends of Sandon School) which organises fundraising and social and educational activities. It is instrumental in providing the school with many items of equipment and 'extras'.



At The Sandon School students are given the opportunity to participate in the highly regarded Duke of Edinburgh's Award scheme. Currently Bronze and Silver awards are offered.

The catchment area of the school covers a wide rural area in addition to the immediate locality of Great Baddow, Sandon and Chelmer Village. The main villages served by the school are Danbury, Bicknacre, East and West Hanningfield, and Chelmer Village from which approximately 60% of

students are currently transported daily to school by means of contract or local service buses.

The school occupies a very pleasant location on the east side of Chelmsford. Located near to the A12, it is easily accessible by car and is well served by public transport. Chelmsford is situated 32 miles from London and has a train service to Liverpool Street (around half an hour). It is within easy reach of the east coast with its many sailing centres, and also Colchester, Ipswich. Southend and Brentwood. During the last 20 years, Chelmsford has undergone rapid expansion and this is continuing. It is a popular residential city and serves London as a commuter centre.

At Sandon we are proud of our school and its achievements. If you would like further information, please contact Mrs Jo Hampton on 01245 241141 or email jhm@sandon.essex.sch.uk.



AIMING HIGHER TOGETHER

RECRUITMENT AND SELECTION POLICY STATEMENT

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.

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.

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.

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.

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

- receipt of satisfactory references
- verification of identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that you are not barred from working with Children
- verification that you are not prohibited from teaching
- verification of medical fitness for the particular role
- verification of qualifications and of professional status where required eg 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 a section 128 direction 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 2018 or that you have provided a valid disqualification waiver from Ofsted

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

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

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 shortlisted candidates 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) and any prohibitions prior to interview. When making a recruitment decision School will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

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/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. 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 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 2018 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 discussed with candidates and decisions made 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 the incident(s) occurred and 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 or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness)

This Governing Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

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

A copy of our Recruitment Procedure is available upon request.

PRIVACY NOTICE – APPLICANTS

The categories of school applicant's information that we collect, process, hold and share include:

- personal information (such as name, address, national insurance number, contact information, teacher number, referee contact information, close personal relationship information with current staff, ability to travel, pre-employment check information)
- special categories of data including characteristics information such as gender, age
- employment information (such as current levels of pay, current role, employment history (including reasons for leaving), breaks in employment history, training history)
- qualifications (and, where relevant, subjects taught)
- Medical or disability information where relevant

Why we collect and use this information

We use this data to undertake the recruitment of new staff

The lawful basis on which we process this information

We process workforce information under Article 6 (To fulfil our legal obligation under the Education Act 1996 and the performance of our public task) and Article 9 (processing of special category data) of the General Data Protection Regulations. To comply with contract law, HMRC regulations, eligibility to work in the UK and Keeping Children Safe in Education (as updated).

Collecting this information

Whilst the majority of information is provided by you, some information will be sought from previous employers, DBS service, The Teaching Regulation Agency, Overseas Embassies and referees. If you refuse to provide this information we may be unable to process the application or continue with the recruitment process.

Storing this information

If unsuccessful we will hold this information for 6 months from the date of employment of the successful candidate in accordance with our data retention schedule.

Who we share this information with

We routinely share this information with members of the HR and recruitment team, interviewers, relevant Governors, Headteacher and legal services contracted by the school.

Why we share school workforce information

We do not share information about applicants with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Axtell, Business Manager.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact Mrs Axtell, Business Manager.