

# THE SANDON SCHOOL



## RECRUITMENT PACK

## ATLAS CENTRE MANAGER

For further information please contact Mrs Hampton by  
phone on 01245 241141 or by email  
[jhm@sandon.essex.sch.uk](mailto:jhm@sandon.essex.sch.uk)

Molrams Lane, Sandon, Chelmsford, Essex CM2 7AQ  
Website: [www.sandon.essex.sch.uk](http://www.sandon.essex.sch.uk)  
Switchboard: 01245 473611

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## ATLAS CENTRE MANAGER:

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RESPONSIBLE TO: Leadership Team

RESPONSIBLE FOR: Providing, maintaining and promoting an effective resource and information service to all pupils, staff and the community  
ATLAS Centre Assistant

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### **DUTIES:**

- Supporting the Headteacher in promoting and maintaining the work and good order of the school and particularly in the ATLAS Centre

### **Main Responsibilities and Duties**

1. Regular reports to Senior Management on the book stock, performance, budget, spending and development.
2. Selection, acquisition, organisation, promotion and maintenance of books and non-book resources.
3. Use and development of the Oliver Library Management System.
4. Promote resources and reader development
5. Support and instruct groups of students
6. Provision of induction training for new staff, on going training and information sharing for existing staff showing how to use the ATLAS Centre effectively.
7. Line manage Atlas Centre assistant and undertake their performance management and development.
8. To work closely with and support Curriculum Team Leaders in identifying and responding to their needs by developing ATLAS Centre systems and resources.
9. Supporting the Accelerated Reader Programme by:
  - actively seeking focused and expert librarian support in order to better assist with the wider responsibility of literacy responsibilities
  - Selection, acquisition, organisation, promotion and maintenance of suitable resources.
  - Contributing to the content of the KS3 Library Skills and content of KS3 Library Lesson Programme.
  - Contributing to all classes in the Library by providing information and advice to pupils on selection of suitable resources.
  - Maintaining a current awareness of suitable new resources available and informing pupils and staff by book displays and promotion of books using a variety of media throughout the school
  - Generally promoting book reading amongst pupils throughout the school by using a range of strategies – and through the provision of a weekly book club
  - Holding Book Events such as Book Week, Carnegie Scheme and Book Fairs.

### **Atlas Centre General**

- To maintain good state and order of the ATLAS Centre and its resources
- To innovatively develop, by working closely with Line Manager, the ATLAS Centre including its resources, use of space, display and capacity utilisation
- To effectively and promote good relations within the ATLAS Centre with staff and students – taking regard of ATLAS Centre guidelines and whole school policies

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

## The Sandon School

Atlas Centre Manager

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

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to GCSE English</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 English</li> </ul>
Previous experience	<ul style="list-style-type: none"> <li>Working within a team</li> <li>A competent user of ICT to include Word, Excel, Publisher, Search Engines, the internet and email.</li> <li>An understanding of the Dewey System</li> <li>Knowledge of children's fiction/authors</li> <li>Experience of working as a team leader</li> </ul>	<ul style="list-style-type: none"> <li>Appreciation of the different levels that children learn at within Key Stages</li> <li>Previous experience of library work</li> </ul>
Management experience	<ul style="list-style-type: none"> <li>An effective team player</li> <li>An effective communicator at all levels</li> <li>Previous experience of a computerised management system (or similar)</li> </ul>	
Professional competence	<ul style="list-style-type: none"> <li>Willingness to develop ICT skills appropriate to the post</li> <li>Ability to manage one's own time effectively</li> <li>Understand the value of planning</li> <li>Working to targets and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Creative and imaginative problem solving</li> <li>Take responsibility for own development</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Enthusiastic about working with young people</li> <li>Good interpersonal skills</li> <li>A good administrator</li> <li>Good health</li> <li>Sense of humour</li> <li>Ability to evaluate performance, including self-evaluation</li> <li>Work calmly and effectively when under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Potential and ambition for further career development</li> <li>A willingness to engage in some wider aspects of school life</li> </ul>

## **Key Information Sheet for a Support Staff post at The Sandon School Atlas Centre Manager**

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 telephone.

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 Mrs J Hampton 01245 241141 or [jhm@sandon.essex.sch.uk](mailto:jhm@sandon.essex.sch.uk).

## **Key Information for candidates regarding terms and conditions**

### **Part time posts**

Pro- rated holiday entitlement (includes public holidays) for this post 5.1 weeks pa

The successful candidate will work during each week of term time excluding non-pupil days.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

Hours per week: 35 Hours 30 Mins

Initial working pattern: 8:00 to 15:45 Monday to Thursday

8:00 to 15:00 Friday

Working weeks per year: Term time only

### **Pay**

This post is paid on Pay Scale 6. The full time pay range for this role is £21,589 (**part time posts** - the actual salary for this part-time post will be £17,122 per year). New Pay ranges will be applicable from April 2020, not less than figures stated above. These figures include the holiday pay entitlement for someone with less than 5 years' service.

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.

## THE SANDON SCHOOL

Opened in 1955, The Sandon School is an 11-18 co-educational Comprehensive with around 1260 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 is oversubscribed. 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 leadership and teaching 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 new specialist ICT facilities.

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

Specialist sport facilities include a dedicated sports hall with an international standard specialist floor, a brand new smaller sports hall with 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 and 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 and 10) and Upper School (years 11, 12 and 13). Each has a Head of School and Heads of Year who 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, and in Year 8 for science and languages.

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 fund raising 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.

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 (just over 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 is continuing to do so. It is a popular residential town and serves London as a commuter centre.

At Sandon we are proud of our school and its achievements. If you would like further information or would like to visit the school please contact

Mrs Jo Hampton on 01245 241141 or email [jhm@sandon.essex.sch.uk](mailto:jhm@sandon.essex.sch.uk).



*ACHIEVEMENT FOR EVERY LEARNER*

## 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 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 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 the 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.

## **PRIVACY NOTICE FOR SANDON SCHOOL WORKFORCE (HOW WE USE SCHOOL WORKFORCE INFORMATION)**

**The categories of school workforce information that we collect, process, hold and share include:**

- personal information (such as name, address, telephone number, employee or teacher number, national insurance number, tax details, pension information)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Medical information where relevant
- Biometric information for your staff catering account

### **Why we collect and use this information**

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid and to make statutory payments on their behalf
- contact you in an emergency or for important information such as school closures
- contact your named contact in the event of an emergency

### **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. For example processing is necessary for carrying out obligations under employment law or there is substantial public interest) of the General Data Protection Regulations. More information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **Collecting this information**

We collect personal information by staff data forms. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### **Storing this information**

We hold school workforce data whilst you are employed at the school and for seven years after you have left the school.

### **Who we share this information with**

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- the Disclosure and Barring Service
  
- our payroll provider
- pensions authorities such as the Teachers' Pension Scheme and the Local Government Pension Scheme

### **Why we share school workforce information**

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

#### **Local authority**

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

#### **Department for Education (DfE)**

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. We are required to share information about our staff with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please contact <https://www.gov.uk/contact-dfe>

### **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 Bayley, Business Manager.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by DfE, please contact <http://www.gov.uk/contact-dfe>

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by Mrs Bayley, Business Manager.

### **Last updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 1 September 2019.

### **Further information**

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