



ADMINISTRATION OFFICER

Grade 4, Level 1-4 (17,693 to £19,095 p.a.)
reduced pro rata

37 hours per week, term time only

Temporary sickness cover contract
(for a minimum period of 6 months)

Applications to be received by 12 midnight,
Sunday 2nd September 2018

‘Working together to achieve success’

www.josephrowntreeschool.co.uk

joseph.rowntree@york.gov.uk



The
**Joseph Rowntree
School**

the right school to grow in



*'Working together to achieve
success'*

Dear Prospective Applicant

Welcome to The Joseph Rowntree School. Please read the information about the school contained in this letter prior to completing your application.

GENERAL INFORMATION

The Joseph Rowntree School is an oversubscribed 11-18 mixed comprehensive of 1,268 students including 179 in the Sixth Form. It is situated to the north of the attractive and historic city of York, in the village of New Earswick. It is 500 metres from the outer ring-road (A1237) and is easily accessible from the towns and villages of the Vale of York, or the cities of Leeds and Hull.

In 2017 we achieved the best ever set of GCSE results in terms of progress measures for our students. Students achieved very highly in the new more rigorous English and Maths GCSEs and it is worth noting that one student achieved 3 Grade 9s, only one of 2,000 in the country to do so. We also achieved a positive Progress 8 score which is a real reflection of the hard work of students, staff and parents to achieve these outcomes for our learners. We were also delighted with the large number of students gaining A and A* grades, with over 20% of all grades being 8/9/A/A*. This success is also reflected in a very successful set of results at AS and A Level, where again, as well as many notable stories of individual success, our progress measures place us as a very high performing Sixth Form in the top 25% of the country. We are delighted with this well-deserved success for our students, and are determined to build on this and continue to improve the learning experience for students at The Joseph Rowntree School. There are new challenges ahead; this year our current Year 11 will take the new GCSEs in a range of subjects whilst Year 10 will begin the new specification in all their subjects.

ORIGINS

The original school opened in 1942 as a model school in the North Riding. It was built on land provided by the Joseph Rowntree Trust. It continues to have voluntary controlled status with four governors from the Joseph Rowntree Foundation. It is, however, a non-denominational LA school. Since its illustrious origins the school has expanded considerably in phases to meet the demands of a changing educational scene and increased population.

GROUND AND BUILDINGS

The school is set in very extensive attractive grounds and playing fields. We have an excellent learning environment and superb facilities, including a 3D Lecture Theatre.

THE EDUCATIONAL CONTEXT

The school is part of the City of York Council's education provision. York is a unitary authority, characterised by forward-looking leadership and a desire to work in partnership with its schools and parents. The school shares this aim. There is a close network of effective working relationships in this relatively small LA. The school also has close links with its six main link primary schools. There is a school wide broadband network extending into all classrooms.

OUR STUDENTS

The students are of above average ability with many from higher socio-economic groups. That said, we are fully comprehensive and proud of it. Approximately 8% of students receive free school meals there are 111 on the SEN register, 28 of whom have an Education & Health Care Plan. Equally, there are students with talents and ability to rank with the best in the country. The intake is largely from the villages of New Earswick, Haxby and Wigginton, with increasing numbers from within the historic city boundary. Our students are friendly, confident, articulate, hard working and well motivated. Our strong pastoral and behavioural systems help meet their needs and ensure that they fulfil their potential.

OUR STAFF

The school is lucky in having a forward thinking and reflective teaching and support staff. There is a wide range of age, experience and expertise. We are friendly, welcoming and helpful. We set a high priority on professional development and job satisfaction. Everyone works very hard and there is a genuine concern to provide high quality education for all of our learners. Working at The Joseph Rowntree School is rewarding and there is a strong induction programme for new staff. Developing best practice is a real focus at the school. We have a Learning Team which supports colleagues in their CPD and professional development.

ORGANISATION

There is a simple academic structure based on departments. Guidance and welfare is based on a House system with a Sixth Form. There is a great emphasis placed on teamwork and collaborative working. Leaders at all levels are expected to provide leadership and support to their teams. There is a supportive Governing Body composed of a range of talented people. As Headteacher I am a great believer in openness, consultation and collaboration with colleagues. The Senior Leadership Team consists of the Head, two Deputy Heads, three Assistant Heads, two Associate Assistant Heads and a School Business Manager.

CURRICULUM

The full range of subjects typical of comprehensive schools is available in the school. Currently there are around 30 different AS/A2 subjects available in the Sixth Form with a small degree of collaborative arrangements with the neighbouring Huntington School. Extra curricular provision is wide ranging, with particularly high engagement in Sport, Drama and Music. A strong emphasis is placed on assessment and the tracking of students against 4 Levels progress from KS2 to KS4 or ALPS targets in KS5. We currently have Gold ArtsMark status that demonstrates our commitment to providing opportunities in Art and the Performing Arts subjects. All subjects continue to be equally valued, notwithstanding the particular focus on English and Maths. We take pride in ensuring our curriculum offer at all stages meets the needs of all students. Since 2010 we have developed an enhanced resource provision for students on the Autistic spectrum, one of only two units in the City; our philosophy is to allow such students to access as much of the whole-school curriculum as possible in order to match their needs.

IN CONCLUSION

The Joseph Rowntree School is a hard working community with a high level of cohesion and mutual support. It is a civilised school with high expectations of work and behaviour. The students are treated with respect and care, and are expected to do the same in return. Relationships are good.

We always seek to appoint staff with intelligence, enthusiasm, and a willingness to be committed to the students' education. You should like and understand children, but be prepared to demand high standards from them.

Please note that this is a totally no smoking school, which is committed to equal opportunities and investing in its staff.

APPLICATION INFORMATION

Please read our 'How to Apply Guide' which will explain the application process from completing the application form through to appointment. We can accept application forms electronically so please email your application once completed to:- tb@josephrowntree.york.sch.uk.

We do try to acknowledge receipt of all of the applications we receive but it is advisable that you request a read receipt due to the number of applications we receive. Please accept my thanks in advance should you decide to apply.

Our policy in relation to expenses when attending an interview is that the school will not reimburse any costs incurred.

Further information about the school is available on our website at www.josephrowntree.co.uk

Thank you for the interest you have shown in The Joseph Rowntree School.

Richard Crane

Headteacher

IMPORTANT INFORMATION

Shortlisting

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Shortlisted candidates will be contacted and invited to interview. If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future.

Due to the volume of applicants, **we are unable to give feedback to non-shortlisted candidates.**

Selection Process

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. The Joseph Rowntree School is committed to safeguarding and promoting the well-being of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Validation of Qualifications and Identity

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

Right to Work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

Photographic proof of identity will also be required.

Disclosure & Barring Service

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their ID and other relevant documents when they arrive at school.

Safeguarding

The Joseph Rowntree School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above).

Medical Assessment

Before taking a teaching appointment, the preferred candidate is required to complete a Work Health Assessment Form. This will be sent with the letter of appointment which states that the appointment is subject to a satisfactory medical assessment.

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Induction and Continuous Professional Development

The Joseph Rowntree School is committed to developing its staff and is proud of the approach it takes to supporting appropriate staff development. Staff are fully inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures.

Dress Code

We expect all staff to dress professionally and appropriately for the roles undertaken at The Joseph Rowntree School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set an example.

School Policies

All school policies are available on our website or upon written request.

JOB DESCRIPTION		
DIRECTORATE: Learning Culture & Children's Services		DEPARTMENT: Schools
JOB TITLE: <u>Admin Officer</u> / Team leader		POST NUMBER:
REPORTS TO (Job Title):		Grade School Admin 3
1.	MAIN PURPOSE OF JOB To provide an efficient and effective administration support service. With specific areas of responsibility.	
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:	
	i.	To be responsible for specific administrative functions and to monitor and develop existing processes and procedures.
	ii.	Clerical support (filing, faxing, photocopying). Sort, distribute, post/mail. Taking bookings / hiring out facilities, this may include supporting Extended School activities. Implement routine in-house finance systems. Process requisitions, invoices, routine orders and payments. Arrange appointments. Minute meetings
	iii.	Collects, banks, balances and maintain accounts for monies. Manage a budget area. Produce purchase orders.
	iv.	To answer incoming telephone calls, respond to requests for information, where appropriate, transferring calls to other members of staff and taking accurate messages.
	v.	To produce standard and individual letters, documents and reports within set guidelines and proscribed timescales.
	vi.	Produce lists eg pupil data. Responsibility for administration in relation to pupil admissions & leavers. Administration for school lettings. Produce accurate returns for external agencies
	vii.	Supervise the work of other staff, including providing on the job training.
	viii.	Supports in the management of the school budget or a budget area on a day to day basis, maintaining in-house finance systems.

	ix	Production of school prospectus (including content). Under the direction of a senior colleague / Headteacher, obtaining best value for service contracts and orders.
	x	Assist with organising school trips and special events. Provide advice and guidance to pupils, parents and staff. Assist Headteacher in arranging supply cover.
	xi	Specialist technical responsibilities. Provide specialist premises / maintenance skills. May supervise premises teams.
3.	SUPERVISION / MANAGEMENT OF PEOPLE Supervising temporary staff e.g. on the job training or checking work for quality and quantity. May be required to supervise others member of staff doing same kind of work. Direct: - Usually up to 5 staff	
4.	CREATIVITY & INNOVATION Subject to supervision, established procedures, practices and routines. The postholder is required to use own initiative to manage his / her own workload and deal with all kinds of problems as they arise. Design and apply IT systems to support work of the team – under direction of line manager. Developing new ways of presenting information, through ICT systems. Create new stationery/internal forms. Ability to give advice and seek information from pupils / parents	
5.	CONTACTS & RELATIONSHIPS Dealing with issues which may not be straightforward and may require diplomacy and tact to resolve. All staff, pupils, parents, and Governors. Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social	
6.	DECISIONS – discretion & consequences Management of own day to day work and supervision of other admin staff. Working without close supervision, but subject to established procedures, practices and routines. Judgement is required when providing solutions to problems. Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality. Can make modifications/ variations to practices. The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents.	
7.	RESOURCES – financial & equipment (<i>Not budget, and not including desktop equipment.</i>) Description (Value) Normal Office Equipment, responsible for the accurate handling and security of small sums of	

8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work Demands</p> <p>Required to work to strict deadlines set by Headteacher / line manager.</p> <p>Physical Demands,</p> <p>This role is largely office bound but sometimes involves moving around the school premises.</p> <p>Working Conditions</p> <p>No unpleasant working conditions. Normal office environment.</p> <p>Work Context</p> <p>There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>Computer literacy, numerate, typing/secretarial skills.</p> <p>A good understanding of a number of routine administrative work procedures.</p> <p>Practical knowledge of various computer software packages.</p> <p>Ability to input and understand data.</p> <p>Ability to communicate effectively at all levels.</p> <p>Able to organise own work and that of others.</p> <p>Understanding of SEN and child protection issues.</p> <p>A pro-active record of CPD.</p>
10.	<p>Position of Job in Organisation Structure</p> <div data-bbox="245 1361 1195 1930"> <div> Job Reports to: Heather King, Office Manager </div> <div> <div>THIS JOB</div> <div>Other jobs at this level:</div> </div> <div> Jobs reporting up to this one: None </div> </div>

THE JOSEPH ROWNTREE SCHOOL



SCHOOL VISION AND VALUES

- Excellence in everything that we do.
- The best possible outcomes for all of our learners – maximising potential.
- Respect for all individuals within and beyond our school.
- Outstanding teaching that inspires a love of learning within and outside the classroom.
- The importance of preparing our students to make an active contribution to the wider world.
- Kind and considerate Behaviour for Learning.
- Being creative and nurturing talent in all of its different forms.
- Being resilient, having self belief and working hard to achieve your goals in life.