

# City of London Primary Academy Islington Job Application Pack:

## General School Assistant (with pupil welfare and administrative responsibilities)



### Contents

- Head Teacher's Welcome
- About us
- About the role
- How to make an application, key dates and contact details

## **Head Teacher's Welcome**

Dear Applicant,

Thank you for your interest in COLPAI. I am delighted that you are considering joining our school team and I hope that you will apply for this post. Please visit our website: [www.colpai.org.uk](http://www.colpai.org.uk) as this will tell you a lot about us and give you a taste of our ethos, vision and values.

## **About us**

### **School Context**

COLPAI is an exciting, brand new school which opened in September 2017 with two Reception classes. The school is growing, year on year, and will reach its full complement of 420 pupils by 2024. In September 2018, we will have both Reception and Y1 children. The school is temporarily located within the new Moreland Primary School building while our own brand new school is built near to Golden Lane, EC1. Our temporary site, complete with sky garden and small roof terraces offers a world-class education within a fabulous learning environment. We are a fully inclusive school and our pupils, including those with SEND, will be drawn from and reflect the vibrant and diverse local area. Once on our permanent site, we plan to expand EYFS provision to also include nursery and two-year-old places.

### **The City Family of Schools**

COLPAI is the latest primary to join the network of highly successful City schools, where pupils have been achieving outstanding results, ranking it as the top performing academy chain nationally for pupil progress. Our strong partnership working ensures we share resources, expertise and skills across our family of highly committed professionals to provide a world-class education that will transform pupils' lives. All City schools are Outstanding or Good (with outstanding leadership) as judged by Ofsted. COLPAI shares a special partnership with The City of London School for Girls (CLSG); an ISI Outstanding rated independent school within the group and as such, our staff will work collegiately within the City networks. The Headmistress of CLSG, is supporting the development of COLPAI as an Outstanding school in her role as Executive Head Teacher.

### **Excellence and Aspiration**

Children get only one chance at their education; it has far reaching implications for their future success. Here at COLPAI, every child matters and we are ambitious and determined for every child to be the best they can be. We have the highest expectations of ourselves as a school and of our pupils' achievement, effort, attitude, and behaviour. No child is left behind. We strive for excellence in all that we do, to inspire a passion for learning within a happy, safe and caring environment where everyone is valued and respected. We expect excellence for all and excellence of all so that our achievement compares favourably with the best in country.

## **About the role**

### **The Role of the General School Assistant**

The job of General School Assistant will encompass three main areas of work, which are:

1. Securing the safety and welfare of pupils.
2. Administrative/receptionist responsibilities.
3. Porterage duties.

The role involves the effective supervision of pupils and their families entering/exiting the school site safely, the safe movement of children around the premises and supervising play, lunchtimes and a range of educational activities as required.

The successful candidate will also assist the Office Manager with administrative and receptionist duties, including escorting visitors so that they enter and exit the school site safely.

The role involves offering porterage duties to enable the safe, efficient and professional running of the school. These duties should provide a helpful and courteous service to the school including:

- setting up and taking down of equipment and preparing the premises for events;
- movement of post, parcels, equipment and other school resources including handling deliveries;
- assisting with security

There is pride and commitment amongst those who work at COLPAI and we always look for high calibre professionals to join us. I hope that you might see yourself joining this exceptional new school.

With Kind Regards,

Kim Clapham  
Head Teacher

## **HOW TO MAKE AN APPLICATION**

1. Read the job description and person specification very carefully.
2. Complete the online application form.
3. Ensure your supporting statement relates to the competencies outlined in the person specification.
4. Please sign the Candidate Privacy Statement to consent to us using your data to undertake relevant recruitment checks for this position.
5. Submit your application form by email to: [office@islingtonprimary.co.uk](mailto:office@islingtonprimary.co.uk)

**CLOSING DATE FOR APPLICATIONS: Thursday 19 July 2018, 12 noon**

**INTERVIEW DATE: Thursday 26 July 2018**

**Our school is committed to safeguarding and promoting the welfare of our children and expects all staff to share this commitment. This appointment is subject to enhanced DBS clearance, medical checks and satisfactory references.**

Should you have any queries or would like to discuss this post, please contact the Office Manager:

Email: [office@islingtonprimary.co.uk](mailto:office@islingtonprimary.co.uk)

Telephone: 020 7504 0556