



**POCKLINGTON
SCHOOL**

Ages 3 to 18



Staff Secretary
(Temporary maternity cover)

Information Pack

October 2019





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”.

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines.

Staff are supported through a range of benefits which are explained further below as well as approachable and supportive colleagues. You will be encouraged to undertake development opportunities, and will find a friendly and welcoming working environment. We offer a community feel, not just a workplace.



**POCKLINGTON
SCHOOL
FOUNDATION**

Aims, Values and Practice



Aim

To inspire for life

Confidence - We encourage individuals to be confident and considerate; fostering self-respect and self-belief.

Responsibility - Personal responsibility and service to others are expected; both have opportunity for expression within the school and beyond.

Achievement - In all areas of school life we seek to nurture talent and aspiration, to encourage perseverance and to prepare young people for the challenges of adult life.

Values

We achieve our aim through a strong working relationship between pupils, staff and families which is founded on the following values:

Trust - The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as friendly and compassionate schools.

Truth - We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative.

Courage - We challenge ourselves and each other to change for the better.

Practice

We provide a community to be proud of, where pupils can explore, make mistakes, learn and grow. In order to do this:

Support - We put the well-being of our pupils first, with excellent pastoral care.

Learning - We encourage successful learning through effective teaching and a commitment to a broad education.

Recognition - We recognise and reward success and commitment, progress and achievement.

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Personnel Team.

Foundation Benefits:

Pension scheme – We offer competitive employer contribution rates for all staff

Discounted school fees with the option to spread payments over 12 months from your pay

Enhanced holiday entitlements

On-site gym and swimming pool

Free lunch in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Foundation Policies, Personnel Policies

Enhanced sick pay arrangements – this is detailed within the Absence Management Policy, also to be found on the Extranet

Annualised Pay – allowing for easy home budgeting
Free staff room refreshments

Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families

Tai chi, yoga and art classes – these are advertised throughout the school year

Winter car lights test – organised by the Transport Team each January

Massages – these are arranged on an ad-hoc basis throughout the school year

Internet and e-mail access at work (subject to appropriate use in accordance with the school policies)

Free parking (although this is subject to possible legislative change in the future)

Free library services – including holiday book loans



External Providers:

Discounted membership at the Box gym (see flyers on the school noticeboards)

Health Care – access to reduced rates

HMRC:

Child Care Vouchers

Cycle to Work scheme

Both these schemes are offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: Staff Secretary

Overall Purpose: To provide clerical support to teachers in the senior school and general administrative duties within the main school office.

Responsible To: Headmaster's PA and Administration Manager

Staff Responsible For: N/A

Salary: £19,308 per annum (£10.04 per hour)

Copy of Job Advertisement:

Temporary Maternity Cover, full time, all year round Required from January 2020

You will provide secretarial and clerical support to teachers within the Senior School. Duties will include parents' evening and box office administration, creating termly student absence reports, assisting with the administration of the parent portal, assisting with the production of newsletters along with general office administration.

You will have experience of working in a busy office environment, strong IT skills and excellent communication and organisational skills. You will have experience of an outward facing role, as you will interact with students, parents and the community beyond.

Due to nature of the role, we are looking for someone with an approachable manner who can remain professional at all times. Experience of using ISAMS or any school based management information system would be advantageous.

The hours of work are 8:30am – 5pm with one hour for lunch, with approximately 1 Saturday morning each half term.

Our benefits include enhanced holiday entitlement, free onsite parking, lunch during term time, use of sporting facilities and access to health and well-being initiatives.

For an informal chat about the role please speak to Mrs Alex Ward, Administration Manager and Headmaster's PA on 01757 321200.

For more information and to apply: www.pocklingtonschool.com/Job-Vacancies

T: 01759 322666 E: recruitment@pocklingtonschool.com

Closing date: 9am 15th November 2019

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

STAFF SECRETARY

Reporting To:

Headmaster's PA and
Administration Manager

Main Purpose:

The Staff Secretary role is one which provides secretarial, clerical, reprographic and general support to the school's teaching staff as well as administrative tasks in the general school office.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

October 2019

POCKLINGTON SCHOOL FOUNDATION

Main Duties

- Secretarial and clerical support to:
 - Director of Sport – sports results admin
 - Teaching staff
- Parents Evening administration
- Detentions administration and termly report
- Box Office Administration
- Preparing and packing reports
- Responsible for photocopying and reprographic tasks including day to day maintenance, troubleshooting of photocopiers and liaising with contractors re: breakdowns
- Reporting termly on student absence/lates stats
- Assisting with Parent Portal
- Assisting with Parent and Student Newsletters
- Co-ordinating lost property
- Chasing up late registers
- Checking on students reported as not in lesson
- Mail shots to parents
- Sorting incoming mail
- Franking machine and outgoing mail
- General office routine, including:
 - answering telephone calls
 - dealing with parental, staff or pupil queries
 - word processing of letters and documents
- Provide cover on Reception for sickness/absence as required
- Any other clerical or administrative tasks as directed by the PA to Headmaster

The above main duties are not exhaustive and may vary without changing the character of the job or level of the responsibility.



Person specification – Staff Secretary

	Essential criteria	How measured
Experience	<ul style="list-style-type: none">• Experience of working in a busy and friendly office role• Experience of using a school based management information system e.g. ISAMS (desirable)• Experience of working in an outward facing role / dealing with customers over the phone	Application / Interview
Education and Training	<ul style="list-style-type: none">• Good standard of Education (maths and English)	Application
Skills and knowledge	<ul style="list-style-type: none">• Ability to work to tight deadlines• Effective communication skills (written and verbal)• Excellent IT skills with a very good working knowledge of Microsoft Word and Excel• Must be able to work on own initiative as well as within a team• Excellent customer service skills• Effective time management	Application / Interview / Task
Personal attributes	<ul style="list-style-type: none">• Have a high degree of sensitivity and confidentiality• Polite and helpful• Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation	Interview

Child Protection: this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.

Recruitment Timetable

Closing Date: 9am 15th November 2019

Expected Interview Date: During week commencing 25th November

Expected Start Date: 6th January 2020

Completed application forms should be sent to: recruitment@pocklingtonschool.com

Please ensure you read the guidance notes for completing the application form alongside the information available in the Application Process & Safer Recruitment guidance, Recruitment of Ex-Offenders Policy Statement and Secure Storage, Handling, Use, Retention and Disposals of Disclosures and Disclosures Information Policy Statement. These are available on the key recruitment policies page of our website or will have been sent to you as a hard copy if requested.

For further information please contact Abby Popely, Personnel Officer:

PopelyA@pocklingtonschool.com

01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

