



# **Canonbury Primary School School Administrative Support Apprentice**

**CAN/444**

# CONTENTS

Letter from the Headteacher

Advert

Job Description

Person Specification

How to apply

School Location







## Letter from Headteacher

Dear Candidate,

Thank you for your interest in the position of Apprentice School Administrative Support at Canonbury Primary School. We are looking for an energetic, enthusiastic, forward thinking person who would like to learn on the job what is required to be a highly effective school administrator and provide an outstanding service to the school community.

This position would suit a person that thrives on the fast pace of school life but can ensure it is done calmly, efficient and consistently. You will often be the first port of call for a number of stakeholders: children, parents and carers, staff and governors, so it is important that every interaction is welcoming and personable.

Canonbury is based in the heart of Islington, close to Upper Street and Highbury and Islington station. Our school is large and popular with a diverse cultural and social intake. We are looking for someone with excellent people skills who can work together with our friendly community.

Please come and visit our school and see what we could achieve together.

Yours sincerely,

Patrick Mildren

## Job Advert

### School Administrative Support Apprentice

**Salary:** £16,616.49  
**Location:** Canonbury Primary School  
**Hours:** 35hrs per week (10am-6pm), Term Time Only

Are you an enthusiastic person looking for an opportunity to gain valuable office based work experience and undertake a qualification at the same time? Are you looking for your first step on the ladder of work where you can learn, develop and gain valuable experience for your future career?

Canonbury Primary School are offering a 2-year opportunity for an individual with excellent organisational and communication skills and a 'can-do' attitude. This is an excellent opportunity for someone to join our busy school office and gain experience in administrative processes within a school/education environment.

**The Job** - Working as an apprentice at Canonbury Primary School you will:

- Provide a welcoming, friendly and professional service, acting as first point of contact for visitors and callers to the school, greeting all visitors, maintaining the visitors book and checking ID
- Assist with incoming and outgoing post
- Deliver a range of administrative functions such as diary management, scanning, filing and responding to requests for information via email, letter and telephone calls
- Maintain and update records and files through data entry on the school's information management system
- Provide reprographic services i.e. photocopying, laminating, binding, and cutting etc. in support of teaching, administration and management activities throughout the school;
- Book and coordinate engineer visits as and when required
- Communicate with parents regarding all aspects of school life, receiving and passing on information between parents and teachers, including phoning parents to ascertain reasons for pupils' absence
- Develop professional relationships with the administration team and with others who we work with in partnership or as a service provider

**Training and Development** – Within your role you will:

- Complete a Level 3 Business Administration Apprenticeship funded by Canonbury Primary School. This will involve attendance at a college and/or completing tasks in the workplace (depending on specific course requirement).

### Working at Canonbury Primary School

We appreciate and value our employees and recognise the importance of a motivated and supported workforce. We will support your development through the activities mentioned above and through the ongoing support of your manager and a buddy.



### **Moving on**

After you have successfully completed your apprenticeship you will have gained valuable workplace experience and attained a professional qualification which will improve your chances of finding work either within the School or with another employer, or help you move on to a higher level apprenticeship elsewhere. We will provide support on your approach to the wider job market as part of your development programme.

This apprenticeship is ideal for a person with excellent teamwork skills, the ability to multi-task and the motivation to contribute new ideas.

To apply for this role, you must:

- Be a 16+ Islington resident, Islington care leaver or former Islington secondary school student within the previous 12 months. We encourage applications aged 16-25 however applicants of all ages will be considered.
- Be unemployed/economically inactive (working no more than 16- hours a week).
- Not currently be qualified in Business Administration or similar subject discipline at level 3 or above.

*If you are excited by this challenging opportunity, please download and submit an application form to [tracie.gaspard-kelchure@canonbury.islington.sch.uk](mailto:tracie.gaspard-kelchure@canonbury.islington.sch.uk).*

**Closing Date: 5:00pm, Wednesday 18<sup>th</sup> September 2019**

**Interview: Week commencing Monday 23<sup>rd</sup> September 2019**

**Apprenticeship Start Date: ASAP**

If you are an Islington resident who would like support with your application please contact the iWork Team on 020 7527 3559 or email [iWork@islington.gov.uk](mailto:iWork@islington.gov.uk)

***Canonbury School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.***

## Job Description

**POST TITLE:** Administrative Support Apprentice

**SALARY:** Training Grade - £16,616.49

**HOURS:** 35 hrs per week

### PRIMARY JOB FUNCTION

To provide administrative support as required. You will work in a supported learning environment to develop the knowledge, skills and behaviours required for a business administration apprentice. We will assist you to complete a business administration apprenticeship and progress in your future career.

### DUTIES AND RESPONSIBILITIES

1. Undertake a development programme leading to a Level 3 Business Administration qualification as part of an apprenticeship. Actively participate in your own development plan under the supervision of your line manager and the training provider.
2. Provide a welcoming, friendly and professional service acting as first point of contact for visitors and callers to the school, greeting all visitors, maintaining the visitor's book and checking ID.
3. Deliver a range of administrative functions such as stock take, diary management, photocopying, scanning, filing and responding to requests for information via email, letters, telephone calls and face to face; this includes producing letters and other documents using Microsoft packages.
4. Supply all reprographic requirements including photocopying, binding, laminating and cutting in support of teaching and administration activities throughout the school.
5. Work as part of a team to proactively support the School Office in delivering an efficient service.
6. Communicate with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers, including phoning parents to ascertain reasons for pupils' absence.
7. Maintain fleet of machines within the school, ensure that all machines are in working



order and appropriately managed including dealing with paper jams or any other issues as they arise.

8. Undertake other duties compatible with your learning and development as required such as additional responsibilities to assist the administration team.

**ADDITIONAL:**

9. Use information technology systems to carry out duties in the most efficient and effective manner.
10. Achieve personal appraisal targets, as agreed by your line manager. Carry out duties and responsibilities in accordance with the Council's customer care standards.
11. Be committed to the Council's core values of serving the public first, being open honest and fair, and respecting all people and communities and to demonstrate this commitment in the way duties are carried out.
12. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
13. Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
14. At all times, carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
15. To promote the safeguarding of children.

**Post holder Declaration**

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|                |  |
|----------------|--|
| <b>Name:</b>   |  |
| <b>Signed:</b> |  |
| <b>Date:</b>   |  |

## PERSON SPECIFICATION

The person specification is an overview of the skills, knowledge and experience required of an apprentice. Your application will be assessed on how well you meet the specification set out below. In your application form, make sure that you answer each question referring to the requirements below and provide evidence of this to support your answers. You can draw on your experiences gained through work, study or other activities to help you provide this evidence in your application.

|  |   |   |
|--|---|---|
| <b>Post Title: Administrative Support Apprentice</b> |   | <b>Grade: Training Grade - £16,616.49</b> |
| <b>REQUIREMENTS</b>                                  |   |   |
| <b>EDUCATION AND EXPERIENCE</b>                      |   | <b>A/I/E*</b>                             |
| <b>E1</b>  | Interest and motivation to work within Business Administration.   | <b>A/AD</b>                               |
| <b>E2</b>  | Ability to meet the entry requirements of the Level 3 Business Administration course attached to this apprenticeship and to attend and undertake the studying and coursework required to complete the course. | <b>A/E</b>                                |
| <b>KNOWLEDGE, SKILLS AND ABILITY</b>                 |   |   |
| <b>E3</b>  | Ability to communicate and to present information clearly and concisely both verbal and written, with good attention to detail.   | <b>A/AD</b>                               |
| <b>E4</b>  | Proven Basic IT skills and ability to learn new systems.  | <b>A</b>                                  |
| <b>E5</b>  | Ability and willingness to follow instruction and learn new tasks.  | <b>A/AD</b>                               |
| <b>E6</b>  | A positive attitude towards teamwork and able to work as part of a team.  | <b>A/AD</b>                               |
| <b>E7</b>  | Willingness to learn and to take responsibility for your own development.   | <b>A/AD</b>                               |
| <b>E8</b>  | Ability to organise own workload and meet deadlines.  | <b>A/AD</b>                               |
| <b>E9</b>  | Excellent timekeeping skills, able to attend work and college at required times.  | <b>A/AD</b>                               |
| <b>E10</b>   | Commitment to completing the apprenticeship and obtaining a qualification.  | <b>A/AD</b>                               |
| <b>E11</b>   | Ability to display sensitivity and maintain confidentiality.  | <b>A</b>                                  |
| <b>E12</b>   | Ability to adhere to the Council's Dignity for All policy.  | <b>A/AD</b>                               |
| <b>SPECIAL REQUIREMENTS OF THE POST</b>              |   |   |
| <b>E13</b>   | This role will require you to obtain through us an Enhanced satisfactory clearance from the Disclosure and Barring Service.   |   |
| <b>E14</b>   | Eligibility to the apprenticeship scheme is open to Islington residents, Islington care leavers or former Islington school students.  | <b>A/E</b>                                |
| <b>E15</b>   | Currently unemployed or working no more than 16 hours a week.   | <b>E</b>                                  |



|            |  |          |
|------------|--|----------|
| <b>E16</b> | Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | <b>E</b> |
|------------|--|----------|

**Assessed by: A = Application, AD = Assessment Day, E = Eligibility test**



# HOW TO APPLY

## **Application Deadline**

Completed online application forms must be received by **5:00pm, Wednesday 18<sup>th</sup> September 2019**.

To apply, please go to [www.islington.gov.uk](http://www.islington.gov.uk) and follow the jobs link. If you need any assistance, please email the Schools' HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **CAN/444**

*Please note that application forms should not be returned to the school.*

## **Completing your application**

Candidates are asked to complete all the standard information required on the application for, including a supporting statement addressing all of the points clearly as detailed within the Person Specification for this post.

## **Visits**

Visits to the school are strongly encouraged. Please contact our School Business Manager on 0207 226 5020 for an appointment to visit the school.

## **Selection process**

The selection process is due to take place on week commencing **Thursday 19<sup>th</sup> September 2019**. Further information will be provided to the candidates shortlisted for interview.

## **References**

Candidates are advised that references will be taken up immediately after interview. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

## **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The post will be offered subject to satisfactory completion of pre-employment checks.

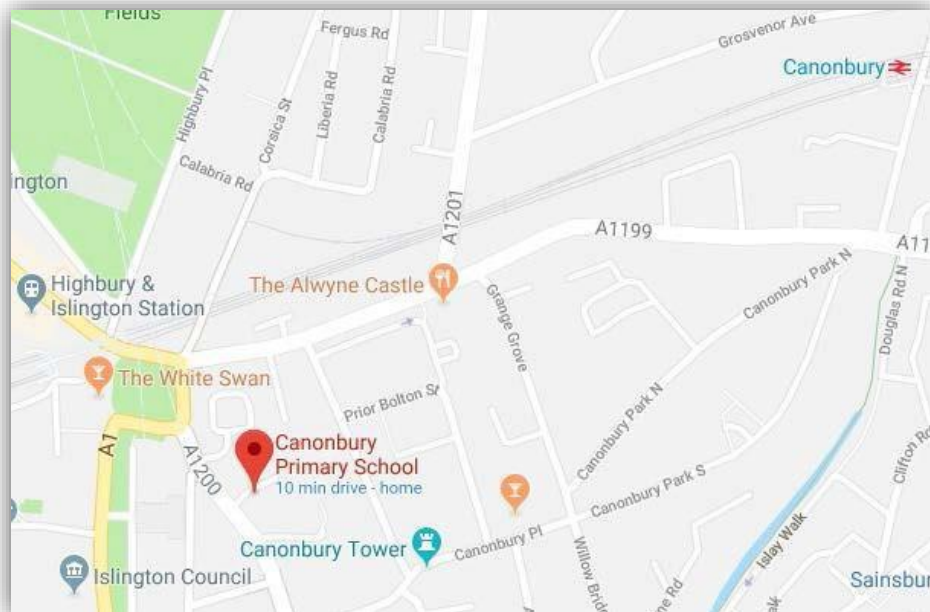
# SCHOOL LOCATION

**School Address:**

Canonbury Primary School  
Canonbury Road  
London  
N1 2UT

**Nearby stations:**

Highbury & Islington  
(Victoria Line, Overground)  
Canonbury (Overground)





## Guidance for candidates applying for a job with schools

**Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.**

### General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

### Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

### Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (husband, daughter).

### Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

### Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

### Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

### Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

### References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

### **Disclosure & Barring Service / Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

### **Additional Information for people considered to have a disability under the Equality Act**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

### **Declaration**

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

### **Equal Opportunities Monitoring Information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

## Policy on the recruitment and



## ISLINGTON employment of ex-offenders

### Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at [www.direct.gov.uk](http://www.direct.gov.uk)). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

### Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

### During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

### If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

### Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

### Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.