



St. Julie's Catholic High School

Information Services Assistant Application Pack

REQUIRED IMMEDIATELY: Information Services Assistant (Permanent)

**Hours of work: 35 hours per week (Full time) Monday to Friday: 7.30 am to 3.30 pm
(One hour unpaid lunch break)**

Term Time (40 weeks per year) Includes 5 Inset days, plus 35 hours during school holidays which will include working public exam results days

Salary: Grade 3 (Points 5-9) Actual salary: £22,964 - £24,455 (26 days holiday included)



Welcome to St Julie's Catholic High School

"Serve the Good God Well with Much Liberty of Spirit"

Dear Applicant

Thank you for your interest in the post of Information Services Assistant at St Julie's Catholic High School. I would like to highlight what makes our community special and how proud we are of our unique school.

St Julie's is a popular oversubscribed 11-18 girls' school in South Liverpool. We are an inclusive school welcoming students of all faiths or none and celebrate diversity as central to our core purpose.

GCSE and Sixth Form results demonstrate good progress in line with national. We benefit from state-of-the-art buildings and an inspiring learning environment which we moved to in 2017.

Our Trustees are the Sisters of Notre Dame and we are part of the Archdiocese of Liverpool family of schools as well as the wider family of Liverpool schools. The Archdiocesan strategy to develop Catholic Multi Academy Trusts, so that every school has a named CMAT to join at the appropriate time, is an ongoing development as part of the changing educational landscape in Liverpool and throughout the Archdiocese.

We aim to be a Catholic learning community through our mission statement:

- which respects and embraces the diversity of all God's people
- where opportunities allow for all individuals to discover their

potential and to develop and share their unique talents

- where friendship and enjoyment are experienced by all and a welcome is offered to those who visit
- which provides all with a safe and secure environment
- where faith, prayer and reflection are visible in word and in action
- which takes good care of God's world and all who inhabit it, especially the poor and disadvantaged
- where fairness, care and compassion are central to life

The Sisters of Notre Dame de Namur were founded in 1809 by St Julie Billiard. St. Julie's predominating trait in the spiritual order was her ardent charity, springing from a lively, devout faith. Her whole soul was echoed in the simple formula which was continually on her lips and pen: "Qu'il est bon, le bon Dieu" (How good God is). She possessed all the qualities of a perfect superior and inspired her subjects with filial confidence and tender affection. Julie is known as the smiling saint.

At St Julie's following in the footsteps of our founder Julie Billiard our community is one of fairness, care and compassion and everything we do reflects these values. Her teachings are at the core of our catholic school and focus our moral purpose.

St Julie lived in very challenging times- through wars, revolution and poor

health as well as a constant battle with the authorities to establish the Sisters of Notre Dame de Namur. She said *“Never let the peace of your heart be disturbed by anything in the world.”* She also said that *“we must have hearts as wide as the world.”*

Our values of faith, truth, joy, love, justice and hope mean we seek to encourage all members of our community to serve with much liberty of spirit. Our young people prove their commitment to these values in their school and daily life. We pride ourselves on the support we provide for some of our more vulnerable pupils who live their lives in challenging circumstances.

We encourage our students to aspire to be successful in whichever field or interest they choose, whether that be in sport, academic and creative achievements, or selflessly helping others. We try to create the opportunities and nurturing environment for their success.

In May 2023 OFSTED stated that

“Students including Sixth Form are proud to be part of this caring and close-knit school community”

“A typical view that students shared with inspectors was that – everyone is welcome here, you can be yourself”

We want our Information Services Assistant to:

- be organised and methodical in their work
- have an ability to plan and meet deadlines

- remain focussed during situations in which variables might rapidly change
- deal calmly, tactfully and effectively with a range of people
- maintain outstanding personal attendance at work

We can offer you in return:

- a rewarding learning environment due to our vibrant and talented students, who are proud of their school, have a real thirst for learning, and engage in the various opportunities offered to them.
- a highly professional, enthusiastic and dedicated staff who ensure St Julie’s is a welcoming, caring and supportive environment in which to learn and work.
- supportive parents who choose St Julie’s because of the quality of education we offer.
- the opportunity to work in a school rated good by OFSTED with outstanding judgements for leadership, management and personal development.
- a supportive and dedicated Governing Body with extensive experience in education and business.

We look forward to receiving your application and hopefully meeting you soon.

Yours sincerely

Mrs Kate McCourt
Headteacher

*“Let us help each other with
all our hearts and with all
prayers”*

St Julie Billiard

Job Description

Post Title:	Information Services Assistant
Working Time:	Full Time 35 hours per week, Working Term Time 40 weeks, (Includes 5 INSET days, plus 35 hours during school holidays which will include working public exam results days)
Salary/Grade:	GRADE: 3 (Points:5-9)
Hours of work:	Monday to Friday: 7:30 am to 3:30 pm (one hour unpaid lunch break)
Line Manager:	Information Services Manager
CRB/DBS Disclosure Level:	Enhanced

Main Purpose:

- To support the work of the Information Services Team.
- To respond to helpdesk requests and provide support for the use and maintenance of ICT equipment including computers, printers and online systems.
- To assist in producing internal and external documents including paper and electronic communications.
- To provide technical support to the reprographics department and support occasional absence cover.
- To provide general administrative support across departments, when required.
- To assist in supporting the development of learning and e-learning content including the Virtual Learning Environment.
- To assist in the processing of school data including student performance, exam results and preparation and delivery of public and internal examinations.
- To assist in the planning and delivery of technical support for school events.
- To assist in organising the arrangements of staff cover.
- To participate in the delivery of first aid provision to students as part of a rota.
- Support staff and students in the duty of compliance to GDPR responsibilities.

General Responsibility:

All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

- Engage actively in the performance review process.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.

Activities:

- Providing day to day support to staff and students using school hardware and software-based systems.
- Collection and collation of information to aid the preparation of internal and external documents.
- Prepare and provide basic data reporting to staff as required.
- Routine maintenance of various ICT hardware including printers and computers.
- Supporting the delivery of school events and setup of video/PA equipment.
- Assisting in the delivery of public and external exams including delivery of exam papers to exam rooms, checking registers, preparing materials and resources ready for examinations.
- Assist with delivery of public exam results to students during August each year.
- Data entry to report accurate record keeping and processing of student assessments.
- Recording staff absence and recording details of agency staff.
- Participating in a first aid on-call rota to deliver first aid to students.

Professional Development:

- To evaluate and review own practice within the school performance management system for support staff.
- To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

The Governors wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that they meet all of the essential criteria listed below and at least some of the desirable criteria.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Minimum of 5 GCSEs at Grade C or above, including English and Maths, or equivalent 	<ul style="list-style-type: none"> • Recognised ICT qualifications e.g. ECDL and or RSA II/III in Microsoft package to include Word, Excel and Outlook, etc
Experience	<ul style="list-style-type: none"> • Proven administration experience • Proficient and skilled in a range of software • Organised and able to prioritise tasks and follow through to completion whilst able to continue working under pressure. 	<ul style="list-style-type: none"> • Experience of hands-on work using tools, cabling, fitting plugs etc.
Skills, knowledge and qualities	<ul style="list-style-type: none"> • Work effectively and supportively as a member of the team • Ability to work under the direction of others, and knowing when to seek help and advice • Work in an organised and methodical manner and maintain accurate records • Ability to plan, prioritise and meet deadlines • Able to convey information clearly and accurately both orally and in writing to a range of people • Use own initiative to solve problems and respond proactively to unexpected situations • Deal calmly, tactfully and effectively with a range of people • Show sensitivity and objectivity in dealing with confidential issues • Willingness to undertake training in relevant areas to develop skills necessary to support raising standards in school 	

	<ul style="list-style-type: none"> • Willingness to undertake First Aid Certificate training • Excellent interpersonal skills • Excellent communication skills • Commitment to the highest standards of child protection • Able to maintain appropriate levels of confidentiality and discretion • Excellent attention to detail • Understanding of good management practices and the policies and systems to support them • Desire to enhance and develop skills and knowledge through CPD • A personal manner in keeping with the school ethos towards parents/carers, children, the community, and wider community • Ability and motivation to interact with students, staff, parents and carers • Energy, enthusiasm • Work autonomously in completing core job functions • Keen to learn new skills. 	
Pastoral Skills	<ul style="list-style-type: none"> • Able to maintain a professional, yet caring and compassionate approach to dealing with students • Suitable to work with children. An Enhanced Disclosure with Children's Barred List check will be completed for the successful applicant. 	
General	<ul style="list-style-type: none"> • Supports the ethos of the school • Flexible and adaptable. 	

All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies.

Closing date for application: **Tuesday 3rd February at 9am**

Shortlisting: **Tuesday 3rd February**

Interviews will be held: **Tuesday 10th February**

- [Safeguarding Policy](#)
- [Code of Staff Conduct](#)
- [Safer Recruitment Policy](#)

Visit our website for more information www.stjulies.org.uk