



Appointment of:
Admin Assistant

Approx 20 hours per week, all year round (inclusive of holidays).

www.brackenfieldschool.co.uk



Welcome to Brackenfield School

I am delighted that you are considering applying for our Admin Assistant position at Brackenfield School.

Founded in 1977, we have been Harrogate's Prep school for over 40 years. This is long enough for our school to witness the circle of life! We are now welcoming parents who were once pupils here themselves. Margie Sutcliffe, the founding Head, established a family ethos at Brackenfield that now lives on in perpetuity. More than anything else, children are happy and cared for here; we are an extended family.

Joe Masterson,
Headmaster



About Us

Brackenfield is an independent Prep School for children aged 2 - 11. Situated within a 5 minute drive from the centre of Harrogate, Brackenfield prides itself on its warm and caring atmosphere. Our hardworking staff and family-centred ethos allow our pupils to achieve the best possible outcomes.



Our Mission Areas:

Activities

Community

**Curriculum
&
Learning**

**Outdoor
Education**



Our Aims

Our mission areas provide a clear focus for all that we do. Our attitude and behaviours are underpinned by our six core values:

Kindness, Honest, Respect, Initiative, Perseverance and Confidence.

Through our Mission and Values, we aim to inspire a love of learning. We want every child in our school to be happy and confident. Our teachers identify and deliver learning opportunities for pupils to best acquire a vast knowledge base and to develop the learning skills which ensure academic, personal, social and emotional success. We strive to make the most of individual talent, and we expect every child to leave our school as an independent learner, ready for the next challenge.

Our newly introduced Ultimate Bracken Award has been created to run alongside our broad curriculum. This comprises a multitude of activities for pupils to participate and engage in. Almost all the activities and tasks are underpinned by the school's four core mission areas. These activities are to be independently considered and completed.



Purpose of role:

We are looking for a highly organized and committed Administrative Assistant to provide vital support to the School Administrator in managing the school's daily operations. This position is instrumental in fostering an efficient administrative environment and ensuring the smooth and professional execution of everyday school activities.

Hours of work:

20 hours per week - All Year Round, inclusive of holidays.





Duties & Responsibilities

- Provide administrative support to the School Administrator in all aspects of day-to-day operations
- Positive and effective relationships with families.
- Answering phone calls and emails
- Manage and organize office documentation and communications
- Support scheduling of meetings, events, and appointments
- Liaise with staff, pupils, and parents as needed
- Strong organizational and communication skills
- Proficiency in Microsoft Office and basic office software
- Ability to multitask and work efficiently in a fast-paced environment
- Prior experience in a school or office setting is preferred



Information for Applicants

Safeguarding: Brackenfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prospective staff should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. All shortlisted candidates will be required to complete a 'Suitability to Work with Children: Self Declaration form'. This form must be completed, signed and returned to the School Compliance Manager prior to the interview taking place. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Equal Opportunities: Brackenfield School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, experience) in selection and recruitment.



How To Apply

To arrange a visit before applying or a Teams/phone call with the Headmaste, please email:
office@brackenfieldschool.co.uk or call 01423 508558.

Candidates are asked to complete all Application Forms (available for download from our website) and submit these as soon as possible. CVs will not be accepted in substitution for completed Application Forms. Please also submit completed Equal Opportunities and Staff Disqualifications Declaration Forms (on our website).

Applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

Brackenfield School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process



Interview & Selection Process

Those candidates who meet all the requirements for the post will be short-listed and details of the interview programme will be confirmed in writing. 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. Under the Equality Act, 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 adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Induction & Continuous Professional Development

The Headmaster and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the Headmaster will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in school and Trust training events and other relevant training offered through external providers where appropriate. Working towards further qualifications including national professional qualifications is encouraged.

Pre-employment Checks

References: If you are short-listed we will normally take up references before the interview date. One of your referees must be your current or most recent employer and if you are currently working in a school must be the Headteacher. Two satisfactory references must be received before any appointment is made. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children. Copies of references, or references that are addressed "to whom it may concern", will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Online Check: As part of due diligence safeguarding checks, an online search will be conducted.

(DBS) Disclosure & Barring Service: Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

Prohibition checks (teachers only): Prior to confirming an offer of employment, the school is required to make a mandatory check on the Teaching Regulation Agency to ensure a teacher is not prohibited from teaching. **Validation of Qualifications:** All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom: 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.

School Policies

Child Protection: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy. **Whistle Blowing:** We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues. **Code of Conduct and Personal Behaviour:** The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils. The Headteacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school. **Equal Opportunities:** We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. **Full details of all these policies are available in school.**