



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but by and large the classes are filled with well-motivated students willing to learn and to contribute to their school community. The local community is phenomenally supportive of the school, the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We are heavily over-subscribed each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very modern school with an open and friendly ethos. The students are not restricted by an oppressive regime but there is good order and discipline. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 10% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

Thank you for considering King James's School.

**Carl Sugden**  
Headteacher



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Receptionist and Administrative Assistant

Term Time Only (including Training Days)

21 hours per week. NYB05, scp 16

£8,437.81 actual (£9.03 per hour)

We are seeking to appoint a dynamic, professional and supportive front of house person for this crucial role working in the school reception area. You will have excellent administrative skills and will be part of the school's highly committed and supportive administration team. You must be able to offer exceptional customer service.

The successful candidate will have the ability to work flexibly, have excellent communication skills and an impressive talent for multi-tasking. This post affords an excellent opportunity to work with a small, highly motivated team to establish an outstanding welcome to our students, staff and visitors.

Previous office, reception or customer service experience is essential, with good knowledge of MS Office so that you are able to support areas of the school with timely and accurate administrative support. You will be organised, professional and a team player with the ability to deal with confidential and sometimes sensitive information.

Your working times would be Monday to Thursday, 12.15pm – 4.30pm and Friday 12.15pm – 4.15pm. In return we offer a competitive salary and access to a contributory local pension scheme.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS disclosure and approved references are required for this post.

For an application form please visit our school website. Your completed application must be submitted via email to [recruitment@king-james.n-yorks.sch.uk](mailto:recruitment@king-james.n-yorks.sch.uk) by **Monday 19<sup>th</sup> February 2018, 10.00am.**

Interviews will be held on **Monday 5<sup>th</sup> March 2018.**

*Please note that CVs will not be accepted.*



# The Administration Team

The Administration Team lies at the heart of providing support for all colleagues and the school in the areas of pastoral administration, curriculum administration, reprographics and reception.

Our collaborative team aims to provide a professional front line administrative function, which services the whole school and its visitors and focuses on quality and accuracy. This opportunity has arisen due to internal role development.

A successful administration service relies on the effort, dedication and accuracy of its team members in supporting the whole school in a timely fashion. We anticipate the needs of those we serve and offer proactive and flexible solutions in a busy working environment, whilst ensuring that we share and support within our close-knit team. The team is committed to excellence in everything we do.

To be successful in this role, you will be committed to offering great customer service, have excellent keyboard skills and the ability to multi-task in a busy reception environment. You will have a professional telephone manner, be highly organised and be calm when dealing with difficult situations.

In return we offer great working hours, competitive salary, contributory pension scheme, extensive development opportunities and a vibrant work environment.

Thank you for considering King James's School and the role of Receptionist and Administrative Assistant. This is an exciting opportunity at the heart of a busy team.

**Elise O'Dowd**  
**PA to the Headteacher**

# How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please be advised that we are unable to accept a CV as application for this vacancy. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant. This role is also subject to approved references.

Your completed application form must be submitted via email to [recruitment@king-james.n-yorks.sch.uk](mailto:recruitment@king-james.n-yorks.sch.uk)

and be received by: **Monday 19<sup>th</sup> February 2018, 10.00am.**

Interviews will be held on **Monday 5<sup>th</sup> March 2018.**

Thank you for your interest in this post. If you have not heard from us by the end of March 2018 please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

# Job Description

## Receptionist Administrative Assistant

POST: RECEPTIONIST ADMINISTRATIVE ASSISTANT	
GRADE: Band 5 (scp 12-16)	
RESPONSIBLE TO: PA to Headteacher	
STAFF MANAGED: None	
POST REF: 045373	JOB FAMILY: 2
JOB PURPOSE:	To provide a school reception and administrative support service to the school under the direction or instruction of the Personal Assistant to the Headteacher. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school reception area. This role may involve the post holder demonstrating their own duties and providing advice and guidance to the students, staff, visitors and others.
JOB CONTEXT:	Works within the busy environment of the school reception area managing the administration for the school's day to day running of reception, along with other school administration, as required. Excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken. This role will also involve managing the phone-line, receiving and forwarding calls/messages.  Enhanced DBS clearance required
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• Provision of administrative, clerical and secretarial duties as required.</li> <li>• Recording and reporting of student attendance information, including population of databases as required.</li> <li>• Carry out research, analysis and evaluation of data to assist in the preparation of reports.</li> <li>• Undertake administration which may involve liaison with the Local Authority offices.</li> <li>• Keeping accurate records of work carried out.</li> <li>• Make appropriate decisions to problems/issues when they arise within the reception area.</li> <li>• Report concerns and obtain support for any issues raised.</li> <li>• Assist teaching and non-teaching staff with administrative queries.</li> <li>• Assist in preparation of reports as required.</li> <li>• Cross-check DBS status for regular visitors/contractors on the Authorised Visitors List or refer them to Human Resources.</li> <li>• Assist in the signing-in/out procedure for visitors and distribute visitor lanyards.</li> <li>• Report concerns and obtain support for any issues raised.</li> <li>• Operate the external post mailing system and organise internal post.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.</li> <li>• Undertake reception service to the school, acting as the first point of contact in dealing with routine phone calls, taking messages and greeting visitors.</li> <li>• Attend staff meetings and training days by agreement.</li> </ul>
Resource/People Management	<ul style="list-style-type: none"> <li>• Assist in the induction of new employees.</li> <li>• Attend staff meetings and training days and management team meetings by agreement with the Headteacher.</li> <li>• Participate in the school's performance management scheme.</li> </ul>

	<ul style="list-style-type: none"> <li>• Highlight additional training and supervision needs to build on your skills and knowledge.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Highlight additional training and supervision needs to build on your skills and knowledge.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate.</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to</li> <li>• Have an awareness and basic knowledge of the most recent legislation where appropriate.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> <li>• Maintain and update accurate computerised and manual records as required</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with Kings James’s and County Council’s policies and supporting documentation in relation to Information Governance. This includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety Policy and Procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equality Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
Flexibility	<p>King James’s School (KJS) provides front line services, which recognises the need to respond flexibly to changing demands and circumstances.</p> <p>Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.</p> <p>All staff are required to comply with NYCC and KJS Policies and Procedures.</p>
Customer Service	<p>King James’s School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</p> <p>King James’s School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</p> <p>Understand your own role and its limits, and the importance of providing care or support.</p>
Date of Issue:	January 2018

## PERSON SPECIFICATION

### JOB TITLE: Receptionist Administrative Administrator ( Band 5)

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Knowledge of administration and office systems</li></ul>	
<b>Experience</b> <ul style="list-style-type: none"><li>• Clerical or administrative experience</li><li>• Experience of working with Microsoft Office</li></ul>	<ul style="list-style-type: none"><li>• Cash handling experience</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Computer literate</li><li>• Excellent interpersonal and communication skills</li><li>• Good numeracy and literacy skills</li><li>• Judgemental skills</li><li>• Ability to work to deadlines</li></ul>	
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Literacy &amp; numeracy qualification e.g. Level 2 qualification or equivalent</li></ul>	
<b>Personal Qualities</b> <ul style="list-style-type: none"><li>• Attention to detail, neatness and accuracy</li><li>• Organisational skills</li><li>• Ability to work successfully in a team</li><li>• Confidentiality</li></ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"><li>• To be committed to the school's policy and ethos.</li><li>• To be committed to Continual Professional Development.</li><li>• Motivation to work with children and young people.</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li><li>• Enhanced DBS clearance required</li></ul>	

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>• To assist in ensuring that King James’s School’s and County Council’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery.</li> </ul>	

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.