

Operations Assistant Candidate Application Pack

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Letter from the Headteacher

Dear Applicant

Thank you for expressing an interest in the post of Operations Assistant (Part-time) at Kirkbie Kendal School.

Kirkbie Kendal School is a fantastic place to work and I hope that this pack will provide the information you need about the advertised post as well as give a flavour of our school. We have an ethos which focuses not only on academic excellence, but also on our shared values of care, hard work, resilience and curiosity, where each student can work to develop their talents and abilities and take pride in their achievements.

The calm and purposeful working atmosphere in school ensures our students can thrive in their lessons and our staff are very generous in giving their time to contribute to the extensive range of extracurricular activities. There are excellent relationships between staff and students and this contributes to the friendly and welcoming atmosphere in school.

The successful candidate can look forward to working with a committed teaching team, dedicated and hard-working support staff and a supportive governing body. Staff are supported to be 'professionally curious' and to be the best they can be, with an extensive professional development programme provided throughout the year. As a team we are very supportive of each other, take staff wellbeing seriously and work hard towards achieving a successful work life balance.

Once again thank you for expressing an interest in the position, I look forward to receiving your application and learning more about how you think you might contribute to our school community.

Best wishes.



Mr M Harris
Headteacher

Background Information

Our School

Kirkbie Kendal is a popular and over-subscribed mixed comprehensive school for students aged between 11 and 18. There are currently 1039 students on the school roll. The school has a proud history with its origins in the 'Free Schole' which was founded in 1525. This became Kendal Grammar School and in 1980 it amalgamated with Kendal High School to form Kirkbie Kendal.

The school converted to Academy status in 2011 and is a stand-alone Academy. However, it works collaboratively with all of the other local secondary schools as a member of the South Lakes Federation and with local primary schools through the Kendal Collaborative Partnership. Collaboration and partnership working are important to us and have afforded us with many opportunities for sharing best practice, collaborative learning and continuing professional development for our staff.

Our Students

Our students are very welcoming, friendly and hard-working. They are proud of what they achieve and are eager to share and learn from each other. Our community is small enough to ensure that everyone matters, yet large enough to provide a wide and varied school life experience for everyone no matter what their abilities or interests. Pastoral care is based on the tutor groups, with Heads of Year leading teams of Form Tutors.



This is a school where the emphasis will always be on the quality of learning in the classroom and we have high academic ambitions for all of our students, as is borne out by our excellent and improving results on a year-by-year basis.

There is also a large and wide-ranging collection of extra-curricular activities available to our students including Art, Chess, Computer Club, Duke of Edinburgh's Award, Drama and Music with choirs and various bands (jazz, string, ensemble, flute and orchestra).

Sport also features heavily in our extra-curricular offer and we have excellent facilities and pitches with clubs and teams in rugby, hockey, football, netball, athletics and many more opportunities. Quite simply, there is something for everyone: enthusiasm, energy and skills development add a richness to our students' experience of school life.

Our staff team

We have a strong Senior Leadership Team, enthusiastic and dynamic Heads of Department and inspirational teaching staff who go that bit further to share their knowledge and love of learning with our students, to support them to succeed and to be ready for the next step in their lives after school. Academic excellence is important but so are the values of care, hard work and resilience, along with curiosity, which equip our students for their adult lives.



We have a strong and skilled group of support staff who make a valuable contribution to the running of the school. Our experienced and empathetic learning support team make a positive impact on students' learning pathways. Ours is a whole school team approach where everyone's involvement is acknowledged and valued.

We have an excellent Professional Development program with Early Career Framework trainers and mentors working alongside our ECT's, a thriving Teaching and Learning group who share the best current educational research with our teaching staff as well as curriculum leads who lead on subject network groups throughout the local area. Each year the school also welcomes trainee teachers from within the South Lakes Federation including the Dallam School Teaching Alliance.

There will always be a lot to do, but plenty of will and commitment among the staff, governors and parents to improve the school for the young people and adults who work here. The staff like working here, even though there is so much to do and time seems short. You will need stamina and energy, therefore, if you are serious about joining us and wanting to make a difference in peoples' lives.

Our facilities



We have a range of buildings, some of which date back to the nineteenth century and this brings a charm and sense of uniqueness to the school. Facilities are constantly being improved and over recent years we have opened a dance studio and a project work room for our Sixth Form as well as refurbishing our Creative and Performing Arts Centre.

Our capital bids have been very successful and over the last few years we have secured £2.5m of Government investment to improve our building infrastructure. This has included roofing and window replacement projects along with a Fire Safety and Compliance project to link the school fire alarm and replace fire doors and emergency lighting.

Our location

Kendal is a lovely area in which to live and work. We are on the fringes of the Lake District and the western edge of the Yorkshire Dales National Park. The town itself is a thriving market town with a wealth of leisure, cultural and sporting opportunities on our doorstep. There are good transport links and road networks to other parts of the country. The university city of Lancaster and its wide range of facilities are less than half an hour away.

Key Facts and Statistics

Type of school	Single Academy Trust
Location	Kendal, Cumbria
Age range	11- 18
Number of students	1039 (Year 7 – 11 - 894, Sixth Form - Years 12 and 13 - 145)
2024 Results	Performance of students at Kirkbie Kendal School remains strong. In 2024, Year 11 students achieved an Attainment 8 score of 49.3 and a Progress 8 score Of +0.12 with 74% of students achieving a grade 4 or above in English and Maths. At A level 33% of all grades were A*- A with 84% A*- C.



Department Information

The Administration team currently consists of a wide variety of experienced staff covering a variety of roles. We have an Office Manager/SIMS Manager, two Administrators, an Examinations Officer, two Attendance Administrators and one Reprographics Technician.

The department consists of a skilled experienced team of staff who work well together. Our staff have a wealth of knowledge and experience. The ethos is friendly and helpful to all.

The aims of our team are to:

- ensure that every student feels valued and appreciated.
- enable students to achieve their best possible outcomes.
- ensure that every visitor is dealt with in a friendly and considerate way.
- ensure that every parent/carer feels they are kept informed, and considered.
- ensure that every task required to support school and the departments is done efficiently, capably and to the best of the department's ability.

Job Description

Job title:	Operations Assistant
Responsible to:	Business Manager
Contract Terms:	25-30 hours per week (hours to be agreed at offer stage) Term time only plus INSET days plus one week Paid 46.2 weeks
Hours of Work:	Timings to be agreed with Line Manager at offer stage
Pay Scale:	NJC Pts 12 – 17 - £28,598 - £31,022 (Actual Salary at Pt 12: 25-30 hours - £17,122 - £20,545)

Key purpose of the role

The post holder will support the Business Manager to deliver the provision of support activities in the school with the main roles detailed below.

Health & Safety

- To work with the Business Manager to develop, review, evaluate, implement and manage the school's health and safety policies and procedures, ensuring that these are appropriate for purpose and meet legislative requirements and best practice.
- Administration and population of the 'Every' Management System, to ensure the aspects required following Health & Safety Audits are planned and implemented to improve the health and safety of the school.
- To liaise with the Business Manager to oversee fire safety compliance in school, including maintaining fire risk assessments and developing and implementing suitable fire safety policies and procedures.
- Actively promote health and safety awareness throughout the school.
- Advise the Governors and senior leaders at the school on maintaining and updating appropriate health and safety policies.
- To ensure that health and safety policies are adhered to across the school through regular audit, inspection and other monitoring methods.
- To develop good relations with all Heads of Department and other staff to embed a strong health and safety culture within school.
- To ensure that all risk assessments throughout the schools are completed, recorded and reviewed as necessary. To provide support to staff in completing risk assessments.
- To arrange appropriate health and safety training for staff to ensure that a safe environment can be maintained and to meet the school's legal obligations.
- Report accidents, incidents and near-misses to the school's external Health and Safety Consultant via the Kym Allan Hub.
- To provide health and safety advice in relation to school activities, projects, events, educational visits and trips and to work closely and collaboratively with staff overseeing these activities.
- To liaise with the Business Manager and Site Manager to ensure compliance with relevant health and safety legislation and standards. For example, asbestos, legionella, and fire safety management.
- To be first aid trained via an appropriate first aid course booked by the school, if required
- To organise the first aid renewal schedule and book appropriate training courses for staff.
- To organise the minibus staff training and schedule servicing, maintenance and cleaning of the minibus.
- Maintain student Health Care Plans and ensure information is relayed to key staff as appropriate.
- To be responsible for the administration of medicines in school.
- Administration of the accident book and production of monthly statistical information.
- To carry out all administrative duties associated with the role.
- Assist in the development and implementation of effective risk management strategies, including business continuity planning and risk assessment in order to mitigate risks to the successful operation of the school.

Policies

- Managing the policy tracker.
- Monitoring of policies, communication with staff members to ensure that policies are kept up to date.
- Amending policies and communication of amended policies to the Head's PA for approval by the Senior Leadership Team and ratification by the Governing Body.

Trips

To undertake responsibility for the administration of trips and to ensure that the school meets the legal requirements with regards to the administration, health and safety and organisation of off-site and all educational visits, as well as:

- Assisting trip leaders with administration, recording and managing the trips process and uploading documentation as required.
- Sending trip correspondence to parents and carers.
- Undertaking responsibility for travel packs (administration and medical) and other - documentation for school trip leaders.
- Assisting with the completion of all risk assessments and ensuring that they are completed in a timely manner.
- Liaising with the Educational Visits Coordinator, Business Manager, external Health & Safety consultants and other internal departments to ensure appropriate management of school trips.
- To carry out any other reasonable duties commensurate with the post and as directed by the Business manager.

Human Resources (HR)

To support the Trust's Business Manager in the administration of recruitment and retention of staff, ensuring compliance with education sector HR regulations.

- Provide support for the development and the delivery of comprehensive Human Resources service within school, ensuring services are consistent with best practice, employment legislation and school's strategic aims and objectives.

Staff Expectations

- Support the aims and ethos of Kirkbie Kendal School;
- Comply with all policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person;
- Ensure the highest standards of professional conduct and confidentiality at all times;
- Set a good example in terms of dress, punctuality, attendance and attitude;
- Promote equality and diversity across the school community;
- Participate in the appraisal programme, training and other learning activities and performance development as required. You will recognise your own strengths and areas of expertise and use these to advise and support others;
- Be responsible for the care and welfare of their own and others' health and safety whilst on school premises.

This job description is not a comprehensive statement of procedures or tasks, it sets out the main expectations and responsibilities in relation to the post holder's duties. There may also be variations to the responsibilities and duties as required without changing the general character of the post. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

Additional Terms and Conditions of Employment

Pension: Membership of Cumbria County Council Local Government superannuation scheme is available

Notice Period: One month

All support staff appointments are subject to:

- Satisfactory references.
- Enhanced DBS clearance.
- Online checks in line with Keeping Children Safe in Education (KCSIE) requirements.
- Satisfactory completion of medical questionnaire.
- Completion of six-month probationary period.
- Compliance with Asylum and Immigration Act 1996.
- Evidence of stated qualifications relevant to the post.
- Evidence of membership of relevant professional bodies dictated by the post.

Safer Recruitment Practice Statement

Kirkbie Kendal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please visit the Kirkbie Kendal School website

<https://www.kirkbiekendal.cumbria.sch.uk/our-school/policies/>

to review our:

- Child Protection Policy
- Recruitment of Ex-offenders' Policy and Procedures

Person Specification

Qualities and Attributes	Essential	Desirable	Method of Assessment
Education and Qualifications			
English and Maths at GCSE grade C or above	✓		Application*
Level 3 qualifications	✓		
Experience			
Experience of working within a secondary school		✓	
Knowledge			
A commitment to own learning		✓	
Skills and Abilities			
Analytical thinking and ability to provide a different perspective	✓		Interview
Personal qualities			
Integrity, honesty, consistency of approach and a respect for others	✓		Interview
Enthusiasm, energy, initiative, ambition	✓		
Approachable manner, sense of humour, ability to listen	✓		
Self-confidence, especially in difficult circumstances		✓	

Qualities and Attributes	Essential	Desirable	Method of Assessment
Other Requirements			
Stamina to cope with the demands of the job	✓		Interview
A personal commitment to the medium-term development of the school	✓		
Willingness to relate to and promote the ethos of the school	✓		
Commitment to safeguarding and promoting the welfare of children and young people	✓		

*Application = letter and application form



How to Apply

If you do decide to apply, please ensure that you read the guidance notes below prior to completing your application form and covering letter. Your application form should be accompanied by a supporting letter of not more than two sides of A4, describing how your skills, knowledge and experience equip you for the post.

Please click on this [link](#) to complete your application form and email separately your accompanying letter (which should be addressed to Mr M Harris, Headteacher) to Mrs Bea Price at recruitment@kksa.co.uk . If you require a paper copy of the application form for any reason, please contact Bea Price.

Applications will receive an acknowledgement of safe receipt. It is not usual to acknowledge receipt of posted applications. However, if you would like confirmation that your posted application has been received, please enclose a stamped addressed envelope.

If you have not heard from us by the interview date your application has not been successful. If this is the case, thank you for your interest in the post and for taking time to complete an application.

Should you be successful in your application and invited to attend for interview, you will be asked to provide proof of identity, documentation to inform DBS clearance at the appropriate level, original certificates of education and professional qualifications. Original documentation will be returned to you at the end of the interview.

Application Form Guidance Notes

Kirkbie Kendal School Safeguarding Statement

Kirkbie Kendal School is committed to safeguarding and promoting the welfare and well-being of its students, and expects all staff and volunteers to share this commitment.

Important note

These guidance notes are designed to assist applicants in completing the editable version of the job application form.

Please read the notes carefully before completing your Job Application Form.

Equality and Diversity

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.

In order to help us ensure that this policy is being carried out, please complete the information required on the Equality & Diversity Monitoring Form (please click [here](#)). **This form will remain separate from the application form on receipt and used for monitoring purposes only. It will not form part of the interviewing and selection process.**

Any information provided on the Equality & Diversity Form is treated as 'sensitive' data. The monitoring of this data will enable the school to be aware of the diversity of its employees so it can then support, help and provide advice to employees where needed.

Data Protection

Should you be unsuccessful in your application, all details that you submit will be held for a maximum of six months and will then be disposed of as confidential waste. If you are successful in your application this information will be kept securely as part of your personal employment record.

Advice on Completing the Application Form

Before completing the application form, applicants are advised to read through the application pack, in particular the job description, person specification and other information provided by the school.

All sections of the application form must be completed. **Curriculum Vitae are not accepted.**

The application form will be photocopied and circulated to those members of staff that will be involved in the appointment. Applicants are requested to complete the form **using black ink or return it electronically having typed the information.**

Please complete each section in each part of the form. Should there be insufficient space for all your details (e.g. on courses attended) please feel free to continue on a separate piece of paper in any section.

Appointment to this post is subject to the satisfactory completion of Disclosure Barring Service (DBS) and medical checks. The successful applicant will be required to submit a completed form detailing previous addresses and a medical form which outlines your relevant medical history including details of absence from work.

The completed application form should be returned to Kirkbie Kendal School marked for the attention of the Headteacher.

Canvassing of any Kirkbie Kendal staff or Governors directly or indirectly shall disqualify the candidate.

The Letter of Application

A separate supporting letter of application should be submitted with this form. The letter, which should supplement the information provided on the form, will be regarded as an important part of your application.

This letter is your opportunity to convince the selection panel that you are a strong contender for the post, and to differentiate yourself from other equally well-qualified candidates. The letter can be typed or hand-written and should be no more than two sides of A4.

Selection is about fitting the person to the job. The letter should therefore clearly convey your views of what you believe you could bring to the particular post for which you are applying. Tailoring the letter to the particular post means studying the details of the post and relating your own skills, experience and knowledge to the stated requirements. However, simply having done something does not demonstrate valuable experience or good practice. You should aim to show how you have learnt from your past experience and that you can transfer that learning to a new context.

Your letter and application form will be used initially for shortlisting for interview and may be referred to during the selection process. The recruitment panel will need to gain enough evidence about how you meet the requirements of the person specification to be able to shortlist you for interview.

Section One

Applicants should ensure that the post for which they are applying for is clearly stated at the top of the application form.

Asylum and Immigration Act 1996

All applicants are required to complete this section.

The Asylum and Immigration Act 1996 makes it a criminal offence for an employer to employ those who do not have permission to live or work in the United Kingdom. Applicants invited to interview will be required to provide documentary evidence of their right to live and work in the United Kingdom.

Rehabilitation of Offenders Act 1974

All applicants are required to complete this section.

Posts requiring a DBS (Disclosure and Barring Service) check are exempt from the Rehabilitation of Offenders Act 1974 legislation. Shortlisted candidates for such posts will be expected to provide details of **all** previous criminal convictions and cautions. A disclosure would, for example, be required for posts where the post holder is required to work with or come into contact with children and/ or vulnerable adults, eg, any post working directly within a school environment. A Criminal Record Self Disclosure form will be provided to shortlisted candidates for completion. Candidates will be asked to complete and email this form to HR at least one day prior to the interview date.

References

Applicants must provide two references. One reference must be from your current employer (Headteacher/line manager) or if unemployed, your last employer. The second referee should be the previous employer. Where possible, references should be from separate sources and not from the same organisation or employer. In addition, where an applicant is not currently working with children, but has done so in the past, the school reserves the right to request a reference from the employer by whom the applicant was most recently employed to work with children.

References will always be requested directly from the referee. Any provided by the applicant or open references, ie, those prefixed by 'To whom it may concern' will not be accepted under any circumstances.

In the case of school leavers, the reference should be from your Headteacher.

All referees should have known to you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Internal applicants who have been with the school for a year or longer need only provide one referee from a colleague more senior to you and whom you have known for at least one year or more. This should not be your line manager where they are part of the interview panel for the post for which you are applying.

Section Two

Secondary and Further Education

Applicants should complete this section to the best of their ability. In particular, applicants should ensure that all qualifications and grades relevant to the post for which they are applying are included in the application form.

Applicants should also include examinations undertaken and detail where results are awaited.

Teaching Applications

Only applicants applying for teaching positions need complete this section.

Previous Employment

All applicants must complete the previous employment sections ensuring any gaps in employment are accounted for. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to a disability will not prejudice your application for employment with the school.

All offers of employment will be conditional upon the receipt of at least two good written references.

Section Three

Declaration

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. If you submit the application form electronically you will be asked to sign the form at interview if you are shortlisted. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. All applications must be received by the published closing date and time. Only those applications received before dates and time on the specified closing date will be considered.

Selection Procedure

Only applications received by the closing date and time will be considered.

Shortlisting

Application forms will be passed to the interview panel for shortlisting. Shortlisting is a process whereby the information that you provide on your application form is marked against the defined criteria as detailed in the person specification. All applications should be shortlisted by a minimum of two people. Only candidates who meet the essential criteria will be selected for interview. The interview panel will consider the overall quality of the applications and invite those applicants that best meet the essential and desirable criteria to interview.

Interview Stage

Once the candidates have been invited for interview, the scores obtained at short listing will not contribute to the interview process.

Candidates invited for interview will be informed in writing and will be asked to confirm their intentions to attend.

Where the candidate has indicated that references may be taken up before interview, reference requests will be sought in advance of the interview.

Candidates will be informed of any arrangements associated with the interview or selection process.

Candidates will normally be informed verbally of the outcome of the interview within one week.

If a candidate is unsuccessful at interview they will be informed verbally and offered the opportunity for feedback from the chair of the interview panel at a later date.

Pre-employment checks

Candidates are asked to bring original certificates of qualification relating to the post to interview, together with documents to prove identity, to enable Disclosure & Barring Service checks to be made and identification that confirms they have the right to live and work in the United Kingdom.

All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications, online checks in line with Keeping Children Safe in Education (KCSIE) requirements and where the post requires, a Disclosure and Barring Service Check.

Provisional offer of employment

All offers of employment will be confirmed through the issue of a contract once the pre-employment checks have been obtained.

Application Timeline

Closing date for applications

The closing date for the receipt of completed applications is 9.00 am on Thursday 3rd July 2025.

Interview

Monday 7th July 2025

Additional Information

Please note that references will be requested prior to interview.

Location

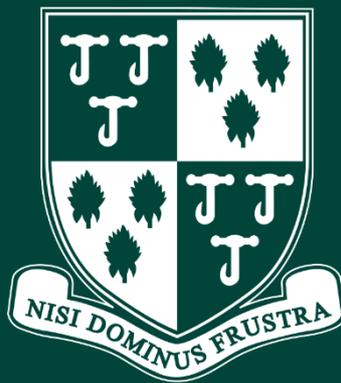
Travelling by train

Oxenholme Station (not Kendal Station) then by taxi to Kirkbie Kendal School. We are situated at the southern side of Kendal approximately 1½ miles from Oxenholme Station.

Travelling by road

Please take junction 36 (M6) - turning off the bypass just after the petrol stations (either side of the bypass), turning right at the first set of traffic lights. We are situated at the roundabout.





Kirkbie Kendal School, Lound Road, Kendal, Cumbria LA9 7EQ

Tel: 01539 727422

Email: info@kksa.co.uk

www.kirkbiekendal.cumbria.sch.uk

Kirkbie Kendal School is a charitable company limited by guarantee in England and Wales. Company number: 07543834