

Saint John's

college school

Co-educational Independent Day and
Boarding School for children aged 4-13
in the heart of Cambridge



Secretary for the Junior Department

Application Pack

October 2021





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About Us

Set in the heart of Cambridge, St John's College School is an independent co-educational school (460 children aged 4-13), which traces its roots to the Seventeenth Century when it was founded by St John's College for the education of the Choristers of the College Choir. It is described by the Good Schools Guide as "a joyous place that's buzzing".

The School has long enjoyed and deserved a national reputation for the exceptional quality of education and care it provides. The school focuses on fostering the aptitudes and nurturing the growth of each child. St John's has been awarded national Best Prep School and national Best Prep School Head awards in the Tatler Schools Awards. Its teaching has been rated 'inspirational' by the Independent Schools Inspectorate and it is the first of the very few to have achieved the coveted 'exceptional' grade for children's attainment.

At St John's, we believe in a childhood filled with affection, in which children know that they are known and valued, in which they learn to trust themselves and each other, in which they find and express their voice, discover the difference they can make for themselves and others, learn to think for themselves, to question, to collaborate, to be independent, to own and take charge of their learning and their lives.

A curriculum that believes in children draws from them the highest and the deepest levels of attainment. Our children's achievement is described by inspectors as 'exceptional'. Though we are not selective in our Kindergarten, our children are on average at the 85th percentile on national tests of ability before they leave. Our exam results are outstanding and on average our 56 leavers gain around 26 scholarships to the strongest schools. Up to one-third of our past pupils in due course gain Oxbridge places each year, more than in the most academically selective of schools: our children continue to be exceptional learners.





The School's commitment to academic excellence is matched by its belief in the importance of the 'non-examined' subjects of Art, Drama, Music, DT, Computing and Sport, all of which are specialist taught. Be it in Ancient Greek or Debating, Advanced Computing Club, a host of choirs and instrumental ensembles, an array of Drama productions, or team and individual sports coaching of all kinds, extra-curricular activities encourage the children to develop their skills and enthusiasm.

The School has an excellent teaching staff, who give generously of their time and interests to the children. At the heart of the School's success and the children's growth is the School's commitment to the children's social and emotional development through its 'Emotions for Learning' (E4L) curriculum which starts in Kindergarten. In the pastoral life of the School, care of and respect for others are fostered. Encouragement, fun and kindness are emphasised, relationships between staff and children are relaxed and friendly and the School gives the highest priority to its pastoral care for the children. Overall, we seek to care for each child's individual needs, aptitudes and excellences.

Education at its best is a deep act of care. If we care, then we will notice. If we notice, then we will act on a child's behalf. If we act for each child, then each of our children will grow best, will achieve best, will become their best selves. To be known, to be noticed, to be valued, to be cared for: fundamental things for all of us, these are the essentials of a good childhood and they are at the heart of the St John's way.



Flexible Learning

Our youngest children are full of questions, rich with curiosity. We work to preserve and strengthen their questioning and thinking skills. From the earliest age, we give them the essential tools, knowledge and understanding but we aim to give them more. Our Flexible Learning programme of developments incorporates child-led independent learning, creative and critical thinking, digitally enhanced learning, philosophy, emotions for learning, compassion and loving-kindness teaching, as well as outdoor learning which benefits from the recent addition of a landscaped forest garden. An Enrichment programme has been implemented with our 9 to 13 year olds every Thursday afternoon to explore projects such as our Sustainability developments, as well as cross-curricular work in computing, the arts, design technology, maths and science and to give space to My Mind (incorporating mindfulness, study skills, Tai Chi, PSHEE and philosophy as a foundation for the skills necessary for critical thinking, self-management of learning and management of self). The aim is to foster children's ability to possess their own learning, to engage their innate curiosity and creativity and to encourage them to connect with feeling to themselves and their world.

Our education is about the whole child. Our children become independent learners and creative thinkers prepared to question, with their curiosity very much alive. They get the best from themselves and achieve very highly within and beyond the classroom. We aim for our children to develop a real generosity of spirit, who will know and care about how to get the best for others, and who will do well when they are with us and when they are long beyond our shores.

Teaching Arrangements

The School aims for class sizes no greater than 20, although this may increase to no more than 22 in some year groups. They are co-educational throughout the School. In the two classes per year group in Kindergarten to Year 2, children are taught predominantly by their Form Teacher, assisted throughout by a Teaching Assistant, with Music, Drama and PE taught by subject specialists.

At the First Form (Year 3) stage, there is an intake of up to 16 more children and three classes are formed by combining the existing children with the new intake. The First and Second Form (Years 3 & 4) classes are taught by their Form Teacher for the core subjects. A degree of classroom assistance continues and extension and enrichment groups are formed on a flexible basis according to the children's needs. Subject specialist teaching is provided in varying degrees according to the particular interests and talents of the Form Teacher. Music, Art, Drama, Computing, DT, Science/STEM, French and PE may all be specialist taught in the First and Second Forms.

The pupils move to the Senior House site in the Third Form (Year 5), remaining within their previous class groupings. There is setting in Maths and English and enrichment groups are offered as appropriate, and Latin is introduced. A Tutor system operates, whereby a team of tutors, with a Pastoral Head of Year, is responsible for the pastoral care of the children. Each tutor has no more than 10 pupils in his or her care.

From the Fourth Form (Year 6), all subjects are specialist taught. For the final two years, setting is introduced in all examined subjects. Drama, Art, Computing, DT, Music and PE all retain their specialist taught status and timetabled status in a School which is committed to a broad and fulfilling curriculum.



Admission

Entry to the School at the 4+ stage is by registration and parental interview. There is no formal assessment of children at this stage other than to ensure that a child is ready for a School environment. Two-thirds of the School's intake is thus non-selective. At 7+, the intake is selective only in so far as we seek to ensure that a child will cope with the demands of our strong academic curriculum and, as such, seek to answer the question 'will this child be happy here?' Overall, then, the pupil population is of mixed ability though by the time the children leave the average attainment on standardised tests is around the 85th percentile nationally.

Destination Schools

Children leave us for a wide range of Schools at 13+, proceeding via Common Entrance, Scholarship or other examinations. Our leavers often gain between 20 and 30 scholarships each year.

Safeguarding

The School fully recognises the contribution it makes to Safeguarding and Child Protection as set out in the Safeguarding and Child Protection Policy.

Our approach to the care of our children aims to ensure that they will feel secure, and that they will be able to talk and to feel that they will be heard. The PSHEE curriculum supports discussion of relationships, trust and personal space and includes various aspects of the Cambridgeshire 'Personal Safety' programme. While this formal curriculum is important, the culture of the School, the strength of the tutorial system and the positive relationships formed between children and teachers all strengthen not just our overall care but also the likelihood both that our children may feel able to confide in us and that we will ourselves be aware of causes for concern. Our day-to-day contact with the children means that we are well placed to observe outward signs of abuse.

We have three fully trained designated safeguarding leads led by the Assistant Head (Pastoral). All staff, including visiting instrumental teachers and individual needs teachers, catering and maintenance staff and administration staff and volunteers, receive training and this training is regularly updated for all staff.

Keeping Children Safe in Education (2021) requires all School staff to pass on information which gives rise to a concern about a child's welfare, including risk from non-accidental injury, neglect, emotional or sexual abuse, to the Head and/or the designated safeguarding leads. The School will seek, as appropriate, to discuss any concerns with parents, and where possible seek their consent for any referral to the County Social Care Department. However, this can only be done where such discussion and agreement-seeking will not place the child at increased risk of significant harm.

The School ensures that the criminal background of applicants for vacant posts is checked in accordance with statutory guidance. In all such matters, the School is bound by and willingly complies

Introduction to the Safeguarding Policy

with its legal obligations.

St John's College School fully recognises the responsibility it has under section 157 (Section 175 for State Schools) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children. With regard to the provisions we make for safeguarding and safer recruitment, the School takes into account the nature, age range and other significant features of the School including specifically, EYFS pupils, pupils who board, as well as choristers.

The Safeguarding and Child Protection Policy has been drawn up having regard to Disqualification under the Childcare Act February 2006.

This responsibility is more fully explained in the statutory guidance for Schools and colleges "Keeping Children Safe in Education" (September 2021). All staff have read at least Part 1 and Annex A of this guidance. All staff must sign to say they are aware and understand their duties and responsibilities under part one of this document. Staff will be required to read every new edition of Keeping Children Safe In Education. The Designated Safeguarding Lead will ensure all staff are made aware of any changes or updates to the guidance. All staff will then be expected to read and sign to say they have read and understood the changes.

Staff must read the above document together with What to do if you're worried a child is being abused: Advice for practitioners March, 2015 and Working Together to Safeguard Children (July 2018) which refers to the non- statutory advice Information Sharing (July 2018).

The Safeguarding & Child Protection policy also has due regard for Prevent Duty Guidance: for England and Wales (April 2019) supplemented by the non- statutory advice and a briefing note The Prevent duty: Departmental Advice for Schools and Childcare providers (June 2015) and The Use of Social Media for On-line Radicalisation (July 2015).

Through their day-to-day contact with pupils and direct work with families, staff at the School have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Multi-Agency Safeguarding Hub (MASH). If at any time there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately. The School is aware that if a crime may have been committed, the matter should be reported to the police immediately.

The Safeguarding & Child Protection policy sets out how the School's governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at the School and to ensure that the policy is fully implemented. Our policy applies to all staff, volunteers and contractors, paid and unpaid, working in the School including governors. Teaching assistants, mid-day supervisors, secretaries as well as teachers can be the first point of disclosure for a child. Concerned parents/carers may also contact the School and its governors.

It is important to note that safeguarding is everyone's responsibility and that anyone can make a referral to children's social care if necessary.

Our policy is consistent with the Safeguarding Children Partnership Board procedures.

Please refer to the full Safeguarding and Child Protection Policy and other policies available on our website (<https://www.sjcs.co.uk/policies>).



The Setting

The School is located in leafy Grange Road, a short walk from the centre of Cambridge and the College, at the heart of which sits the Chapel, home to the internationally renowned College Chapel Choir. The School site has undergone significant rebuilding or redevelopment in the last few years to ensure the facilities, layout and fabric of the buildings fully support the delivery of the School's ethos.

The School occupies two sites, Byron House and Senior House, some 200 yards apart, across Grange Road from the extensive playing fields owned by and shared with St John's College. At Byron House, the Junior Department houses about 120 pupils (about 40 per year in two co-educational classes) aged 4-6 and is also home to about 120 pupils (in three co-educational classes per year) in the 7-8 age range. The Senior House site houses boys and girls aged 9- 13 (approximately 230 pupils in all).

Byron House provides outstanding newly designed facilities for 4-9 year olds, including specialist Music, Art/DT, Computing facilities, a Junior Library, Drama/Assembly Room, a Hall/Stage/Dining Room/Gymnasium, Individual and Small Group Teaching rooms. The new Forest Garden has been planned around a new circular teaching space and the Kindergarten enjoys Forest School Fridays in this specially designed spacious outdoor area.

A self-contained Boarding House is a short walk away from Senior House and accommodates up to 40 boys and girls, twenty of whom are the Choristers.

The Senior House site itself has been completely redeveloped in recent years with bespoke classrooms, an outstanding library, a DT and computer control and graphics facility, two Science labs, a Drama studio, Music facilities, a multi-sports court, changing areas and excellent staff facilities. It also contains other specialist facilities such as the Chapel, Theatre and Gymnasium.

The whole School has been networked as part of an ICT development plan which has, for some years, placed St John's at the forefront in this area.





The Role - Overview

The School's Junior Department, known as Byron House, is home to our younger children (aged 4-9) in Reception (Kindergarten) to Year 4, while Senior House is home to our older ones (aged 9-13) in Years 5 to 8. The two parts of the school operate on separate sites roughly 150m apart on Grange Road. Both the age of the children and the distance between the sites have an impact on the Secretary's role. At Byron House, the management of young children and their parents is an essential and routine part of the post, as is maintaining good communication with other members of the administrative staff, teachers and all others throughout the school.

The Secretary of the Junior Department, also known as the Byron House Secretary, acts as the receptionist for this part of the school. Situated on the ground floor of the main building, the Secretary controls the access of all visitors to Byron House and is responsible for the security of the site in this respect. The site is 'secure' and entry, outside of drop-off and collection times, is by 'videophone'. Visitors will include various deliveries, tradespeople etc. as well as prospective parents and other guests of the school.

In this and many other respects, the school's secretaries are the first point of contact for many people and it is essential that, by phone, letter and email or in person, they should convey the same sense of care that pervades all aspects of a school whose prime purpose is to meet the individual needs of each child.

Administration at St John's and Line Management

Administrative support for staff, parents, pupils and visitors is provided by a team of administrators of which the Byron House Secretary is one. Daily co-ordination of administrative activities (the school timetable, staff cover arrangements, room supervisions and duties, etc.) is overseen by the Administration Manager.

All administrative staff report to the Director of Operations who acts as their line manager. The Byron House Secretary meets with the Director of Operations and the Head of the Junior Department on a weekly basis to plan work and review workload, check on progress, foresee any problems, resolve any queries and plan work for the weeks ahead.

The strength of administrative support at St John's relies on careful planning and open communication. There is a strong focus at St John's on quality and continually searching for ways that information technology can be used to improve the delivery of administrative support.

Byron House

Given the age of the children and the care that they require, as well as the layout of the site, Byron House has its own special secretarial demands. Parents of the very young are much more likely to be in and out of the school than those of the older children. Their queries, and any concerns, need to be dealt with in a sensitive and informed manner.

The children will inevitably (and rather wonderfully) wish to speak to the Secretary about all sorts of things and the Secretary must relish the prospect of this. Children also tend to bump and bruise themselves readily, develop fevers rapidly and, occasionally, show signs of serious illness. The Secretary needs, therefore, to be a fully trained First Aider (trained both in Early Years and First Aid at Work) and be fully comfortable with administering First Aid and supporting any child who is unwell. The school funds all training in this respect (which, depending on scheduling and availability of the course, may take place during school holiday periods or in evenings/at weekends) and the successful candidate must see both the care of bumps and bruises and the more serious First Aid responsibility as a significant contribution to the welfare of the children.

Overall, the role at Byron House requires a blend of administrative ability, a high degree of organisation, common sense, clear communication, level-headedness and compassion, a genuine care for children, IT competence and commitment to the ethos of the school. The successful candidate will wish to play a key role in contributing to this community, helping to inspire the children and entering into the spirit of the place by, for example, participating in and helping to organise events and activities. For a person offering such qualities and capabilities the role will be a highly rewarding one.



Job Description

General Duties of Byron House and Senior House Secretaries

The team approach and the accessibility of the computer network mean that much of the work of the secretaries can be and should be interchangeable. The following tasks are common to both secretaries:

Reception Desk. It is essential that the desk be continuously staffed by the secretaries within the required hours of 8.00am and 4.30pm, though cover is arranged on a rota to cover lunch breaks. It is the secretary's responsibility to request cover for any more than a few minutes' absence.

Visitors. This involves meeting and greeting all visitors and making them feel welcome, answering any queries they might have and taking note of any information which needs to be passed on to other staff. The secretaries are also responsible for ensuring that the Site Security Procedures are followed, e.g. each visitor is issued with a badge, and has provided identification if not already known to us, and is met and escorted by a member of staff.

Communication. Messages from pupils, parents, staff and others should be recorded and passed to the relevant staff as quickly as possible, ensuring that staff are alerted to any piece of information which may be of significance to them. The secretary will receive all internal and external post for the site and will sort and deliver it to staff pigeon-holes, or to the other sites of the school, as soon as possible. In general, all calls, messages and emails should at least be acknowledged on the same day, even if an answer to the query is not immediately available.

Email. The secretary will receive all emails addressed to the site's generic email address (bhoffice@sjcs.co.uk and shoffice@sjcs.co.uk as appropriate) and is responsible for responding to or for forwarding messages as quickly as possible.

Telephone Enquiries. The secretaries are required to answer the telephone, always in a polite and professional manner, in preference to leaving calls to go to voicemail and to ensure that anyone covering the desk is properly prepared for receiving, managing and forwarding calls. The aim should be that all callers should speak to a person rather than an answering machine and shouldn't be made to wait more than is absolutely necessary.

Voicemail Messages. The secretaries are required to check the voicemail throughout the day, but in particular first thing in the morning, taking a note of any absences and alerting teaching staff of any messages which may pertain to them as soon as possible.

Registers of Pupil Attendance. Attendance registers are taken online twice a day, once at the beginning of the day and again after lunch. The secretaries are able to monitor the completion of the registers in real time and are responsible for ensuring that staff have completed their online registers on time and follow up any missing registers. In the event that the online system is unavailable, the secretaries are responsible for distributing hardcopy registers and subsequently for transcribing the register marks once the system is once again available.

It is imperative that the whereabouts of all children should be confirmed as quickly as possible after registration has finished and that all unexplained absences are immediately followed up. It is the secretaries' responsibility to ensure that the process is followed and that the attendance reports are printed ready for a roll call to be taken in the event of a fire alarm.

Registers for After School Care. The secretaries are responsible for maintaining and publishing on a daily basis, before the end of each day, the lists of children whom we expect to receive after school care or who are involved in an after school activity. This includes children who are booked to attend as well as those who use these services on a casual basis. The secretaries support the Cover and Activities Administrator in updating the attendance registers after the event to maintain a clear record of attendance for billing purposes.

School Notices to Parents. The publishing of notices to parents on the school's website is coordinated by the Information Systems Administrator. The Secretaries provide support in e.g. monitoring replies to invitations and following up with parents who have not yet responded.



Pupil Files. Each child has a personal paper-based file which is securely stored with controlled access. The secretaries are responsible for filing any new content according to the agreed protocol, keeping the files in order, signing files in and out if they are being borrowed by staff, and archiving contents at the end of the academic year.

Notice Boards. The secretaries assist, under the direction of the Head of the Junior Department and Administration Manager at Senior House, in the upkeep of the notice boards, adding and removing notices as required, and ensuring that the boards are tidy and legible.

Orders and Deliveries. Byron House and Senior House Reception are the main delivery points for suppliers. The secretaries receive all deliveries and arrange rapid dispersal of goods to the appropriate recipient, ensuring the delivery note is signed to confirm receipt of the goods and then passed to the Finance Department while they await the invoice.

Photocopying. This includes running jobs, checking and maintaining paper supplies, reporting service calls to the supplier and maintaining the area around the copiers.

Stationery. The secretaries place orders for staff stationery and office supplies in order to maintain an adequate supply of e.g. pens, coloured paper, staples, etc. Classroom supplies are ordered by the Administration Manager, though the secretaries may be required to assist in monitoring stock levels.

Postage for External Mail. The franking machine for external post is located at Senior House. The secretaries are responsible for ensuring that external post is properly franked and despatched daily.

Contact Information. The secretaries receive requests from parents to update personal contact information (e.g. change of home address, change of email address) and should inform all relevant administrative staff of the change, ensuring that other staff have been alerted so that the school database and website can be updated. The secretaries should also manually update the paper copy of the Parent Contact List while the master copy is being refreshed and republished to ensure staff have access to the most accurate information.

Public and Staff Areas. The secretaries are responsible for keeping the public areas around reception tidy, ensuring that all parents and visitors find a clean, orderly and professional environment. In addition the secretaries are responsible for maintaining the tidiness of general staff work areas which are in constant use during the school day.

While most of the above are routine daily matters, the work will vary considerably at different points in each school term and according to the particular events and circumstances of each day. Flexibility, an ability to prioritise and a commitment to good communication are therefore essential qualities.

Specific Duties of the Byron House Secretary

In addition to the general duties of both secretaries, the Byron House Secretary has duties specific to the setting and location of the role:

First Aid. The Byron House Secretary is the main nominated First Aider on duty at Byron House. Teaching Assistants are also First Aid trained and administer First Aid in the playground or in classrooms as required. They are also able to provide First Aid cover in case the Byron House Secretary is ill or unavailable. The Byron House Secretary is responsible for the care of any child in Sick Bay at Byron House, administering First Aid, monitoring the child's condition, referring to the School Nurse as necessary, contacting parents when required and in extreme cases calling for an ambulance or the assistance of the emergency services. The procedures to be followed in all such cases are fully documented in the Medical section of the Staff Handbook.



Health. In addition to First Aid, the Byron House Secretary is responsible for the dispensary at Byron House, under the direction of the School Nurse and School Medical Officer, and is required to follow all procedures and protocols for the safe dispensing of any medication.

Senior Management Support. The Head of the Junior Department does not have a dedicated personal assistant though the Byron House Secretary provides administrative support when required.

General

The above are only some of the examples of the wide range of administrative tasks involved in the life of an extremely busy and highly successful school. In addition to these duties and responsibilities, all administrative staff are expected to be involved in varying tasks and activities which support the same common aim of delivering an efficient administrative service. Examples of some of these activities will be:

- Contribute as required to the upkeep and organisation of the network files
- Stationery stock maintenance and ordering
- Photocopier and fax toner supply
- Cover for absent colleagues or undertake other duties in cases of staff absence
- Any other such activities which are necessary for the smooth running of the school's administration



Person Specification

The successful applicant is likely to have significant office administration and reception/front of house experience with a proven track record in the use of IT. Though not essential, a qualification in a relevant subject post 'A' level is preferable.

The school is committed to providing further training as appropriate for the successful applicant to meet the ongoing development and needs of the role.

The successful applicant will need to be able to demonstrate:

- A desire to care for and safeguard children
- An existing first aid qualification (First Aid at Work or Early Years First Aid) or the willingness to undertake such training
- The willingness and ability to deal with first aid situations on a daily basis
- Clear and effective communication, which is professional, polite and discreet
- The ability to handle people with a calm attitude and a smile
- An organised approach when working to deadlines, with the ability to prioritise tasks
- Accuracy and attention to detail in data entry for recording and billing purposes
- A pleasant, happy and calm demeanour
- An ability to work independently, multi-task and concentrate in what can be a busy and noisy environment
- A willingness to help
- A desire to learn new skills
- Tidiness
- Resourcefulness
- Confident and competent use of IT

Terms of Employment

The Byron House Secretary works approximately 34 weeks per year (term time), plus an additional 5.5 weeks outside of term time, according to the needs of the School and as directed by the Director of Operations.

The post is full time, 8:00am-4:30pm Monday to Friday, though the Byron House Secretary can expect to be called upon to work outside of these hours for example, to cover for absent colleagues (e.g. covering Reception until 6pm) or attend staff meetings or training after school. In addition, as for all staff, the Byron House Secretary can expect to attend periodically at evenings and weekends for special events in the school's calendar.

The schedule of 5.5 weeks to be worked outside of term is determined by the Director of Operations but is likely to involve working approximately one week each after the end of each term, two to three days before the start of the Lent and Summer Terms (to coincide with staff training days) and the remaining week and a half before the beginning of the new Michaelmas Term.

Salary

The salary for the role will be in the range £21,500-23,500 per annum, dependent on skills and experience, and is based on 37.5 hours worked per week for 44.5 weeks per year (34 weeks term-time work, 5.5 weeks non-term-time work and 5 weeks paid holiday).

Salaries are divided into 12 equal instalments and are paid monthly by direct credit to a nominated bank account on the 28th day of each month (or the nearest prior working day), with the exception of December, when payment is made on 20th December (or the nearest prior working day).

The salary is reviewed annually and adjusted in September in line with salary awards to the School's non-teaching staff. The next salary review will be in September 2022.

Lunch is provided free of charge.

Holidays

The annual paid holiday entitlement for this role is 5 weeks, inclusive of Bank Holidays. The remaining weeks of the year (7.5) are classified as unpaid leave. Paid holidays and unpaid leave will be allocated outside of term time as directed by the Director of Operations. No holiday, paid or unpaid, is to be taken during term time. The annual holiday year runs from 1 September to 31 August. As stated above, payment for annual leave entitlement is included in the stated salary.

The holiday entitlement includes the statutory basic and additional annual leave entitlement under the Working Time Regulations 1998. You will be deemed to take your statutory basic annual leave entitlement first, then your statutory additional annual leave entitlement, and finally any additional contractual annual leave entitlement.

Any day or week on which you are not required to work (because of the school holidays) but for which you are not entitled to be paid (because you have taken all of your paid holiday entitlement) will be treated as unpaid leave.

Probationary Period.

The probationary period will be six months.

Pension Scheme

Eligible staff will be automatically enrolled in the School's Scottish Widows pension scheme. The minimum pension contribution from an employee is 2% of salary while the School will contribute 6%. Staff not meeting the eligibility criteria are still able to join the pension scheme on request.

St John's College School operates an entirely optional salary exchange scheme. Anyone wishing to take advantage of this should complete the relevant request form in writing. Salary exchange for pension can be increased, decreased or stopped at any time on receipt of a written instructions. Salary exchange cannot be applied retrospectively.

Anyone considering taking advantage of the salary exchange scheme, is advised to seek independent professional advice before making a decision.

For further information about your pension options, please contact the Finance Office.

Applications

A handwritten letter of application should be sent with a fully completed application form (see 'The Application and Recruitment Process' opposite) to Mr Alex Loria, Director of Operations, St John's College School, 75 Grange Road, Cambridge CB3 9AB (recruitment@sjcs.co.uk).

Long-list candidates will be invited to attend a first round interview, which may be online. If successful, candidates will be asked to complete a skills assessment. References will be taken for candidates reaching the required skill level. If successful they will be short-listed and invited to attend a second round interview, including a tour of the school, safer recruitment interview and the final interview itself. All reasonable interview expenses will be reimbursed by the School.

St John's College School is committed to safeguarding and promoting the welfare of children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

All appointments are subject to a criminal background check and proof of qualifications in accordance with the requirements of the Children Act.

The Application and Recruitment Process

Application Form

- The School will only accept completed Application Forms from candidates. CVs will not be accepted in substitution.
- All posts in the School involve some degree of responsibility for safeguarding children and this post is consequently exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions, reprimands or final warnings that are not “protected” in line with current legislation must be declared.
- The successful applicant will be required to obtain an Enhanced Disclosure and Barring Service Certificate.
- The School will seek references on all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications prior to interview. References will be verified by telephone.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, your previous employer in this instance will be asked about these issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may answer ‘not applicable’ if your duties have not brought you into contact with children or young people.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police and/or the Disclosure and Barring Service.

Invitation to Interview

- If you are invited to interview, this will be conducted in person and will explore your skills and experience as well as your suitability to work with children.
- All candidates invited to interview must bring original documentation confirming any educational or professional qualifications that are necessary or relevant for the post. Where originals or certified copies are not available, written confirmation of the relevant qualifications must be obtained from the awarding body.

- All candidates invited to interview must also bring with them:
 - A passport
 - A current driving licence or a birth certificate
 - A utility bill or financial statement showing your current name and address. This must be less than three months old. If these are not available, a Council Tax bill or P60 from the previous 12 months is also acceptable.
 - Any evidence of a change of name, where appropriate

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer of a post will be conditional upon the following:

- Receipt of at least two satisfactory references
- Verification of identity, qualifications and career history
- A check of the Children’s Barred List held by the Disclosure and Barring Service, if applicable
- A satisfactory Enhanced DBS Certificate
- Verification of eligibility to work in the UK
- Verification of professional status, such as QTS, NPQH
- For teaching posts, verification of the successful completion of the statutory Induction period (applies to those who obtained QTS after 7 May 1999)
- For teaching posts, a clear check of the DfE’s Prohibited Teachers List (UK and EU)
- For relevant posts, a completed self-declaration regarding Disqualification from Childcare
- For relevant posts, a clear check of the Section 128 Directions list (Prohibition from Management)
- A medical self-declaration of fitness to carry out the required duties.
- For volunteers, a check with the school community that there are no concerns
- Satisfactory completion of the probationary period

WARNING

Where a candidate is:

- Found to be on the Children's Barred List, or the DBS Certificate shows that s/he has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of his/her application; or
- The subject of a serious concern as to his/her suitability to work with children

These facts will be reported to the Police and/or the Disclosure and Barring Service.

Disclosure and Barring Service

Filtering rules for Criminal Record Check Certificates

In line with current legislation, the following filtering rules now apply to all Disclosure and Barring Service (DBS) checks:

For those aged 18 or over at the time of the offence:

An adult conviction will be removed from a DBS certificate if:

- 11 years have elapsed since the date of conviction; and
- It is the person's only offence, and
- It did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years.

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

Please note:

- The term 'Caution' includes reprimands and warnings.
- A conviction is a determination of guilt by a court in relation to a specific offence. Multiple offences, whether arising from different occasions or from a single event, and in relation to which a court on one or more occasions reaches a determination of guilt, are to be treated as multiple convictions for filtering purposes.

Source: DBS Filtering Rules for Criminal Record Check Certificates, v 2.2

Policy on Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St John's College School (SJCS) complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

SJCS undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

SJCS can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

SJCS can only ask an individual about convictions and cautions that are not protected.

SJCS is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.

SJCS actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

SJCS ensures that all those in SJCS who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. SJCS also ensures 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.

At interview, or in a separate discussion, SJCS ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

SJCS undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Disclosure and Barring Service Checks – Policy on Information Handling

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, St John's College School complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under current Data Protection legislation and all other legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

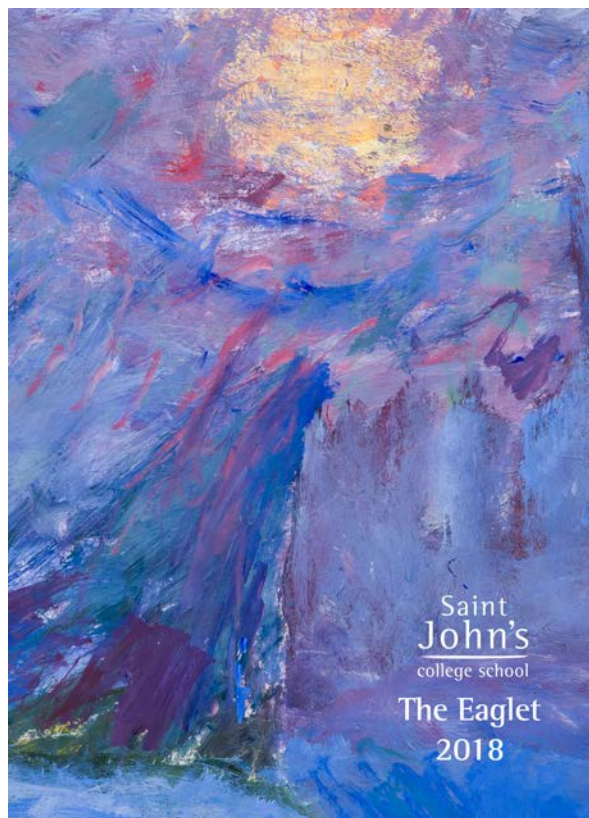
We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Publications

The School produces a range of publications each year to profile the wide range of activities, developments and achievements. Click on each publication below to view an online copy.

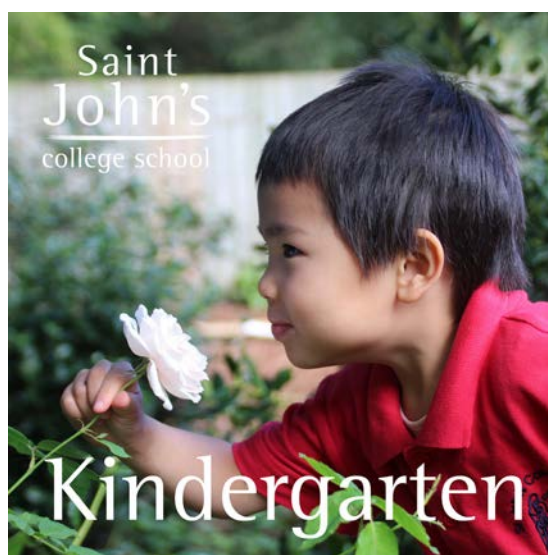
The Eaglet

An overview of the year, written by the children.



Kindergarten

An introduction to a child's first year at St John's.



Highlights

Achievements and developments across a range of subjects over the last year.



Poetry

An anthology of the children's poetry from Kindergarten to Form 6.



Find out more online

Please visit our website to find out more about St John's College School: www.sjcs.co.uk



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