



# **Administration Assistant**

## **Recruitment Pack**

## Welcome from the Headteacher

Thank you for your interest in the role of **Administration Assistant** at LGGS. This role is offered as a full-time part-year permanent contract, anticipated to start in the Spring Term.

This role will provide administrative support across the school, which may include duties such as handling communications, producing documentation and organising events.

The enclosed Job Description gives an overview of the types of duties to be undertaken but is not prescriptive or exhaustive - please get in touch if you would like to discuss the role before applying.

The specific hours/ days for the role will be agreed with the successful applicant(s) and will be worked between 8.00am – 4.30pm, Monday – Friday during term time. It would be beneficial if applicants could be available to attend pre-agreed out-of-hours activities such as open evenings. If you are interested in applying but are only available during certain hours this would not disqualify you, but please note this in your application.

Applications should take the form of a letter detailing how your experience to date would equip you for this role, and should be forwarded by email to [applications@lggs.lancs.sch.uk](mailto:applications@lggs.lancs.sch.uk) by **12.00 noon on Monday 15<sup>th</sup> January 2024**.

I look forward to receiving your application.

Yours faithfully,



Mr Christopher Beard  
Headteacher

## Our vision and values

### Care

At LGGS, we value pastoral care highly and our emphasis on health and well-being is often seen as a strength of the school by students and parents. Caring for others and for our community and environment are important features of LGGS life for both staff and students. Our family ethos is combined with an outward looking approach and strong international links.

### Contribute

We believe in the importance of everyone contributing to the school community. In lessons this means working collaboratively. Contributing to school life is an important part of the LGGS ethos, whether this be musical, sporting, artistic or through any of the other opportunities. On a larger scale, we aim to contribute positively to our local community as well as encouraging fundraising and projects on global issues.

### Challenge

As an academic school, we expect staff to challenge students in their learning and for students to be open to this challenge. This means developing skills of resilience and accepting that success may not always come easily. It is also about rewarding effort as much as success. As a school, we want to be challenged and continuously improve so that we continue to provide a very high standard of education. Lancaster Girls' Grammar School is a forward- looking, selective state school with academy status and an outstanding record of promoting high achievement. The school was founded in 1907 at the Storey Institute on Meeting House Lane with only 73 girls on roll. From these humble beginnings the School quickly grew, and moved into the current Regent Street site in 1914. LGGS enjoys a city centre location. The main site includes a range of different buildings from the original Edwardian building to our purpose built modern Sixth Form Centre. Playing fields are a short walk away and some Science accommodation is in a building which sites one of our key primary schools, Dallas Road Primary.



## About the School

Lancaster Girls' Grammar School is a forward looking, selective state school with academy status and an outstanding record of promoting high achievement. The school was founded in 1907 at the Storey Institute on Meeting House Lane with only 73 girls on roll. From these humble beginnings the School quickly grew, and moved into the current Regent Street site in 1914. LGGS enjoys a city centre location. The main site includes a range of different building from the original Edwardian building to our purpose built modern Sixth Form Centre. Playing fields are a short walk away and some Science accommodation is in a building which sites one of our key primary schools, Dallas Road Primary.

In 2011, LGGS became an Academy. There are currently just over 1,000 students on roll with five-form entry into Year 7. The Admission policy prioritises girls from the Lancaster District, but students do travel to the school from a wider area, including Preston. A high proportion of students continue into the Sixth Form after Year 11 and the school welcomes a number of external students into Year 12. The Sixth Form curriculum is broad, with enrichment and wellbeing options alongside a wide range of A levels, Maths, Biology and Chemistry are the most popular subjects at A level.

The school is known nationally for its academic excellence. In 2022, LGGS was ranked 39th most successful state school nationally in the Sunday Times Parent Power table. This year 80% of grades at A level were A\*-B and at GCSE 76% at grades 7 and 9, placing LGGS the highest attaining school in Lancashire.



## About the School

We are very proud of our inclusive community. Valuing diversity and promoting equality are important aspects of LGGs life. This can be seen through the work of the school's Equality groups. LGGs has an outward looking approach and strong international links. We work with the Ripley ITT Partnership. The school has links with EducAid, a Sierra Leone education focused charity. International Week includes numerous workshops run by students, an International Fashion Show and a hugely popular International Food Fair.

In our recent staff survey 100% of staff responded that they were proud to work at LGGs and 99% enjoyed working at the school. Last year saw a number of retirements with the result that new staff have joined the school, bringing with them a range of experiences and ideas. We are extremely fortunate in that we can recruit high calibre teachers with the result that all subjects are taught by specialist teachers. Staff are keen to enhance their professional knowledge and we currently have seven teachers undertaking NPQ qualifications. Staff also appreciate the positive behaviour and high attendance of students at LGGs. Our students are articulate, keen to participate and ambitious for themselves.



## Living and working in Lancaster

Lancaster is one of England's heritage cities. It is a vibrant, independent city with a great deal to offer. It is the base for two universities, which contribute significantly to the city's lively and inclusive ethos. The universities, the hospital, the RLI, and major players in the food production industry, such as Warburtons, provide a range of employment opportunities in Lancaster. Lancaster has an established arts scene which constantly provides a range of cultural activities throughout the year; Lancaster hosts a number of lively festivals including Lancaster Music Festival, Highest Point and the Jazz Festival. Other events such as the annual Literature Festival, Light up Lancaster light festival, and Lancaster Chinese New Year Festival make the city a fun and vibrant place to live. Lancaster is easily reached from all over the UK. Just over two hours from London and Edinburgh on the West Coast Line, Lancaster is well served by main line rail. The M6 motorway provides quick and convenient car travel to the length of the country.

## Employee Benefits

Employees of Lancaster Girls' Grammar School benefit from:

- National contractual terms and pay: LGGS adopts the national School Teachers' Pay and Conditions ('Burgundy Book') for teaching staff, and the National Joint Council (NJC 'Green Book') terms for support staff.
- Enhanced annual leave allowances: full-time support staff receive 26 days annual leave (rising to 32 days after 5 years' service), plus 8 statutory bank holidays and 2 extra-statutory days leave.
- Enhanced occupational maternity/ paternity/ adoption leave allowances.
- Access to pro-active health and wellbeing promotion schemes.
- Employee Assistance Schemes including access to advice and counselling.
- Occupational health support such as physiotherapy.
- Retail discounts via BlackHawk Extras.
- Cycle-to-work purchasing scheme and secure cycle storage on-site.
- On-site gym with discounted membership rate.
- On-site canteen.

## JOB DESCRIPTION

Job Title:	<b>Administration Assistant</b>
Location and Team	Lancaster Girl's Grammar School, Regent Street, Lancaster, LA1 1SF Administration Team.
Terms	Permanent. Up to 37 hours worked over 5 days per week: hours to be mutually agreed with the successful applicant(s). 38 weeks worked (term time only).
Salary Range	Grade 4, NJC Scale Points 4-6, currently £23,114-23,893 per year for full time employees. Your actual annual pay will be determined based on your agreed working hours and continuous service. Illustrative pay for a new full-time term-time only employee is given below: SCP4 at £23114 / 37 x 37 / 52.143 x 44.09 = £19544.26 gross pay per year / 12 months = £1629.69 gross pay per month.
Responsible To	Senior Administrator/ Heads of Departments
Staff Responsibility	None
Essential car user	No
Job Purpose/ Scope of Work	Under the general guidance of the Senior Administrator/ Heads of Departments to contribute to the smooth running of the school by carrying out a range of administrative duties, including preparation of resources, materials and displays, and departmental administration.  To work as part of a team, ensuring the supervision, safety and welfare of pupils throughout the school day.

### **Key Accountabilities**

- Using ICT systems for communications and record-keeping, including SIMS.net, Edulink, EVOLVE, CPOMS, and ParentPay.
- Communications with students, staff, families and external agencies, including by telephone, email and letter.
- Office administration including answering external phone calls.
- General administrative support within departments.
- Assisting with the organisation of, and attending, trips and special events.
- Preparation of documentation and resources, tidying of materials and replenishment of stock
- Carrying out reprographics work.
- Assisting with departmental displays.

- Assisting with the maintenance of equipment (where trained).
- Arranging first aid and medical support, potentially including administration of medication (where trained).
- Supervising students during the school day (e.g. lunchtime) and during agreed out-of-hours events.

### **General**

At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments.

In addition, other duties of a similar nature and at no higher a responsibility level may be interchanged with/ added to this list at any time.

Prepared by (name, role, date): C Gillies 01/11/2023

The above Job Description sets out the area of work in which duties will generally be focused, and gives an **example** of the type of duties that the postholder could be asked to carry out.

Please note that this is for **guidance** only. Postholders are expected to be flexible and to operate in different areas of work/ carry out different duties as required.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### **Student Focus**

We put our students' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Person Specification

A = Application, I = Interview, R = References, E = Essential, D = Desirable

Person specification form			
<b>Job Title:</b> Administrative Assistant	<b>Grade:</b> 4		
<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), reference (R), or other (give details)</b>	
Qualifications			
GCSE Grade C/ 4 or above, or equivalent, in Maths and English.	E	AF/ I	
Experience			
Experience of administrative work	D	AF/ I R	
Experience of supporting pupils	D		
Knowledge, skills and abilities			
Ability to relate well to young people	E	AF/ I /R	
Ability to work as part of a team	E		
Good communication skills	E		
Good interpersonal skills	E		
Ability to make effective use of ICT	E		
Administrative skills	E		
Ability to work in an organised and methodical way	E		
Strong numeracy and literacy skills	E		
Attention to detail	E		
Ability to manage own workload and prioritise effectively	E		
Knowledge of the concept of confidentiality	E		
Flexible attitude to work	E		
Other (including special requirements)			
Satisfactory DBS and CBL clearance	E		I
Commitment to safeguarding and protecting the welfare of children and young people	E	AF / I	
Commitment to equality and diversity	E	AF / I	
Commitment to health and safety	E	AF / I	
Commitment to attendance at work	E	AF / I	

Commitment to undertake relevant professional development and safeguarding training

E

AF / I

## Pre-Employment Risk Identification Form (R.I.F.)

This form is provided to potential applicants to so that you are aware of the potential risks associated with this role; this form does not override the employer's requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999.

### **CONFIDENTIAL**

Post title	Administrative Assistant
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#### **A. The job to which this form refers will or may involve one or more of the following activities. (Indicated by YES or NO.)**

Please note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roof work etc).		X
2	Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).		X
3	Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build-up of gases, vapours or fumes or the use of breathing apparatus is required).		X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).		X
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.		X
6	Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).		X
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		X
8	Work with lead or lead-based products (e.g. some paints).		X
9	Food handling/preparation (of raw or uncooked food only).		X

10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).		X
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**B. The job to which this form refers will or may involve one or more of the following activities. (Indicated by YES or NO.)**

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive frontline posts re abuse, aggression, assault).	X	
12	Working in isolation/lone working.		X
13	Work with electrical wiring (e.g. colour blindness).		X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).		X
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of wells disease, other animal borne diseases, zoonoses).		X
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).		X
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	X	
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).		X
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	X	

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

None.

## Visits and general discussions

Further information about Lancaster Girls' Grammar School can be found on the school website [www.lggs.org.uk](http://www.lggs.org.uk).

In addition, candidates are warmly encouraged to take an informal opportunity to visit the school or arrange for an informal discussion with the Headteacher prior to applying. Please contact the Head's PA, Diana Burns on [d.burns@lggs.lancs.sch.uk](mailto:d.burns@lggs.lancs.sch.uk) or by telephone on 01524 581661 to arrange a visit or call.

## Recruitment Information

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check and other statutory Safer Recruitment checks.

We do not hold a sponsorship licence and can only consider applications from candidates who are legally entitled to work in the UK. If you do not have the right to work in the UK, your application will not progress.

An **information and application pack** and further details can be obtained on the school website <https://www.lggs.org.uk/515/recruitment-information>, or by e-mailing [applications@lggs.lancs.sch.uk](mailto:applications@lggs.lancs.sch.uk).

### Information pack (information we are providing to you):

1. This Recruitment pack which includes the
  2. Person Specification
  3. Job Description
  4. Risk Identification Form
5. [Safeguarding Statement](#)
6. [Equality Act Reasonable Adjustments Statement](#)
7. [Privacy Notice for Prospective Employees](#)
8. [Immigration Asylum and Nationality Act \(Right to Work in the UK\) Statement](#)
9. [Rehabilitation of Offenders Act Statement](#)
10. [Rehabilitation of Offenders Supplementary Disclosure Form](#)
11. [DBS evidence list](#)
12. Template employment contracts

### Application pack (things you should send us):

9. Application form
10. Covering letter/ Supporting Statement
12. Recruitment Monitoring Form

## The application process

The closing date for applications is on **Monday 15<sup>th</sup> January 2024 at 12.00 noon.**

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

Shortlisting will take place on or around the 16<sup>th</sup> January and shortlisted candidates will be informed as soon as possible thereafter.

The selection process and interviews for shortlisted candidates will provisionally take place at the school on week commencing 22<sup>nd</sup> January.

## How to apply

Please ensure you complete the application form and provide a covering letter which clearly explains your reasons for applying to work at Lancaster Girls' Grammar School and addresses how your particular strengths and experience to date meet the person specification.

**Applications must be submitted on the provided application form – for safeguarding reasons we cannot accept CVs or other online applications.**

Please also provide a supporting statement (on no more than two sides of A4), either within the application form or as a covering letter. The supporting statement should address your particular strengths and how your experience to date has prepared you for this particular role.

**Your completed application, including your letter and supporting documents, should** be addressed to the Headteacher and be sent to the school by e-mail to [applications@lggs.lancs.sch.uk](mailto:applications@lggs.lancs.sch.uk) by the closing date.

All applications will be acknowledged on receipt.

We reserve the right to close down a vacancy early, before the closing date, if we receive sufficient applications.

If you have not been contacted within two weeks of the application deadline, please assume that your application was unsuccessful on this occasion.