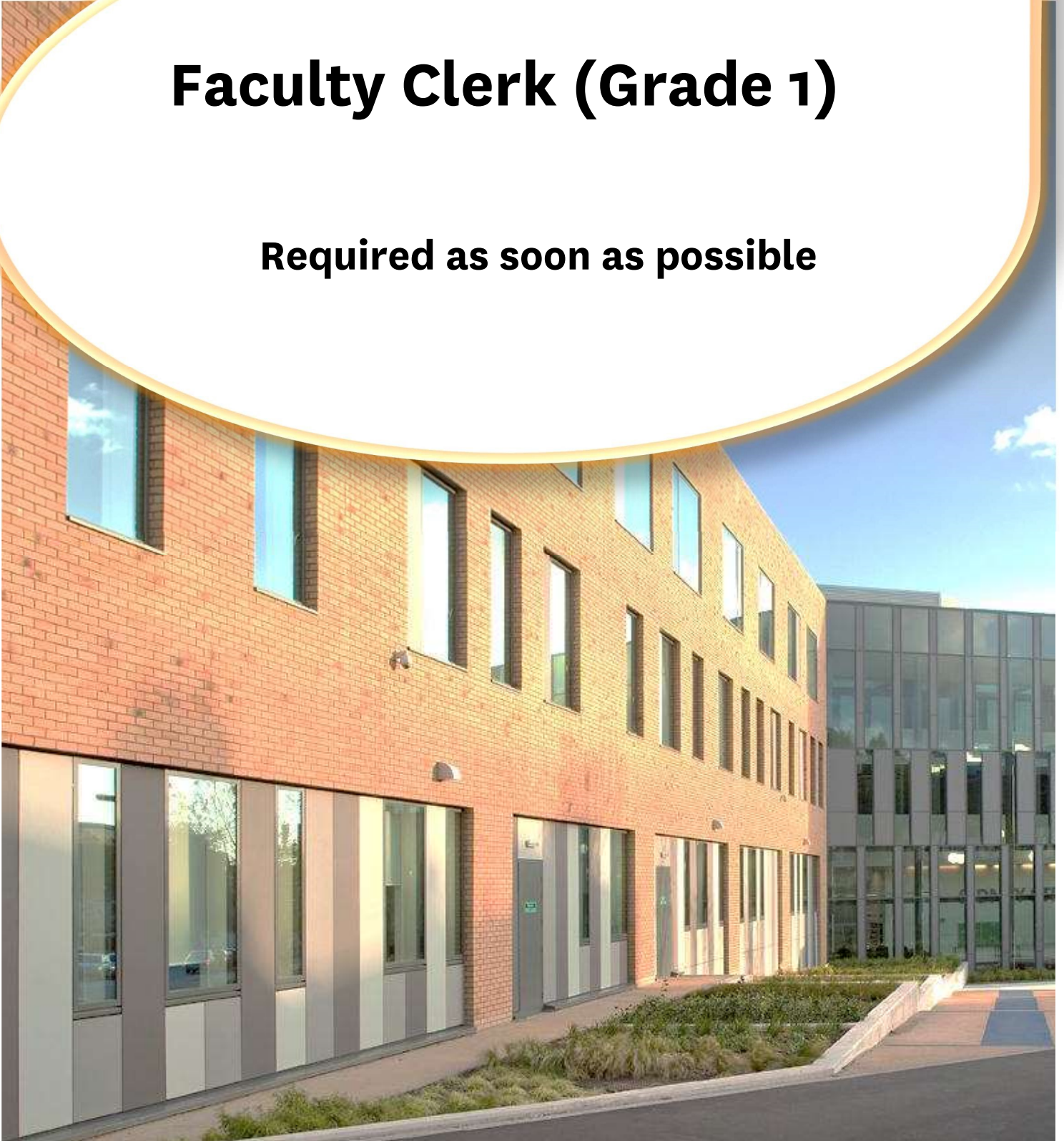


Faculty Clerk (Grade 1)

Required as soon as possible



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Faculty Clerk

As a Faculty Clerk you will offer support to the Languages department. This will involve clerical duties and general administration support. It is also expected that you will be a co-tutor which involves supporting a form tutor and a class of around 20 students.



Why work at Sidney Stringer:

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses



- Social committee with subsidised events
- Occupational health and counselling support
- £50 a day for taking trips at weekends/
Holidays



- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards

JOB DESCRIPTION – Faculty Clerk

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade 1

Hours: 20 hours per week - Term time only
Monday to Friday 10.00 am to 2.00 pm

Reporting to: Head of Languages

JOB PURPOSE: To provide a word processing and clerical support service to the Languages department

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Provide clerical support to the languages team
- Support in create online resources for students' home learning
- Undertake word processing such as, but not limited to, copy typing of letters, memos, reports, documents, records of achievement, schemes of work, certificates of achievement/distinction and forms
- Maintenance and regular checks of inventory records, and assisting with stock control and ordering
- Undertake general clerical tasks, e.g. faxing, filing, photocopying, collating and any other clerical duties as may be required
- Assist with the display of students' work as required in classrooms and department areas
- Provide general support to the Faculty/Departmental Teams as required, minuting meetings, receiving telephone calls and providing messages or returning calls as requested, collecting and delivering reports and messages
- Other duties as may from time to time be determined by the Principal or Business Manager
- Other duties that are within the scope and the spirit of the job purpose, the title of the post and it's grading
- Provide support to a form tutor during registration as a Co-tutor.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: C. Turpin (March 2024)

Faculty Clerk

Grade 1 – £10,222 (actual salary)

20 hours per week – Mon – Fri 10.00am - 2.00pm.

Term Time only

Required as soon as possible

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

We are looking to appoint a Faculty Clerk to work with an established and happy team. No day is ever the same and you will be required to be able to think on your feet and cope with constant interruptions whilst maintaining a high degree of accuracy in all you do.

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you. To apply, please visit our website: www.sidneystriingeracademy.org.uk – ‘Vacancies page’

Please return completed application forms to – recruitment@sidneystriingeracademy.org.uk [No hard copies to be sent in the post].

Closing date: Thursday 18 April 2024

Interview date : TBC

We look forward to receiving your completed application form.

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.