# Administration Officer

Grade 4, Level 1-4 (£25,948 to £27,188 p.a.)

reduced pro rata to £22,280 to £23,345 (calculated on full time hours)

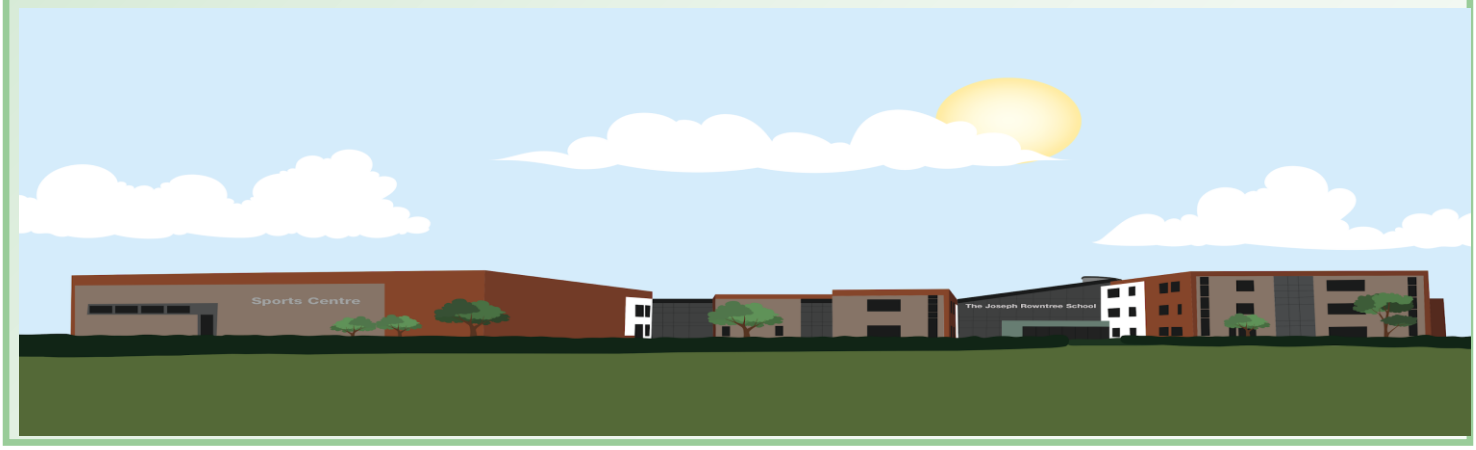
Permanent, ideally 37 hours per week, term time only

Part time working (at least 20 hours per week) may be considered for an exceptional candidate

Please indicate preferred working pattern in your application

School website - www.josephrowntreeschool.co.uk

School email - contact@josephrowntreeschool.co.uk



The Joseph Rowntree School
the right school to grow in

WILLOW HOUSE

HAZEL HOUSE

OAK HOUSE

ASPEN HOUSE

Dear Prospective Applicant

Welcome to the Joseph Rowntree School. Please read the information about the school contained in this letter prior to completing your application.

## General Information

We are a successful 11-18 comprehensive school of 1210 students, with 204 students in the sixth form. Our modern buildings and state of the art facilities provide an excellent learning environment and our talented and dedicated team of staff are wholly committed to the school and its students. We offer a broad curriculum which enables students to develop knowledge and skills that lead to important qualifications and the nurturing of talents.

Our extensive range of extra-curricular activities develops skills, interests, relationships and an enjoyment of school life. We are a school community where students are happy, safe and develop into well-rounded individuals. Integral to our focus on achievement and creativity, is a strong guidance and pastoral care system; this ensures that students are valued and supported well.

In October 2022, the school was judged to be 'Good' by Ofsted. We were pleased that Ofsted reported so positively on many aspects of the work we do with our students, particularly how well they are supported in school, the ambitious curriculum they access and how they feel safe and happy here. We are proud of our successes but are ambitious for the future. We continue to strive to develop the very best education for our students

## Origins

The original school opened in 1942 as a model school in the North Riding. It was built on land provided by the Joseph Rowntree Trust. It continues to have voluntary controlled status with four governors from the Joseph Rowntree Foundation. It is, however, a non-denominational LA school. Since its illustrious origins the school has expanded considerably in phases to meet the demands of a changing educational scene and increased population.

## Grounds and Buildings

The school is set in very extensive attractive grounds and playing fields. We have an excellent learning environment and superb facilities.

## The Educational Context

The school is part of the City of York Councils education provision. York is a unitary authority, characterised by forward-looking leadership and a desire to work in partnership with its schools and parents/carers. The school shares this aim. There is a close network of effective working relationships in this relatively small LA. The school also has close links with its six main link primary schools.

## Our Students

Our students are in line with national averages for ability on entry. Approximately 23% of students are disadvantaged and there are 203 on the SEN register (EHCP and K), 66 of whom have an Education & Health Care Plan. Equally, there are students with talents and ability to rank with the best in the country. The intake is largely from the villages of New Earswick, Haxby and Wigginton, with increasing numbers from within the historic city boundary. Our students are friendly, confident, articulate, hardworking and well-motivated. Our strong pastoral and behavioural systems help meet their needs and ensure that they fulfil their potential.

## Our Staff

The school is lucky in having a forward thinking and reflective teaching and support staff. There is a wide range of experience and expertise. We are friendly, welcoming and helpful. We set a high priority on professional development and job satisfaction. Our staff work hard and there is a genuine commitment to provide high quality education for all of our learners. Working at The Joseph Rowntree School is rewarding and there is a strong induction programme for new staff. Developing best practice is a real focus at the school.

## Organisation

The school's academic structure is based on departments. Guidance and welfare is based on a Year Group system. There is a great emphasis placed on teamwork and collaborative working at all levels. Leaders are expected to provide leadership, support and challenge to their teams. The Governing Body provide excellent support whilst challenging us effectively. The Senior Leadership Team consists of the Head, two Deputy Heads, three Assistant Heads and a School Business Manager. We have high standards and expect colleagues to meet these, regardless of which role they play in school.

## Curriculum

The full range of subjects typical of comprehensive schools is available in the school. Currently there are around 30 different AS/A2 subjects available in the Sixth Form with a small degree of collaborative arrangements with the neighbouring Huntington School. Extra-curricular provision is wide ranging, with particularly high engagement in Sport, Drama and Music. We continue to value all subjects equally, notwithstanding a particular focus on English and Maths. We take pride in ensuring our curriculum offer at all stages meets the needs of all students. Since 2010 we have had an enhanced resource provision for students on the Autistic spectrum, one of only two units in the City; our philosophy is to allow such students to access as much of the whole-school curriculum as possible, in order to match their needs.

## In Conclusion

The Joseph Rowntree School is a hard-working school community with a high level of cohesion and mutual support. We have high expectations of our students, both in terms of their behaviour and their studies. Our students are treated with respect and care and are expected to treat their staff the same in return. Relationships are good.

We always seek to appoint highly skilled and reflective members of staff. You will need to be enthusiastic, hardworking and committed to delivering high standards in your role. You should like and understand children and be prepared to go the extra mile to help them succeed.

## Application information

Please read our 'How to Apply Guide' which will explain the application process from completing the application form through to appointment. Please email your completed application to **recruitment@josephrowntreeschool.co.uk.**

We do try to acknowledge receipt of all of the applications we receive but it is advisable that you request a read receipt due to the number of applications we receive. Please accept my thanks in advance should you decide to apply.

Further information about the school is available on our website at www.josephrowntree.co.uk

Thank you for the interest you have shown in The Joseph Rowntree School.

David Hewitt

Headteacher

# Important Information

## Shortlisting

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Shortlisted candidates will be contacted and invited to interview. If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future.

Due to the volume of applicants, **we are unable to give feedback to non-shortlisted candidates**.

## Selection Process

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. The Joseph Rowntree School is committed to safeguarding and promoting the well-being of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

## Validation of Qualifications and Identity

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

## Right to Work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

Photographic proof of identity will also be required.

## Disclosure & Barring Service

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their ID and other relevant documents when they arrive at school.

## Safeguarding

The Joseph Rowntree School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above). Candidates should be aware that a search (using an online search engine) may be carried out as part of due diligence checks.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Please read the City of York Council's Policy Statement on the Recruitment of Ex-Offenders prior to completing your application. This can be found in the 'How to apply' document that is posted alongside adverts.

School Policies can be found on our School website or by following the link below. The School's Child Protection Policy should be read by candidates who are intending on applying for a post at The Joseph Rowntree School.

https://www.josephrowntree.co.uk/docs/school_policies/Child_Protection_and_Safeguarding_Policy.pdf

## Medical Assessment

Before taking a teaching appointment, the preferred candidate is required to complete a Work Health Assessment Form. This will be sent with the letter of appointment which states that the appointment is subject to a satisfactory medical assessment.

## References

It is important that you give details for valid referees otherwise there may be a delay in confirming your appointment, should you be successful.

Please ensure that you provide the full details for two people who can comment on your suitability for the post. These people should be:

1. Your present employer, one of which should be your current Headteacher, or, if unemployed, your last employer, including your last Headteacher; AND

2. Your former employer i.e. your employer prior to your present or last employer; OR

3. If you haven't been employed before or you have only one former employer, you may use, if they consent, the details of:

(a) Your current or former teacher, lecturer or tutor

(b) Some other person of a "profession" who can comment on your suitability for the role e.g. policeman, doctor, solicitor etc.

You cannot use a family member or a friend as a referee. This applies even if you work for a family member.

All referees must be over 18 years old.

Please seek an alternative referee if you cannot comply with the above requirements. Contact us if you are unsure.

References may be taken up prior to interview for posts within schools. If you have any objection to references being taken up at this point please make the Recruiting Manager aware of this.

Confirmation of the offer of employment will be subject to satisfactory pre-employment checks including references.

## Induction and Continuous Professional Development

The Joseph Rowntree School is committed to developing its staff and is proud of the approach it takes to supporting appropriate staff development. Staff are fully inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures.

## Dress Code

We expect all staff to dress professionally and appropriately for the roles undertaken at The Joseph Rowntree School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set an example.

## School Policies

All school policies are available on our website or upon written request:

https://www.josephrowntree.co.uk/Policies/

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| CITY OF YORK COUNCIL | JOB DESCRIPTION | Form JD1 |

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|---|---|---|---|
| JOB TITLE: Administration Officer | | **POST NUMBER:** E****743 | |
| **REPORTS TO** (Job Title): School Business Manager | | | |
| **DEPARTMENT:** Schools | | GRADE: 4 | |
| **JE REF:** | 1290 | PANEL DATE: | 241108 |

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|---|---|---|
| **1.** | MAIN PURPOSE OF JOB<br>To provide an efficient and effective administration support service. With specific areas of responsibility. | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | |
| | i. | To be responsible for specific administrative functions and to monitor and develop existing processes and procedures. |
| | ii. | Clerical support (filing, faxing, photocopying). Taking bookings / hiring out facilities, this may include supporting extended school activities. Implement routine in-house finance systems. Process requisitions, invoices, routine orders and payments. Arrange appointments. Minute meetings |
| | iii. | Collects, banks, balances and maintain accounts for monies. Manage a budget area. Produce purchase orders. |
| | iv. | To answer incoming telephone calls, respond to requests for information, where appropriate, transferring calls to other members of staff and taking accurate messages. |
| | v. | To produce standard and individual letters, documents and reports within set guidelines and proscribed timescales. |
| | vi. | Produce lists eg pupil data. Produce accurate returns for external agencies |
| | vii. | Supports in the management of the school budget or a budget area on a day to day basis, maintaining in-house finance systems. |
| | viii. | Under the direction of a senior colleague, obtaining best value for service contracts and orders. |
| | ix. | Assist with co-ordination of school trips and special events. Provide advice and guidance to pupils, parents and staff. |
| | x. | Specialist technical responsibilities (e.g. health and safety incident logging and reporting. |

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| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**<br>Supervising temporary staff e.g. on the job training or checking work for quality and quantity. May be required to supervise others member of staff doing same kind of work. |
| **4.** | **CREATIVITY & INNOVATION**<br>Subject to supervision, established procedures, practices and routines. The postholder is required to use own initiative to manage his / her own workload and deal with all kinds of problems as they arise.<br>Design and apply IT systems to support work of the team – under direction of line manager.<br>Developing new ways of presenting information, through ICT systems.<br>Create new stationery/internal forms.<br>Ability to give advice and seek information from pupils / parents |
| **5.** | **CONTACTS & RELATIONSHIPS**<br>Dealing with issues which may not be straightforward and may require diplomacy and tact to resolve.<br>All staff, pupils, parents, and Governors.<br>Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services. |
| **6.** | **DECISIONS – discretion & consequences**<br>Management of own day to day work and supervision of other admin staff.<br>Working without close supervision, but subject to established procedures, practices and routines.<br>Judgement is required when providing solutions to problems.<br>Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality.<br>Can make modifications/ variations to practices.<br>The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents. |
| **7.** | **RESOURCES – financial & equipment**<br>*(Not budget, and not including desktop equipment.)*<br>Description (Value)<br>Normal office equipment, responsible for the accurate handling and security of small sums of cash and cheques. |

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| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context**<br><br>**Work Demands**<br><br>Required to work to strict deadlines set by line manager<br><br>**Physical Demands**<br><br>This role is largely office bound but sometimes involves moving around the school premises<br><br>**Working Conditions**<br><br>No unpleasant working conditions. Normal office environment<br><br>**Work Context**<br><br>There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses |
| **9.** | **KNOWLEDGE & SKILLS**<br><br>Computer literacy, numerate, typing/secretarial skills.<br>A good understanding of a number of routine administrative work procedures.<br>Practical knowledge of various computer software packages.<br>Ability to input and understand data.<br>Ability to communicate effectively at all levels.<br>Able to organise own work and that of others.<br>Understanding of SEN and child protection issues.<br>A pro-active record of CPD. |
| **10.** | **Position of Job in Organisation Structure**<br><br>**Job reports to:**<br>School Business Manager<br><br>**This job:**<br>Administration Officer<br><br>Other jobs at this level:<br>1 that reports into Office Manager, 1 SEND Administrator, 1 Pastoral Administrator & 1 Attendance Administrator<br><br>**Jobs reporting up to this one:** Nil |

# School Ethos and Values

- **R**espect all members of our community
- **O**vercome obstacles to success
- **W**ork together collaboratively
- **N**urture talent
- **T**each and learn through inspiration
- **R**ecognise excellence
- **E**mbrace diversity
- **E**ncourage wellbeing