



Kendrick School Support Staff Application Pack

**SCHOOL AND PASTORAL
ADMINISTRATOR**

CLOSING DATE: noon on Friday 26th February 2021

Letter from Mr Simmonds, Acting Headteacher

Dear Applicant

Welcome to Kendrick School. Thank you for your interest in our School and Pastoral Administrator role.

I hope that you find much of what you are looking for on our website, on which we endeavour to keep as much up-to-date and useful information as possible. I hope that as you browse the website and explore other links to the school, maybe meeting students, parents and staff, that you will get a flavour of what a welcoming, friendly and inclusive school this is.

We strive to create an environment in which students can be themselves and in which we are all celebrated for who we are in a school that really lives its core values that are encapsulated by the school pledge. "We the students, staff and friends of Kendrick School pledge to uphold the values of friendship, kindness and respect. We promise to stand against prejudice, ignorance and injustice in all its forms, promoting the values of equality, tolerance and justice for all".

The school is selective and aims to provide an excellent education for all its students in a safe and healthy environment where students and staff can share a love of learning and enjoy satisfaction in their achievements. The school strives to promote confidence in its students combining academic rigour with a determination to embrace new challenges, promote flexible and lifelong learning and to prepare the members of the school's community for the future. The school is committed to valuing all subjects and areas of the curriculum.

I believe very much in focussing in process over outcome and, if we all routinely do the right things and study hard together, that over time the outcomes of this purposeful and thoughtful work will lead to the kind of results that our students are seeking. In 2019, the last year of published results, the school recorded the highest value added score in the country for schools in which all students passed GCSE English and Mathematics. Indeed the school's Progress 8 score in 2019 was +1.28 which placed Kendrick 9th on the ranked list of all 6502 schools and colleges in England. Progress 8 measures the extra value added on average from all GCSE students; to achieve this having started with a selective cohort is truly remarkable.

At the school we work exceptionally hard on the personal development of all our students providing carefully planned and widely varied opportunities and activities that help them all to thrive and pursue the interests that they are most passionate about. We have a proud record of involvement in fund raising and awareness raising for local, national and international charities and students often approach me with ideas and concerns that they want to do something about. We have a very active House System that provides opportunities for students to have a go at something different and to get to know students from other forms and years.

This year the school has started a programme of expansion from three to four forms of 32 students entering Year 7. This will continue until there are 128 students in the years from 7 to 11. The additional places are being prioritised for pupil premium students and those living in the Reading area. This is accompanied by the opening of a brand new 9 classroom building to accommodate everyone spaciouly and comfortably. At this time it has been invaluable in helping us to establish bases for all our bubbled year groups without having to use specialist rooms such as science laboratories which can remain open for practical work.

I am so proud to be the acting head teacher of such an incredible school and to do what I can to keep Kendrick School sailing straight and even keeled and on its journey to provide an excellent and lasting education for all its students.

Mr Nick Simmonds
Acting Head Teacher

The Role

- A member of the General Office Team ensuring the smooth and effective running of the school office and student reception (including first aid).
- To provide efficient and accurate administrative support to the school, Senior Leadership Team and Pastoral Leaders.
- To be part of the Student Welfare Team, providing support and advice to students across all year groups with issues such as social, emotional, behaviour and attendance.

Job Description and Person Specification

Job Title: **SCHOOL AND PASTORAL ADMINISTRATOR**

KEY ACCOUNTABILITIES:

- Produce letters and emails, answer the telephone and deal with general queries from students and staff.
- Provide administrative support to the Senior Leadership Team and the Pastoral Leaders across the school.
- Be part of the Student Welfare Team providing emotional support and advice to students
- Deal with student queries including the provision of first aid, recording the action taken and informing parents.
- Replying to and/or redirecting emails from the school email account.
- To coordinate, update and produce the Pastoral and Sixth Form Handbooks, including the UCAS Handbooks, in liaison with Pastoral Heads and the Head of Sixth Form.
- Responsible for setting up and managing the Parent Consultation evenings throughout the academic year.
- To assist with the setting up and maintaining a comprehensive online Sixth Form calendar.
- To assist with coordinating and supporting events throughout the school.
- Provide cover for main Reception on a daily basis.
- Any other tasks as requested by the SLT and Administration Manager.

PERSON SPECIFICATION

An enhanced DBS and two satisfactory references are essential requirements Selection Criteria

	Selection Criteria	
	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to at least GCSE Grade C standard or equivalent in English and Mathematics • First Aid qualified or willing to undertake training 	<ul style="list-style-type: none"> • Qualification in work linked with children and young people • First Aid qualification
Experience	<ul style="list-style-type: none"> • Experience of working in a busy office environment • Experience of using the internet and Microsoft Office • Excellent administrative skills 	<ul style="list-style-type: none"> • Experience of working in a student support position or working with children and young people • Work within an education or social care setting. • Previous work with young people and families
Knowledge/Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills, with the ability to communicate effectively with both adults and children 	<ul style="list-style-type: none"> • Working knowledge of SIMS software package • Working knowledge of School Gateway

	<ul style="list-style-type: none"> • Excellent IT skills and the ability to effectively operate a range of software packages and other resources. • Attention to detail and accuracy is essential • Ability to show proven record of working on own initiative and using own judgement to research and solve problems • Ability to absorb and understand a wide range of information • Ability to multi-task and work under pressure • The ability to remain calm and composed under pressure • Ability to work flexibly to support others and respond to unplanned situations. • Understand the need for confidentiality and be able to deal with confidential information appropriately • Excellent team working skills, with a reliable and flexible approach to work. • Efficient and meticulous in organisation • The desire to see every child reach their highest possible outcome • Be able to prioritise tasks and to be able to show initiative with dealing with day to day situations. • Problem solving skills and the ability to apply diplomacy and tact when appropriate. 	<ul style="list-style-type: none"> • Awareness of Safeguarding issues
Personal Qualities	<ul style="list-style-type: none"> • Confident and professional • Sets themselves high standards • Caring and supportive • Calm and resourceful • Works well within a team • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health & Safety • Commitment to the school's ethos, aims and its whole community 	

Safeguarding at Kendrick School

At Kendrick we believe that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged.

As a consequence:

- We accept that all staff are an integral part of the student safeguarding process
- We accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions

- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will safeguard the welfare of children whilst in the school and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- All staff are given training every three years
- New staff receive training within one month of joining Kendrick

Safer Recruitment Policy

The Headteacher and Governors of Kendrick School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Kendrick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in [Kendrick School's Safeguarding and Child Protection Policy](#) and the [Keeping Children Safe in Education Guidance \(2020\)](#).

We believe that all students, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse. This policy will operate in conjunction with other related policies and procedures, such as whole school policies on Bullying and Equal Opportunities.

Our approach to child protection is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about students likely to suffer significant harm to the child protection agencies.

We encourage the students in our care to raise any concerns that they might have and ensure that these are taken seriously.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our school.

Our robust approach to safeguarding and promoting the welfare of our students aims to help keep students safe and importantly equip them to tackle the challenges and opportunities of daily life with renewed confidence and vigour.

Individuals who have lived or worked outside the UK

Section 3, Point 172, of the Keeping Children Safe in Education states that individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services' system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

At Kendrick School, we seek to ensure that Overseas Criminal Checks are completed on all new starters who have worked or lived overseas for more than 3 months since the age of 18. In addition, every new starter is checked on the NCTL Teacher Services system for the following:

- Teachers who have failed induction or probation
- General Teaching Council for England (GTCE) sanctions
- Teachers and others prohibited from the profession
- Teachers sanctioned in other EEA member states

How to apply

- Please complete the [application form](#) which you can download from our website using the guidance notes below. **CVs will not be accepted as a method of application.**
- Send the completed form to aemberson@kendrick.reading.sch.uk by the closing date.
- Receipt of application will be acknowledged by email.
- We will only contact you again if you are shortlisted for interview.
- Shortlisted candidates will be sent a Disclosure of Convictions Form to complete which must be returned completed at least one day before the interview.

Guidance notes on completing the application form

(Only the sections marked with an asterisk (*) will have guidance notes below)

Personal Details

Please enter your personal details fully so we may contact you about your application

Right to work in the UK: In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

Teacher reference number (if applicable): This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a NQT we recognise that you may not have received your teacher reference number at the time of application.

References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee please expect to be questioned about the reason for this prior to interview. If you have ever worked with children, in a paid or voluntary capacity, a reference will be obtained from the person or organisation that employed you.

Newly Qualified Teachers (if applicable): NQTs should name a college principal as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee. Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

Internal Applicants: Internal applicants should provide the name of one or two referees as stated in the advertisement. One of the referees should be your line manager. However, the Headteacher or Deputy Headteacher cannot be named as a referee.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with government guidance for Safer Recruitment ([Keeping Children Safe in Education 2020](#) para 161) written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview

Education/Qualifications/Training

Please complete this section as fully as possible and continue on a separate sheet if more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

Previous Employment/Activity

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. **It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.**

Skills, Abilities, Knowledge and Experience

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

Disclosure of a Criminal Record (to be completed if you are shortlisted for interview)

IMPORTANT

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of “spent” convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the accompanying Guidance Notes.

Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

Obtaining police checks for period lived outside the UK

At Kendrick School, we seek to ensure that Overseas Criminal Checks are completed on all new starters who have worked or lived overseas for more than 3 months since the age of 18.

If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you please contact us for further guidance.

Further information regarding obtaining a police check from other countries is available via the [Gov.uk website](#) for guidance on criminal record checks for overseas applicants.

Please bear in mind that some overseas countries will charge for a police check. Information for the different countries and fees involved can be found at the above link.

Filtering of Cautions and Convictions

This section provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from:
www.gov.uk/government/organisations/disclosure-and-barring-service

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The Filtering Rules

The rules regarding the automatic disclosure of cautions and convictions on a DBS certificate are set out in legislation.

Standard and Enhanced DBS certificates must always include the following records no matter when they were received:

- All convictions for specified offences
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records must be included depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and a half years

An 'adult' is any individual aged 18 or above at the time of the caution or conviction. A 'youth' is any individual aged under 18 at the time of the caution or conviction.

A 'specified offence' is one which is on the [list of specified offences](#) agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

Any cautions (including reprimands and warnings) and convictions not covered by the rules above are 'protected' and will not appear on a DBS certificate automatically.

Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced certificate automatically.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to [statutory guidance](#).