



Clerical Assistant

GRADE: Grade 3 Point 3

ACTUAL SALARY: £17,992

37 hours per week, 39 weeks per year

Start Date: ASAP

CANDIDATE INFORMATION PACK



What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Clerical Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint a professionally minded person who is able to provide general clerical, administrative and financial support to the school.

Fountains Primary School is based in Burton upon Trent, catering for children aged from 2 to 11 with a wide variety of needs and disabilities.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Jackie Richards on 01283 247600, via email to jrichards@fountains.staffs.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown from seven to 11 academies within its first 18 months and now includes 7 special schools and 4 support centres (PRUs) and a primary school with enhanced resource provision educating young people with a range of additional needs. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

Welcome from the Headteacher



Dear Applicant,

Thank you for your interest in the post of Clerical Assistant at Fountains Primary School. I am very pleased that you are considering applying to work at our school where we all work hard to ensure that every child 'achieves their full potential'.

At Fountains Primary School we pride ourselves on creating a rich and exciting learning experience for all children. All education in school is highly differentiated and is rooted within our four curriculum pathways. These pathways are underpinned by our school values which are centred on Personal Learning and Thinking Skills which develop each child's character.

Our staff team is passionate about empowering children to become as independent as possible, laying the foundations needed for life beyond Primary school and preparing them to meet their future aspirations, so that they will succeed in life.

Every team member is dedicated and has high expectations of the children. Through our inclusive curriculum we encourage all children to continually challenge themselves, embracing their mistakes and working together to 'achieve their potential'.

As Headteacher, I must ensure that all stakeholders (including children, parents and staff) are as supported, healthy and happy as possible. We are keen to employ a wonderful individual who is keen and willing to learn. You will be an effective team player and have a positive disposition to guarantee that each child is well supported.

As well as making a positive contribution to the education of our children, we can offer you a collaborative and professional environment in which you too, through Continuing Professional Development will have the opportunity to 'achieve your own potential'.

As well as this we can offer generous pension schemes (Teachers / LGPS Pension Scheme); a range of health and wellbeing services through Westfield Health; free on-site parking and a commitment to staff wellbeing.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience and strength of character required to fulfil this role.

The closing date for applications is 23:59 on 26 March 2023. If you would like a tour of our school, please contact the school on 01283 247600.

The interview date for this post is 31 March 2023.

Kind regards



Nicola Price
Headteacher
Fountains Primary School

About Fountains Primary School

Fountains Primary School is a special school providing education and support for children aged 2-11 years old. We currently have 185 pupils on roll. This year, 59% of our children have a diagnosis of autism; 19% have a severe learning difficulty; 16% have a moderate learning difficulty and 6% have a profound and multiple learning difficulty.

At our school we have a strong curriculum design which has four curriculum pathways. Each of these ensure that all of our pupils (who are wide ranging in terms of cognition and ability) are challenged appropriately with a bespoke curriculum. Each pathway ignites curiosity and a love of learning. At the heart of each design is a clear vision which is underpinned by our school values, linking to Personal Learning and Thinking Skills.

Our four curriculum pathways are: the Early Years Foundation Stage Curriculum (for our younger pupils); the Engagement Curriculum (for our pupils at the lowest starting points); the Autism Progress Curriculum (for pupils who require a curriculum which is largely Life Skills based) and the Functional Curriculum (for our pupils who follow subject specific learning). Each curriculum is recorded and assessed in different ways.

We strive to enable all our pupils to ‘always achieve their potential’.

Further information about our academy can be found on the website at <https://www.fountainsprimaryschool.co.uk>

The advertisement

Job Title: Clerical Assistant

Location: Fountains Primary School, Bitham Lane, DE13 0HB

Grade/Scale: Grade 3 Point 3 Actual Salary £17,992

Start date: ASAP

Contract: 37 hours per week, 39 weeks per year

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City and East Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employees around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further. We wish to grow further to fulfil our vision to become a centre of excellence for SEND and Alternative Provision.

We are seeking a motivated individual who will work under the direction and guidance of senior staff to provide general clerical, administrative and financial support to the school.

Reporting directly to the School Business Manager.

The ideal candidate will be enthusiastic, keen to learn and able to support existing staff in our busy office.

Benefits include: LGPS Pension Scheme, school holidays, Westfield Health membership and free parking.

For further information, please contact Jackie Richards, School Business Manager at Fountains Primary School, via email to jrichards@fountains.staffs.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 26 March 2023 (23:59)

Interview date: 31 March 2023, at Fountains Primary School

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Clerical Assistant

Esteem Multi-Academy Trust

Post Title:		Clerical Assistant
Location:		Based at Fountains Primary School, Bitham Lane, Burton-on-Trent, DE13 0HB
Purpose:		<ul style="list-style-type: none"> To work under the direction and guidance of senior staff to provide general clerical, administrative and financial support to the school.
Reporting to:		School Business Manager
Responsible for:		N/A
Liaising with:		School Business Manager/Admin Team
Working Time:		37 hours per week, 39 weeks per year
Salary/Grade:		Grade 3 Point 3 Actual Salary £17,992
Disclosure level		Enhanced

PRINCIPLE RESPONSIBILITIES

To achieve the above	<p>Support to Pupils, Parents and the Community</p> <ul style="list-style-type: none"> Undertake reception duties, answer routine telephone and face-to-face enquiries and sign in visitors Assist with pupil welfare duties; liaise with parents, staff, etc. Assist in arrangements for school trips and events <p>Support to the Organisation</p> <ul style="list-style-type: none"> Provide routine clerical/administrative support e.g., photocopying, filing, emailing, completing routine forms, responding to routine correspondence Maintain manual and computerised records/management information systems Produce lists/information/data as required, e.g., pupil data Undertake more complex typing, word-processing and other IT based tasks e.g., assisting in the preparation of minutes, reports, and circulars Take notes at meetings Sort and distribute mail Undertake routine administrative procedures e.g., transport arrangements, catering arrangements, interview arrangements Maintain and collate pupil reports Undertake routine administration of school lettings and other uses of school premises Operate relevant equipment/computer applications (Word, Excel, databases, spreadsheets, the internet) Maintain stock and supplies, cataloguing and distributing as required Operate uniform/snack/other “shops” within the school Provide general advice and guidance to staff, pupils, and others
-----------------------------	---

		<ul style="list-style-type: none"> • Undertake routine financial administration e.g., processing orders, receipts, recording and banking of monies due to the school • Basic first aid <p>Support to School</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate persons • Be aware of, support and ensure equal opportunities for all • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • Demonstrate, give advice and guidance to, or train other employees, students, or trainees on own duties
Other Generic Responsibilities:		
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition 		

Person Specification: Clerical Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Experience of general clerical/administrative/financial work • Good literacy and numeracy skills
Desirable		<ul style="list-style-type: none"> • NVQ 2 Business and Administration or equivalent qualification
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • Effective use of ICT packages • Ability to use relevant equipment/resources • Good keyboard skills • Ability to work constructively as part of a team • Ability to relate well to children and to adults • Good organising, planning and prioritising skills • Methodical with a good attention to detail
Desirable		<ul style="list-style-type: none"> • Knowledge of relevant policies/codes of practice and awareness of relevant legislation
Personal attributes		
Essential		<ul style="list-style-type: none"> • Customer focussed • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Commitment to the provision and improvement of quality service provision • Adaptable to change • Energetic, enthusiastic and decisive • Communicate effectively • Able to learn from experiences and challenges • Commitment to the continuous development of self and others

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2022' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether 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 investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 26 March 2023 (23:59)

Interview date: 29 March 2023

For further information, please contact Jackie Richards, Fountains Primary School, on 01283 247600, via email to jrichards@fountains.staffs.sch.uk.