



NOREMARSH
JUNIOR SCHOOL

Ambition | Belonging | Compassion



RECRUITMENT PACK



Ambition | Belonging | Compassion



WELCOME FROM THE HEAD



Hilary MacMeekin

Headteacher

Dear Candidate

Thank you for taking the time to view this application pack. This is a unique opportunity for the right person to join our warm and welcoming community at Noremarsch Junior School, part of the Ascend Learning Trust.

Our school values of **Ambition, Belonging and Compassion** – our Noremarsch ABC's – are lived all throughout our school. They are lived through our curriculum and in all the interactions taking place in our classrooms, our local community and beyond.

Our vision for our school is to create a community where everyone belongs, where our children feel safe to be confident and ambitious, and where we work together with kindness and respect.

We are thrilled to now be a **Literacy Tree Flagship School**. This means that we have been recognised for our “exemplary and innovative implementation” of the Literacy Tree’s book based approach to teaching English. To gain this accreditation we have demonstrated outstanding practice in delivering a curriculum built around high quality children's literature and effectively embedding the programme across the whole school.

Our school is proud to be recognised as a **Dyslexia Friendly School**. This means we create a learning environment where **every child can succeed**, especially those who think and learn differently.

Noremarsh also holds the **Young Carers Award**, showing our strong commitment to identifying and supporting children who help to care for a family member.

We have also recently joined the **Partnerships for Inclusion of Neurodiversity in Schools (PINs) scheme** in Wiltshire. This is a national initiative involving 20 local schools, designed to improve neurodiverse student outcomes in mainstream education. It connects health professionals, educational specialists, and parent carers to strengthen partnerships, upskill school staff, and provide early interventions.

We are very proud of our achievements and work hard to make sure that we deliver to our children the best possible educational experience by supporting our staff with the best possible Continuous Professional Development.

If you are interested in being part of a fast-paced, caring and innovative team then Noremarsh is for you. We want to hear from candidates who share our vision and values and who have the commitment and enthusiasm to work tirelessly alongside our incredibly supportive team to achieve success for all our community.

We look forward to reading your application.

Hilary MacMeekin

Ambition | Belonging | Compassion





Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 children at primary, secondary and apprentice level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university, please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

Yours sincerely

Jane Coley
Ascend Learning Trust CEO



JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.



Office Administrator

Job Description

Role Summary:

To assist in the running of the school office under the supervision of the Office Manager.

Key Responsibilities:

The post holder may be requested to undertake any but not necessarily all of the following duties as directed by the Office Manager and according to the school's needs.

Reception:

- Providing a warm welcome to all. Dealing with telephone and face-to-face enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e signing in, issuing of identification badges.
- Providing information and support to other staff members as required.
- Providing hospitality for visitors.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.

Administrative

- Updating manual and computerised records/management information systems.
- Updating and distributing communications which may include but is not limited to the school's website, social media, school noticeboards, newsletters and other communication with parents, colleagues and the community.
- Maintaining the school diary.
- To attend, participate and take notes at meetings as required.
- General administrative duties such as photocopying, filing, emailing and completion of routine forms. This could be directly supporting the Headteacher or Office Manager.

Ad Hoc:

Undertake any other reasonable duties as determined by the Office Manager and Headteacher.

Supervision & management: of contractors on site by direction of office manager.

Resources responsibility: Collating money in for items such as dress down days.

Person Specification

Qualifications

Essential

A good standard of general education, to include Maths and English GCSE grade 4/C or above, or further relevant experience in the absence of formal qualifications.

Professional skills/ Knowledge/ Experience

Essential

- Ability to relate well to children and adults and establish good working relationships
- Ability to undertake record keeping as requested,
- Use IT effectively with knowledge of microsoft software (Excel, Word)
- Constantly improve own practice through self-evaluation and learning from others
- Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.

Desirable

- Experience working in a school office
- Experience with School Management System – Arbor

Personal Qualities

- Understanding of responsibilities in relation to safeguarding and promoting the welfare of Children and Young People
- Professional integrity and discretion
- Strong attention to detail and accuracy
- Ability to work independently and as part of an office team
- Commitment to supporting the school's vision and values
- Resilient, adaptable, and solution-focused
- Willingness to learn.
- Commitment to student safety and safeguarding
- Effective time management
- Ability to follow instructions accurately
- Use own initiative and work independently
- Excellent communication skills with adults and children, verbally and in writing
- Work calmly under pressure
- Committed to personal and professional development



Noremarsh Junior School

We are a two-form entry junior school in the heart of Royal Wootton Bassett.

We have strong links to both Royal Wootton Bassett Academy, which the majority of our children transfer to at the end of year 6 and Wootton Bassett Infants School where the majority of our children typically start their educational journey.

We pride ourselves on creating a happy and warm community that enables children to reach their full potential on this step of their education.

At Noremarsh we believe that every child in our community has the right to be inspired by an engaging and purposeful curriculum.

Our school is located in the heart of a rich historical and geographical region and we are developing our curriculum to reflect that. It is a really exciting time for us as a team as we are shaping a curriculum that is ambitious and engaging for all.

We are very proud of the caring and nurturing environment at Noremarsh where kindness runs like a golden thread through all we do.

This can be seen across our school from the warm welcome our office team provide to the interactions between all our year groups on the playground.

We have developed our year six responsibilities and appoint Ambassadors, Sports Leaders and Librarians who have whole school responsibilities, are responsible for mentoring younger children and act as role models across our school community.

We look forward to welcoming you to Noremarsh!

Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

Together we **Belong, Believe, Become**





HOW TO APPLY

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications is it not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

[Noremarsh Junior School MyNewTerm](#)



mynewterm

The logo features the text 'mynewterm' in a lowercase, sans-serif font. The 'n' is stylized with a white outline. Above the 'n' is a white icon of a calendar with four rings at the top.