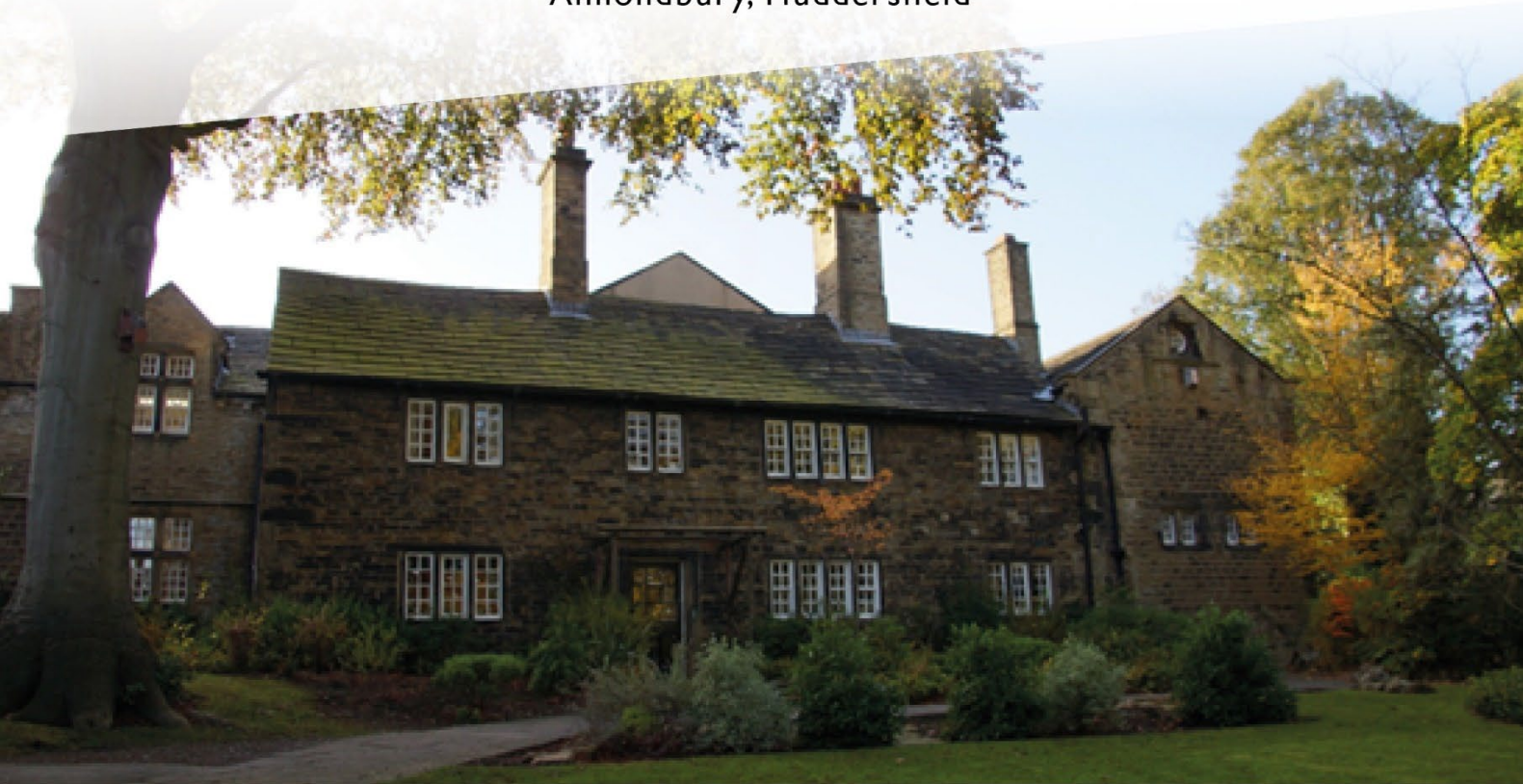


# King James's School

Almondbury, Huddersfield



## **School Administrator – Educational Visits Applicant Information Pack**

St Helen's Gate  
Almondbury, Huddersfield, HD4 6SG  
01484 412990

# Welcome to King James's School

Thank you for taking an interest in joining our school. King James's School is an extremely popular & successful 11-16 mixed comprehensive, serving south-eastern Huddersfield and surrounding villages.

The essence of our school is built around three Hs:

- our distinguished **History**;
- our **Holistic provision**, which develops students both academically and pastorally;
- our **High expectations** and **aspirations**.

Our ethos, summarised in the King James's Way, demands the best from everyone through key values:

- Kindness and compassion
- Inclusion and tolerance
- Nurture and innovation
- Greatness and aspiration

We pride ourselves on being a superb staff team who are highly professional. We all have a passion for learning and are committed to inspire and support all our students to be successful and to develop into confident young adults ready for life after King James's School.

We are committed to safeguarding our students and this is evident in our recruitment processes. We ask all applicants to provide us with two references, which will be obtained prior to any interview. In addition to this, we will also carry out online searches for all shortlisted candidates as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

I really hope that once you have read through this information pack that you apply to lead our team. Please note the deadline an application is 08:00 on Monday 22 June 2026. If you have any queries please contact my PA, Tracey Brook, via email [staff.tbroom@kingjames.school](mailto:staff.tbroom@kingjames.school).

## Comment from the Principal

Thank you for taking an interest in our amazing school. It has been my greatest pleasure to have been part of our incredible journey over recent years. Having joined the school as an Assistant Headteacher in 2004, I became Vice Principal in 2010 and then became the 28<sup>th</sup> Principal in 2015. I am therefore leaving King James's after having spent 22 years in senior management, 11 of those as headteacher.

During this time, our school has undergone substantial transformation; we have had a significant period of success and remain a highly successful and popular school, with enviable traditions dating back more than 400 years.

It is therefore fair to say that King James's is a unique school, and this is a unique opportunity.



# Comment from the Principal Designate







I arrived at King James's School in 2023 as the Vice Principal in charge of Quality of Education. I have completed many years in school leadership in London.



I am honoured and excited to be taking over as Principal in September and I can honestly say King James's is a special school and this is an exciting time to join us.

Special because we are a community, we are ambitious for the best outcomes but we are also invested in people and in the values of a holistic experience for our students. Exciting because after a very successful Ofsted visit in 2025, the school is very well placed to build on and push forward from very strong foundations.

## Meet the Senior Team

<p><b>Ian Rimmer – Principal</b></p> 		
<p><b>Rebecca Walton – Vice Principal - Pastoral and Safeguarding</b></p> 	<p><b>Ben Streets – Vice Principal - Quality of Education</b></p> 	
<p><b>Stephen McNamara – Senior Assistant Principal - Achievement</b></p> 	<p><b>Kirsty Roden – Director of Finance and Operations</b></p> 	<p><b>Abbi Terry – Assistant Principal - Personal Development</b></p> 

# Our Ethos and Values—The King James's Way

<p><b>At King James's School we value:</b></p> <ul style="list-style-type: none"> <li><b>K</b>indness and Compassion</li> <li><b>I</b>nclusion and Tolerance</li> <li><b>N</b>urture and Innovation</li> <li><b>G</b>reatness and Aspiration</li> </ul>	<p><b>and we make a commitment to be a community which promotes:</b></p> <ul style="list-style-type: none"> <li><b>J</b>oining together and helping each other</li> <li><b>A</b>cademic challenge and opportunities</li> <li><b>M</b>utual respect and shared responsibility</li> <li><b>E</b>ngaging and enriching curriculum</li> <li><b>S</b>afe and secure learning environment</li> <li><b>S</b>trong belief in the wellbeing of everyone in school</li> </ul>
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## KING JAMES'S SCHOOL VALUES

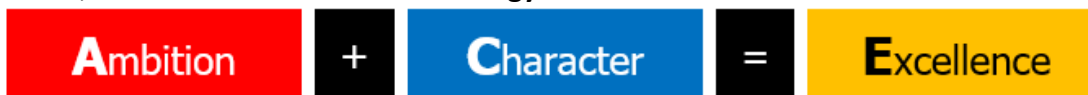


A SCHOOL FOR OUR COMMUNITY



# Our Culture - ACE

Recent times have provided significant challenges for students. The fallout from the pandemic stretches far beyond lost learning. The very fabric of what students are used to, and their confidence in the structures on which they routinely depend, has been severely shaken, leading to significant impact on emotional wellbeing. In order to address these emotional and learning deficits, we have devised our **ACE strategy**.



## Ambition

By providing high-quality experience/opportunity for all, we aim to create an environment in which all students are encouraged to “think big” in order to raise the level of ambition and establish a schoolwide sense of “why not me?”

## Character

Also, in setting clear standards/routines/behaviour norms expected of all students (and staff) around school during lessons/social times, we aim to make explicit “how we do things around here” in order to raise standards in a fair and supportive way.



This vision will be achieved through the delivery of our *Ambition and Character curriculums*.

### **Ambition – provide high-quality experience/opportunity for all:**

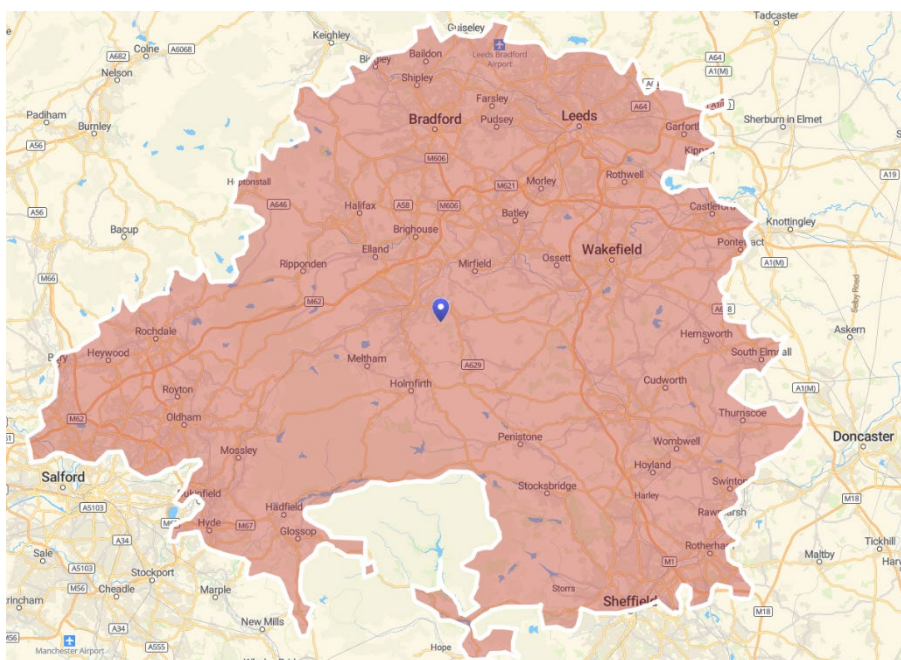
1. Create an environment in which all students are encouraged to **'think big'**, establishing a schoolwide sense of **'why not me'**
2. Expose students to **new experiences** in a variety of contexts
3. Provide students with opportunities which will enable them to become **future leaders**
4. Encourage reflection upon options for **life after King James's** and setting themselves aspirational goals which match their potential

### **Character – establish clear standards/routines/behaviour norms expected of all (staff and students) around school during lessons/social times:**

1. Reflect our core values and ethos, so all stakeholders are clear as to **'how we do things around here.'**
2. Outline the offer we provide to each of our key stakeholders in order to deliver our expectations, routines and the **King James's Way**.
3. Set out the standards, routines, behaviour and character **'norms' we expect of all** our staff and students inside and outside of the classroom.
4. **Set out the standards and routines we expect** from the school community during social times i.e. break and lunches.

# Our Community and Location

Our school is situated approximately 2 miles from the centre of Huddersfield, in a semi-rural position overlooking the Farnley Valley, serving a suburban area and a scatter of villages to the east and south of Huddersfield. We are in an excellent location within easy access to a number of places. This map shows all areas within a 45-minute commute of our school.



Our intake comes predominantly from the priority admission area of Almondbury, Grange Moor, Kirkheaton and Lepton.

We play an important role in our local community from year group charity efforts to promoting local initiatives.



# Our School in Numbers

Type of School	Converter Academy
Age Range	11 - 16
Number of Students	1065
Number of Staff	113
Percentage of students eligible for Pupil Premium	30%
Percentage of students who are children looked after	1%
Percentage of students who require SEND Support	15%
Percentage of students who have an EHCP	2%
Percentage of students with English as an Additional Language	7%
Last Ofsted report	February 2025 'Good'



*Floreat Schola – May the School Flourish*

# Why Choose King James's School?

There are many benefits to working at our school including:

## Pay

- Terms and conditions of employment and salaries at least match national pay and conditions within the education sector.
- Our approach to sick pay and maternity/paternity leave meet or exceed national standards.
- Auto-enrolment into a generous pension scheme – helping you plan for the future

## Flexible working

- Term-time only, part-time and other flexible working patterns are available for a significant proportion of roles.

## PPA

- A minimum of 12½ % PPA for teaching staff - giving you more time for planning and marking

## Refreshments

- Complementary refreshments for those attending evening events
- Breaktime refreshments on INSET days
- Access to a canteen

## Wellbeing

- Up to 3 days paid compassionate leave

## Health

- Onsite counselling service – free and confidential
- Free flu vaccines – helping you to try and stay well
- Free eye tests and contribution to your glasses (*if this is appropriate*)

## Finance

- Access to discount sites through *vivup* – making your money go further
- Parking
- Free onsite parking, with some car charging ports

## What do our staff say about working at KJS?

*It is a superb school with so many positive things going for it*

*The staff are amazing*

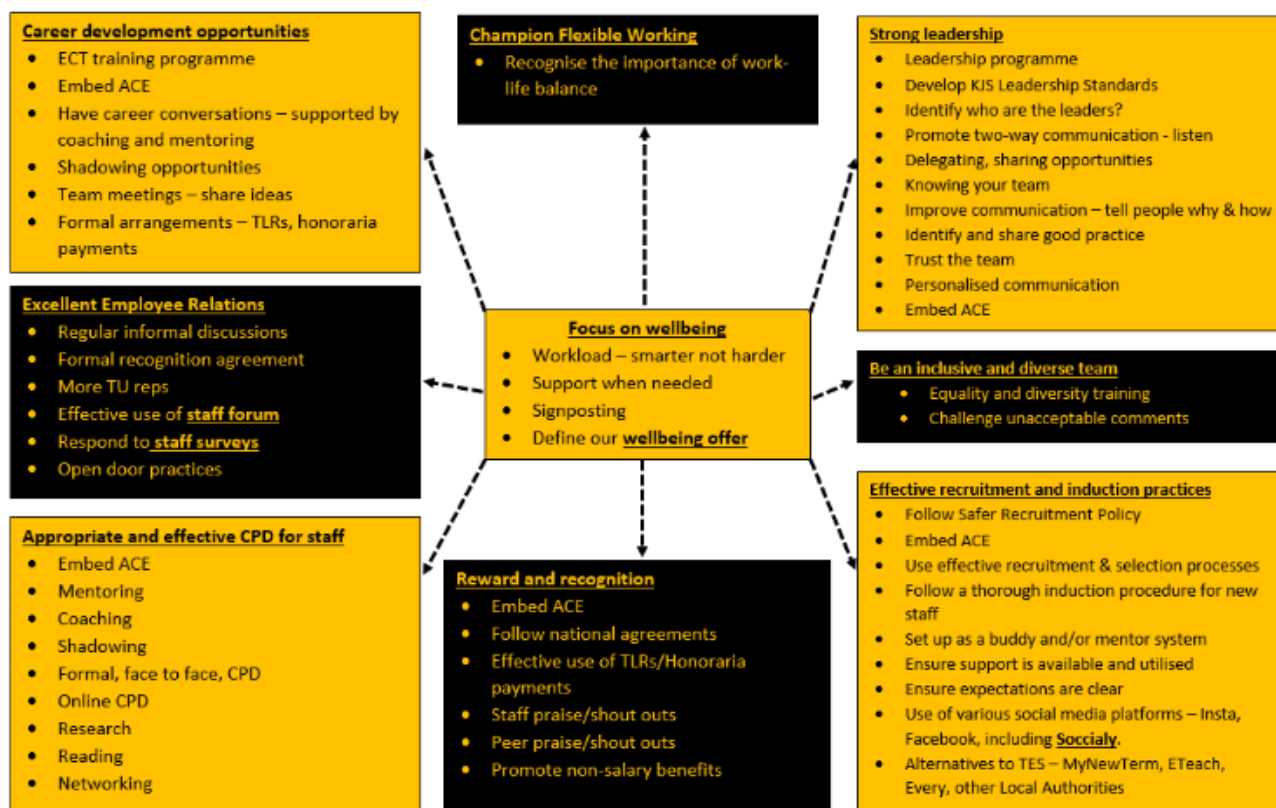
*CPD is available on a wide range of topics to undertake as and when needed*

*A lovely environment to work in*

# King James's School – A Great Place to Work



# What You Can Expect from KJS



## Our Team

Our staff really make our school a special place to work and learn. We value the contribution of each and every individual in school who help us to provide our students with a safe and stimulating learning environment.

We currently have approximately 115 members of staff. We also regularly have student teachers in school, training with our partner organisations such as C&K SCITT and Manchester Nexus SCITT; all of these people play an important role in our success.



We are split into 8 faculties; Business and Computing, Design and Technology, English, Humanities, Maths, Modern Foreign Languages, Performance and Science. We work hard to share best practice within our teams and to provide opportunities for staff to grow and develop whatever their role or career aspirations.

# Our Curriculum and Pastoral System

We have a three-year KS3 which provides a broad and balanced curriculum for all our students. All students take courses in English, Mathematics, Science, Art, Design Technology (including Food and Textile Technology), French, Spanish, History, Geography, Religious Education, Music, Drama, Physical Education, Integrated Studies (personal, social and citizenship education) and Computing.

Students at KS4 will typically be entered for up to 9 GCSEs depending on their 'pathway'.

All students follow GCSE courses in English Language, English Literature, Mathematics and Science. The Science course is worth 2 GCSEs.

Students who have demonstrated flair and aptitude in Science also have the opportunity to take Science as an option, allowing them to gain individual GCSE qualifications in Physics, Chemistry and Biology.

Students choose further subjects from a range of other GCSE or vocational courses. Some students may require a more personalised learning and may follow fewer subjects dependant on their personalised needs. The full set of courses currently offered this academic year at KS4 are:

- Art (Fine Art, Textiles, Graphics)
- Business Studies
- Computer Science
- Food Nutrition
- Geography
- History
- *Health and Social Care*
- *Creative iMedia*
- Modern Foreign Languages (French, Spanish)
- Music
- PE
- *Performing Arts (Drama)*
- Science (Triple)
- Statistics

In addition to the above examination courses, all students follow non-examinable courses in Physical Education, Personal and Social Education, Careers and Religious Education.

As a school we offer a wide variety of extra-curricular activities and some of these are designed to support our students in their studies.

At King James's School we provide a strong network of pastoral care with the core purpose of ensuring that students feel happy, safe and able to achieve. The fostering of respectful relationships between students, their peers and staff allows everyone to feel a sense of pride in their school community and how it develops.

Student support begins with the form tutors who provide the all-important daily contact with the students. They monitor attendance, punctuality and behaviour and generally ensure students are happy and progressing. They are the first point of contact for parents.



# Job Advert

## The role

We are seeking to appoint a highly organised and proactive School Administrator to join our Business Support team. This varied role will provide essential administrative support across the school, with a particular focus on trips and educational visits.

This is a part-time, term-time role, working 22.5 hours per week Monday to Friday from 08:00 to 12:30.

The role also includes attendance on INSET days and around GCSE results day, which is usually the third Thursday in August.

## Us

At King James's School, we are ambitious for the very best outcomes for every one of our students, and we believe that education is more than just examinations and lessons. Our school focuses on providing a holistic experience that inspires curiosity, builds confidence and character in our young people and prepares them for their future by giving them strong foundations and happy memories.

We are a community-focused school built on respect, inclusion and the belief in valuing and developing people. We had a highly successful Ofsted in 2025 that highlighted we are a very good school that should now strive to be a great school, that is our ambition in all senses. This is an opportunity to be part of our school.

## You

To succeed in this role, you will possess excellent organisational and communication skills, enabling you to interact confidently with staff, students, parents/carers, and external organisations on a daily basis. You will be proactive, enthusiastic, and adaptable, with the ability to use your initiative and respond effectively to changing priorities. You will also bring a strong administrative background, with a good working knowledge of IT, particularly the Microsoft Office suite.

## Safeguarding

All applicants will be required to provide two references, which will be obtained prior to interview. As part of our safer recruitment processes, online searches will also be carried out on shortlisted candidates.

The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check. This role involves direct contact with children and is therefore classified as regulated activity. In line with this, the post is exempt from the Rehabilitation of Offenders Act 1974, and candidates are required to disclose any relevant criminal convictions.

## Salary

This post is paid at Grade 6, spinal column points 7-11. You will be paid for 45.3 week per year, which is the equivalent of term time plus one week. The starting salary is £17,406, increasing to £18,552.

## Applications

Completed applications must be submitted by **8:00 on Monday 22 June 2026**..

# Job Description

## **PURPOSE OF POST**

The post holder will work as an integral part of the administration team to support the smooth running of school systems and events.

## **KEY AREAS**

1. School events
2. Administration
3. General Duties
4. Cover for Absence
5. Continuous Professional Development
6. Safeguarding
7. General

## **Duties & Responsibilities**

### **School Events**

- Be the administrative lead for a variety of school event throughout the year. This will involve liaising with staff, students, parents/carers and external organisations to ensure events run smoothly
- Provide support to colleagues who are the lead for school events, as needed

### **Administration**

- Managing data flow including collation, input, reporting and analysis
- Utilise the management information system and other systems to report on, and analyse, relevant data
- Produce letters and other documentation for use within school and to be distributed to the school community

### **General duties**

- Provide cover on Reception as required
- Provide Reception cover on GCSE results day, or the following day, on a rota basis
- Be a point of contact for parents/carers, staff and students
- Respond to queries face to face, over the phone, and in writing
- Attend meetings and produce minutes, as required
- Produce correspondence for parents/carers, staff and students
- Support colleagues in the delivery of key school events

### **Cover for Absence**

- Provide cover for a variety of roles in school including Exams Officer, Reception, Reprographics Officer and ILC Manager
- Provide support to the above roles according to need

### **Continuous Personal Development**

- Share best practice with the team
- Ensure all relevant training is current
- Attend training to enhance knowledge of issues which may be affecting students
- Ensure skills are kept fully up to date across all areas of school administration

### **Safeguarding**

- Act as a First aider
- Ensure that the school safeguarding and child protection procedures are followed
- As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

### **General**

- Support the school's distinctive ethos and values, and actively promoting our policies and practices
- Carry out any reasonable task as requested
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications

**RESPONSIBLE TO: Principal's PA**

# Context Sheet

## Duties & Responsibilities

### Educational Visits

- Be the administrative lead for all educational visits
- Act as the school Educational Visits Co-ordinator, in line with the Educational Visits and School Trips Policy

### Liaison with others

- Communicate with parents/carers in relation to educational visit, ensuring appropriate consent is obtained and all payments are made
- Communicate with host organisations, transport companies and travel agencies to ensure the smooth running of all educational visits
- Work closely with visit leaders to ensure the smooth running of all educational visits, ensuring all appropriate Health & Safety paperwork is completed and submitted to the Local Authority.

### Student Rewards

- Run the ACE Shop as part of a rota

# Person Specification

Requirement	Essential	Desirable
<b>Qualifications and Experience</b>		
Administration experience	✓	
Good literacy and numeracy skills	✓	
Experience of working within a fast-paced environment	✓	
Experience of being an EVC		✓
<b>General and specialist knowledge</b>		
Knowledge of specialist in-house computer systems	✓	
Knowledge of Microsoft Office, including Outlook, Word and Excel	✓	
Understanding of the principles of GDPR	✓	
Broad knowledge of school procedures in relation to educational visits		✓
<b>Communication skills</b>		
Ability to communicate verbally with a wide variety of stakeholders including staff, students, parents/carers and visit suppliers	✓	
Ability to produce good quality written correspondence	✓	
Ability to build respectful and appropriate relationships with a variety of stakeholders including staff, students, parents/carers and visit suppliers	✓	
Ability to convey information in a way which is understood by a variety of stakeholders	✓	

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
<b>Time management</b>		
Ability to manage competing demands effectively	✓	
Ability to manage a workload and meet deadlines, while working to a high standard	✓	
Ability to work under time pressure	✓	
Ability to demonstrate flexibility to meet the needs of the school	✓	
<b>Personal Attributes</b>		
A good attention to detail	✓	
Ability to work as part of a team as well as independently	✓	
Responsive to change	✓	
Excellent organisational and planning skills	✓	
Committed to continued professional development and self-evaluation	✓	
High personal standards and integrity	✓	
Committed to being a team player and supporting colleagues	✓	
<b>Wider school</b>		
Committed to safeguarding the welfare of students	✓	
Committed to equality	✓	
Willingness to be involved in the wider life of the school	✓	