



21 hours per week
Working hours 8.30am-3.30pm
Monday, Tuesday & Wednesday
Hours non-negotiable

Thank you for your interest in the vacancy at Crowdys Hill School.

These guidance notes are designed to provide you with information to help you complete your application form correctly and give you information about our and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice regarding the vacancy or the recruitment process, please contact Trudy Topp Senior Admin Manager at Crowdys Hill School – 01793 312266 or email ttopp@crowdyshill.swindon.sch.uk

When completing the application form, please refer to the following information:

Job Description – this details the main duties and requirements for the post and provides an understanding of the role

Person Specification – this describes the skills, knowledge and experience required for the post

Advertisement – this will give you brief details of the job and key dates of the recruitment process

Please ensure you complete all parts of the application form, unless otherwise indicated, preferably electronically. **Curriculum Vitaes (CV's) are not accepted.**

The application form will be used to assess your skills, knowledge, and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete.

If you require additional space, separate sheets will be accepted, but please ensure they are attached securely to the back of the application form or as attachments if submitting electronically.

Late applications will not normally be considered.

We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.

Personal Details

Only personal information required for processing your application is requested in the main body of the application form.

Disabled Applicants

As an equal opportunity employer, we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview or test.

If you consider yourself disabled, **please indicate this on the form in the appropriate section** also indicating if you require any adjustments and/or adaptations in order to attend for interview.

Equal Opportunities

To view the Equal Opportunities Policy in full, please visit <https://crowdyshill.swindon.sch.uk/policies.html>

SAFEGUARDING

Safeguarding students at Crowdys Hill is a priority. All appointments to posts are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The school maintains a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can directly refer themselves in extraordinary circumstances). Those trained in Child Protection are identified throughout school documentation and on the school's website.

Within their work, employees are required to identify, attempt to prevent, or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people, and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Crowdys Hill School.

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people.

In accordance with the provisions of the Data Protection Act 1998, and new GDPR 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Crowdys Hill School is committed to safeguarding and promoting the welfare of children. We are an equal opportunities employer. Pre-employment checks including employment references, an Occupational Health Check and an Enhanced DBS Disclosure will be required for the successful applicant. Photographic identification, evidence of right to work in the UK, proof of current address and certificates of any relevant qualifications will need to be provided at interview stage.

This post is exempt from the Rehabilitation of Offenders Act 1974. Crowdys Hill School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form.

Applicants must be fluent in the English Language (as a requirement of Part 7 of the Immigration Act – for the effective performance of a customer facing role).

In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and are subject to an enhanced Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) check. These posts may also be subject to further DBS re-checks at appropriate intervals.

Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

References

All applicants are expected to provide **three referees**, as detailed on the application form.

If you have just completed full-time education, you will need to provide the name of your Headteacher/Principal or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference.

‘Open’ references e.g. those addressed “To Whom It May Concern”, will not be accepted.

Supporting Documents

All applicants called for interview will be required to provide original evidence for the following:

For interview:

Eligibility to Work in the UK**

When employment is offered:

Identity*

DBS (formerly CRB) application form*

Qualifications/Training*** – if applicable

Confirmation of Registration with the relevant Professional Body – if applicable

Driving documents – if applicable

We **will not** be able to confirm an offer of employment until we have confirmed the above and received suitable references.

* Details of what documentary evidence you can provide will be detailed on the invite to interview letter, alternatively please refer to http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811

** In accordance with the Immigration, Asylum, and Nationality Act 2006, all candidates are required to provide proof of the Right to Work in the United Kingdom. For further information please refer to <https://www.gov.uk/browse/visas-immigration/work-visas>

*** You can check the validity/level of any overseas national's qualifications by contacting the National Recognition Information Centre for the United Kingdom (NARIC) www.naric.org.uk

Employment History & Gaps in Employment

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed. This must be a full history going right back to your first employment, giving the month and year of each job. If this is incomplete and you are shortlisted for interview you will be asked to supply this before the interview date.

Private Health Care

After 6 months' employment you will be eligible to join our private health scheme provided by Vitality.

Online Checks

All candidates will be subject to online checks as part of the shortlisting process.

Data Protection

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence and processed in accordance with **the Data Protection Act 1998 and the new GDPR Regulations 2018**.

The information you provide will be used in the following ways:

- To assess your suitability for the post
- To confirm information you have supplied, with third parties, as considered appropriate
- To promote, monitor, and act to ensure our recruitment policies, procedures and processes comply with legislation, our Employment Equality Policy and associated strategies and plans
- To answer requests for information made under the Freedom of Information Act 2000 or related legislation
- It will only be disclosed where lawful obligation applies

Applications and related information in respect of successful candidates will be held securely on computerised and/or manual filing systems in accordance with the Data Protection Act 1998 and the new GDPR Regulations 2018.

Full details available upon request.

JOB DESCRIPTION

Annual Review Admin Assistant

Introductory Statement:	The post holder will be part of the Admin Team carrying out administrative duties pertinent to a school environment.
Start Date:	This is a permanent part-time role – 21 hours per week Term time only + Staff Training Days and 1 week in August, NB holidays cannot be taken in term time.
Salary:	L Grade £26,522 – pro rata actual starting point dependant on experience. Actual Salary - £12,890 per annum at point 1.
Accountable to:	School Business Manager, Headteacher, Deputy Head, Senior Admin Officers
Liaising with:	Teaching staff, TAs, Leadership Group members, relevant associate staff, external partners, LA staff, Parents and Governors.

“Learning for Life”

Our emphasis on self-improvement and the continuing desire to do what we do well is integral to the successful delivery of high-quality teaching and learning that serves to meet the social, emotional, and mental health needs of all our students.

Recruiting high quality, specialist staff is of critical importance as part of our improvement process.

Our school, and the needs of the students on our roll, demands flexible, solution focussed and positive responses from all staff, which are expected to exercise individual initiative within a team framework. We are, therefore, seeking to employ an outstanding professional to complement our busy Admin team working with our Annual Review Manager to oversee the Annual Review Process.

Key responsibilities

- 1 Send invitations for each students Annual Review to parents and professionals.
- 2 Preparation and collation of paperwork before the Annual Review.
- 3 Checking all parental and professional details are up to date and correct before paperwork is sent out.
- 4 Scanning of relevant documents for Annual Reviews.
- 5 Run attendance reports and other reports as necessary ready for the Annual Reviews.
- 6 Accurately update the undertake general clerical duties to produce letters, reports, and other documents to a high standard as and when required.
- 7 Work as part of our busy Admin Team offering support to other members of staff as and when required.
- 8 Use the School Management System (SIMS) for various tasks and report running – training will be provided.
- 9 To provide cover for reception.
- 10 To work with the school to ensure the safety of all students by complying with all Safeguarding Policies.
- 11 To take part in in-service training and maintain personal professional development, as required.
- 12 To undertake reasonable duties and responsibilities as may be determined in consultation with the Headteacher, School Business Manager and members of the Admin Team.

PERSON SPECIFICATION: Admin Support – Annual Reviews

In order to effectively undertake this role, the following attributes have been identified as important for the post holder to have.

Qualifications	Essential	Desirable	A	I	R
C grade or equivalent in GCSE Maths and English	✓		✓	✓	
Relevant office based NVQ Level 2 or above or equivalent qualification		✓	✓	✓	
Further relevant qualifications i.e. First Aid		✓	✓	✓	
Experience	Essential	Desirable	A	I	R
Have an excellent working knowledge of Microsoft Office especially Word and Excel	✓		✓	✓	✓
Fill in the application form without the use of AI i.e ChatGPT, Co-Pilot etc	✓		✓		
Fully completed the application form including details of 2 referees including email address, a full employment history, all other sections filled in	✓		✓		
Knowledge of SIMS		✓	✓	✓	
Ability to communicate clearly and work as part of a team	✓			✓	✓
Have experience of working in an education setting		✓	✓	✓	✓
Have experience of the Annual Review process		✓	✓	✓	
Have some experience of children with special educational needs		✓	✓	✓	
Skills	Essential	Desirable	A	I	R
Be patient and have good listening skills and relate well to children and adults	✓		✓	✓	✓
Effective teamwork, including being supportive of colleagues	✓		✓	✓	✓
Have a good eye for detail and attention to detail	✓		✓	✓	✓
Have excellent administrative and organisational skills	✓		✓	✓	✓
Be reliable and adaptable	✓		✓		✓
The ability to represent the school in a professional capacity to third parties	✓		✓	✓	

Attributes	Essential	Desirable	A	I	R
Demonstrate high levels of energy and good humour with full dedication and commitment to the school	✓			✓	✓
Be able to work under direction	✓		✓		✓
Self-motivated and able to work with initiative	✓		✓		✓
Demonstrate effective time management skills	✓		✓		✓
Ability to relate well to young people and adults from a range of backgrounds	✓			✓	✓
Be trustworthy and discreet, maintaining confidentiality	✓		✓		✓

These attributes will be identified by means of the application, interview, and references as appropriate.