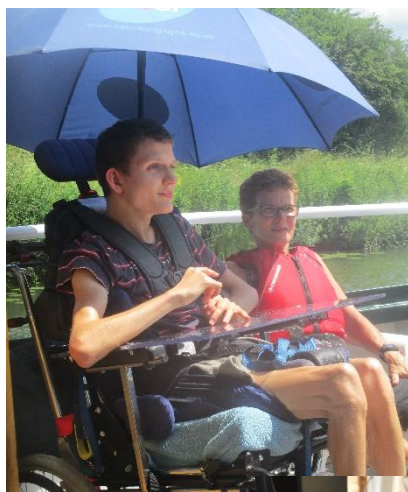




Administration Assistant – Application Pack

**St Rose's School, St Martin's Post 19
& St Rose's Nursery**

Stratford Lawn, Stroud,
Gloucestershire, GL5 4AP
T. 01453 763793 F. 01453 752617
www.stroses.org.uk | admin@stroses.org.uk
Charity No. 271922



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Dear Candidate,

Thank you for your interest in the role of Administration Assistant at St Rose's School.

I am very pleased that you are interested in working for us and hope this recruitment pack provides you with all the necessary information that you may need at this stage in the recruitment process.

We are extremely proud of what we are able to offer our students. The education, therapy and care staff work closely to ensure the best outcomes for our children and young people. Everyone at St Rose's and St Martin's strives to ensure the provision we offer gives our students a rich curriculum and learning experience tailored to suit their individual needs so that they can achieve their learning potential.

Our vision is to be an exceptional specialist school and college delivering the highest quality of education, therapy and care for children and young people to enable them to achieve their maximum independence and develop as valued members of society.

We are ambitious about equality, diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description.

St Rose's is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact Linda Blackwell, Secretary to the Principal via email linda.blackwell@stroses.org.uk for further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Sheila Talwar
Principal

St Rose's

St Rose's is the organisational name in which St Rose's Special School, St Martin's College and Residential Care sits within, working on the same site and sharing some facilities.

St Rose's School

St Rose's offers education to children and young people in early years (ages 2–5); main school (ages 5-16) and sixth form (ages 16-19). We believe in education without barriers and, accordingly, each child/ young person follows an individual curriculum that is adapted and modified to suit their needs. This is delivered in a range of facilities, some of which are dedicated to the specific provision, and some that are shared. Students also benefit from partnerships with other providers (including mainstream schools and FE colleges).

Staff across the organisation are committed to helping every child and young person learn and achieve; they seek to provide opportunities that allow each to be challenged to develop their full potential and acquire their own sense of independence. A key aspect of St Rose's provision is the way that staff work 'seamlessly' together to refine their approach with each student. Our curriculum provision is constantly being evaluated and student progress monitored so that we can be confident that we are providing the best experience for each child/ young person. ICT (information communication technology) provides an important range of tools to support this and staff are skilled in helping students learn to use assistive technologies to maximise their learning and progress.

Student progress and achievement is shared with parents and professionals (where appropriate) in a range of ways including Individual Plans (a document combining an Individual Education Plan and an Individual Therapy Plan); care plans; person-centred annual review meetings; parents' consultations, written reports and a home-school communication book. Parents and carers play an important part in helping their son/ daughter to achieve their potential and are encouraged to be in regular contact with staff so that the changing needs of each young person can be addressed. A parents' forum and focus group both offer important channels of communication.

St Martin's College

At St Martin's our aim is to develop the skills and knowledge our students need for the future so that they can lead fulfilling lives in their long-term destinations and our personalised approach ensures our students prepare for adulthood and achieve as much independence as possible.

There is a strong focus at St Martin's on making the college experience an enjoyable one whilst enabling our students to develop life skills and independence. We want them to benefit from everything on offer and our activities are student led whenever possible.

Residential care

Being away from home is a big challenge and we strive to create an environment that reassures children and young people by working closely with their families and carers prior to them staying. They are confident that their needs will be met in a family-oriented setting, where everyone is valued.

Residential students and their families have the added reassurance of 24-hour nursing support during the week and overnight at weekends.

The dedicated, caring and highly trained staff at St. Rose's and St Martin's work closely together, endeavouring to provide new activities and opportunities to inspire the children and students to achieve their optimum level of participation and independence. They are encouraged to take responsibility and be involved in their care programmes at whatever level is appropriate to them. We provide person-centred programmes where individual needs guide the specialist support the students receive.

Students are able to use the excellent onsite facilities during their residential stays. These include the hydrotherapy pool, sensory garden; use of a full-sized trampoline for rebound therapy to name but a few. The grounds are extensive and wheelchair accessible, allowing students to enjoy the outdoors whenever they want to.

St Rose's Vision, Mission and Values Statement

Our Vision:

To be an exceptional Catholic specialist school and college delivering the highest quality education, therapy and care for children and young people, to enable them to achieve their maximum independence and develop as valued members of society.

Mission:

Working together, to help each child and young person flourish educationally and spiritually, to reach their full potential in a Christian community and believe in their worth as children of God.

Values:

Community, Compassion, Courage, Challenge, Hope, Peace, Perseverance, Respect, Inclusion and Understanding.

St Rose's Special School Staff Benefits

St Rose's Special School recognises that our staff are our most important asset, and we are aware that the quality and commitment of our staff is critical to our success. We offer all our staff the following staff benefits:

- A supportive ethos and well-being of all staff
- Employee Assistance Programme through Care First
- Employer contributions to Nest Pensions or Teachers Pension Scheme
- Excellent CPD opportunities and career progression
- Free meals for care staff working evenings and weekends.
- Free parking
- Free use of our hydrotherapy swimming pool on a Monday evening (term time only)
- Non-teaching staff salaries are in line with NJC bands and NHS Bands
- Paid study support (criteria applies)
- Subsidised fees for our on-site Nursery
- Subsidised lunches
- Very generous annual leave entitlement for non-teaching staff equating to 30 days plus bank holidays (pro-rata for part time or term time only posts)
- Staff referral/recruitment bonus of £100

Terms and Conditions

Line Managed by:	Business Manager via Principal's PA
Line Management:	Not Applicable
Contract:	Permanent
Salary:	Salary calculated in line with NJC pay scale, Grade 4 points 7 to 10 - £26,403 to £27,694 pro rata (Actual starting salary £23,864). (starting salary and pay points will be aligned with relevant regional NJC spine on appointment)
Hours of Work:	37 hours – Term time only + INSET + 10 days in holidays
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	All staff (where applicable and when they meet pension requirements) are automatically enrolled into either a NEST Pension or a Teachers Pension Scheme
Holiday Entitlement:	The annual holiday entitlement for non-teaching staff who are employed all year round is 30 days plus Bank Holidays For term time only staff, six weeks holiday will be incorporated into the number of weeks you are paid in the year.
Probation Period:	New staff are required to complete a four-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Administration Assistant

Job Purpose

To work as an integral member of the school administration team, whilst providing a strong administrative service to the wider school team comprising of teachers, nurses, therapists and business support colleagues.

General Duties

To undertake a range of administrative duties to support the smooth running of St Rose's, whilst engaging positively and professionally with external stakeholders.

Administration duties:

- Preparation, taking minutes and distribution of Education, Health, Care Plans
- Update our management system (PASS) as necessary
- Undertake general typing, filing, copying, laminating and archiving as required
- Type letters and other communications to parents and carers
- Maintain the school calendar
- Process any outgoing mail
- Assist with the maintenance of student records and archiving
- Assist with the Department of Education and Catholic census
- Any other duties as directed by line management

Assist with recruitment and human resources duties as required:

- Assist with placing adverts on the appropriate forums and ensure they are up to date, coordinating with the HR Administrator or Business Manager as required
- Prepare new starter packs and policies
- Prepare the Staff handbook ensuring the latest version of the document(s) are used
- Assist with the recruitment process including:
 - Safer recruitment process for all new staff during all stages of the recruitment cycle
 - Seeking references
 - Invitation to interview
 - Liaising with the relevant line manager to compile job specific interview questions
 - Booking of interview room and ensuring refreshments are available for the interview panel and candidates
 - Collating returned documentation
- Complete all administration relating to absence forms, ensuring they are entered into PASS, signed and distributed as appropriate
- Assist with other HR activities including maintaining staff training and staff hours lists

Reception duties:

- Cover for reception as and when necessary – be the welcoming first point of contact for all site visitors and telephone enquiries, ensuring all information is recorded correctly prior to passing the visitor or call through to the relevant staff member

Other responsibilities:

- To adhere to St Rose's policies on Quality, Diversity & Inclusion, Health & Safety, Safeguarding, E-Safety and Acceptable Use
- To maintain data protection and confidentiality at all times

- To contribute to the overall ethos/work/aims of St Rose's and maintain good communication with all stakeholders
- Present a positive personal image, contributing to a welcoming environment and treat all users of St Rose's with courtesy and consideration
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job as required by the Principal or Vice Principal or staff with delegated responsibility

Special notes or conditions:

- We are committed to safeguarding and promoting the welfare of students and young people and expect all staff and volunteers to share this commitment. The post will be subject to a Enhanced DBS to satisfy safeguarding requirements
- The post holder will be required to fulfil their role adhering to St Rose's Safeguarding policy and report any concerns in line with this to the Designated Safeguarding Lead or relevant body
- To fulfil duties and use equipment safely, the postholder will need to adhere to the St Rose's Acceptable Use policy
- Strict confidentiality should always be observed in line with our Confidentiality Policy

Signatures:

- This job description is current at the date below but will be reviewed periodically and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signature of Employee:

Date:

Signature of Principal:

Date:

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and experience:		
	Educated to GCSE level in Mathematics and English to Grade C or above (or equivalent) Experience of working in an office environment and undertaking a range of administrative tasks Experience of working in a team environment and supporting and engaging with colleagues in a professional manner Experience of providing excellent customer/stakeholder services both internally and externally IT literate with experience of Microsoft Office Packages i.e. Word, Excel, Powerpoint, Outlook Excellent telephone skills and manner	Previous experience of working in a school or other educational institution NVQ 3 in Business Administration (or working towards) or appropriate equivalent qualification
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	Manage own workload whilst dealing with conflicting priorities and tight deadlines An enthusiastic, self-motivated, reliable and flexible team player Good communication skills both written and verbal Good interpersonal skills with the ability to work and engage with a variety of people and colleagues Smart and professional appearance	