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The School Prospectus can be found on our website: [www.kingsmead-school.com](http://www.kingsmead-school.com)

June 2018

Dear Applicant

**AEN (Additional Educational Needs) Administrative Assistant**

Thank you for expressing an interest in this post. I do hope you will be interested in applying.

With this letter I enclose a standard application form for your completion and a job description. The closing date is 12 noon, Monday 25 June 2018.

The application form is also available in Word format on our website under Joining Us/Vacancies.

If you have any questions relating to this post, please do not hesitate to contact Jo Roberts, Administration Manager on 01984 623483 or email: [jo.roberts@kingsmead-school.com](mailto:jo.roberts@kingsmead-school.com).

We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'E Pow', written in a cursive style.

Mrs E Pow  
Business Manager

## **KINGSMEAD SCHOOL : INFORMATION FOR APPLICANTS**

Kingsmead School is a rural Academy with a fully comprehensive intake situated near the Devon/Somerset border, close to the Brendon Hills and Exmoor. It is a magnificent area in which to live and work. Not only is there the tranquillity and beauty of the countryside but there is the rapidly growing county town of Taunton nearby and easy access (20 minutes) to the M5 for connections to the rest of the country.

The School lies in the small town of Wiveliscombe. It caters for the age range 11-16 and has over 800 daytime students. The School is very successful and is oversubscribed. Our latest Ofsted Report, in March 2017, gave an overall judgement that Kingsmead is a "good school".

We strive to live our core values of Respect, Determination, Care and Aspiration. Our educational philosophy is simple and uncompromising. We believe that challenging students to achieve academic results beyond their targets is vital in ensuring that they aim high in life. We know that students thrive and learn in an environment where they feel safe and nurtured. All students have potential to be discovered and developed and it is our duty as teachers to help them make full use of their talents and abilities. We believe that all skills and talents should be recognised and celebrated within and beyond our curriculum. We strive for quality, set high standards and have high expectations. We believe this is the key to the outstanding achievements of our students in so many fields in recent years - high expectations and a commitment to give of their best and get involved in the life of the school.

My expectations of the staff at Kingsmead are equally uncompromising, Staff, irrespective of their role, lead by example and act as positive role models for our students. We are determined to deliver the highest quality teaching and ensure the needs of all our students are met effectively.

We are confident you will find that Kingsmead is a welcoming school where students are happy and learn in a supportive, secure and purposeful environment.

We firmly believe in developing an international dimension for the school and we have strong links with Europe and also with Zambia in Africa.

Kingsmead is a pleasant and stimulating place and the staff are committed, friendly and supportive. The students are responsive and well behaved. The school is committed to continual curriculum improvement and the professional development of its staff.

We have high expectations. We expect staff to support our caring, student-centred ethos, to be supportive of each other and to set high standards for our students.

If you like the sound of Kingsmead and think you have something to offer, we would welcome your application.

**"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to this commitment."**



## JOB DESCRIPTION

<b>Section:</b>	Education
<b>Job Title:</b>	Additional Educational Needs (AEN) Administrative Assistant
<b>Responsible To:</b>	Assistant Headteacher - Inclusion
<b>Reports To:</b>	PA to the Assistant Headteacher - Inclusion
<b>Main Purpose of Job:</b>	
To provide confidential, efficient and effective administrative support to the AEN Department.	
<b>Main Responsibilities and Duties:</b>	
<p>To provide general administrative services to the AEN department, working under the direction of the PA to the Assistant Headteacher - Inclusion, including:</p> <ul style="list-style-type: none"> <li>• Provide a full and confidential administrative service to the AEN Department</li> <li>• Produce reports from SIMS.net as required</li> <li>• Word processing correspondence, reports, agendas and minutes</li> <li>• Oversees the Inclusion Centre register and liaises with Attendance Officer</li> <li>• Liaises with Team Leaders and the Exams Officer to organise and maintain the exam timetable for AEN students</li> <li>• Maintains a database of Student Support Plans and student One Page Profiles</li> <li>• Assists with the administration of the Teaching Assistant's timetables</li> <li>• Maintains the student filing system for the AEN department</li> <li>• Shares with other administrative staff, point of contact by telephone and conveys information and passes messages as appropriate</li> <li>• Photocopying</li> <li>• Organises refreshments for meetings</li> </ul>	
<b>Facts and Figures:</b>	
No supervision of staff. Works in accordance with standard procedures	
<b>SUPPORTING PROCESSES</b>	
<b>Problem Solving and Creativity:</b>	
<ul style="list-style-type: none"> <li>• Deals with changing and conflicting deadlines and frequent interruptions to work</li> <li>• Presentation skills required to produce high quality school documents</li> <li>• Completes statutory documents which require a high degree of accuracy</li> </ul>	
<b>Decision Making:</b>	
<ul style="list-style-type: none"> <li>• Works under direction of PA to Assistant Headteacher - Inclusion</li> <li>• Works to deadlines</li> </ul>	

**Physical Effort and Working Conditions:**

- Constant use of VDU within H&S guidelines – School office environment with constant interruptions

**Contacts and Relationships:**

- Staff, parents and visitors – providing information, advice and guidance
- Students with varying degrees of additional education needs

**Knowledge, Skills and Experience:**

- Basic level of education, a minimum 5 A\*-C GCSE qualifications or equivalent, including English and Maths
- ECDL or equivalent qualification
- Previous experience of working in an office environment
- Excellent communication skills, prioritisation and organisational skills, flexibility confidentiality, initiative, tact and diplomacy

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

Designated Senior Manager: ..... Date: .....

# **AEN Administrative Assistant**

## **Conditions of Service**

<b>Salary Scale</b>	Points 13-17, £17,391 - £18,672 per annum, pro rata Actual salary £11,970 - £12,852 per annum
<b>Duty Times</b>	Monday to Friday 8.30 am – 3.00 pm 30-minute break (12.30 – 1.00 pm)
<b>Working Weeks</b>	Term time plus 5 days' INSET

## Travelling to Kingsmead School – Wiveliscombe



Wiveliscombe is situated on the B3227 Taunton - Barnstaple Road (formerly the A361), 4 miles from the Devon/Somerset border and 10 miles from Taunton. There is also access from Junction 25 of the M5; the route is well signed through the North of Taunton. There is also access from Junction 26 via Wellington. There are two car parks, one in North Street and the other off Croft Way.

### Directions to Kingsmead

From Taunton, travel along the B3227.

In the centre of Wiveliscombe, turn left at the traffic lights. The School is 150 m on the left.

## **How to Apply**

- Complete the application form
- Using the application form, section F, and no more than two sides of A4, outline your experience to date and your reasons for applying for the post

Please forward your completed application to:

Miss J Roberts  
Administration Manager  
Kingsmead School  
Wiveliscombe  
Taunton  
Somerset TA4 2NE

### **Timetable for Appointment**

Closing Date: 12 noon, Monday 25 June 2018

Interviews: Tuesday 3 July 2018



## APPLICATION FOR EMPLOYMENT WITH KINGSMEAD SCHOOL

Before completing, please ensure you have read the guidance notes in the application pack or on our website. You may use additional sheets if you need to.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.

<b>Please return this form to the address given in the Advertisement or Application pack. This form should be typed or handwritten in black ink for photocopying purposes.</b>	
Application for the post of	
Closing Date	
How did you hear about this job? (Name of publication if advertised)	

### Part A: Personal details (Block capitals please)

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (if different from Forename)	
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (if available)	
Email Address (only if preferred form of contact and in regular use)	
Date of Birth	

**Part B: Present (or most recent) Employer**

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reasons for leaving:			
Please explain why you are applying for this post at this time:			

**Part C: Employment History (most recent first)**

Please give as much relevant information as possible. You must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please indicate any time spent employed as a volunteer.

Name & Address of Employer	Date From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

**Part D: Academic, Professional and Vocational Qualifications**

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved	Name of Educational Establishment and/or Professional or Awarding Body

**Part E: Training/Continuing Professional Development.**

Please give details of relevant training/developments activities		
Training Course and Organiser or Development Activity	Time spent	Outcome – Grade Achieved (Where applicable)

**Part F: Personal Statement**

You may continue on a separate sheet if you need to.

<p><b>Previous Experience:</b> Referring to the job description, please detail your relevant experience to date and your reasons for applying</p>
Empty space for applicant response

**Part G: Supplementary Information**

<p><b>Personal Transport:</b> For posts which involve travel away from normal place of work:</p>	
<p>Are you willing and able to travel to meet the requirements of the post?</p>	<p>Yes <input type="checkbox"/>    No <input type="checkbox"/></p>
<p>Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel.</p>	

<p><b>Positive About Disability:</b> We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.</p>	
<p>Do you consider yourself to have a disability?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If “yes” and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Disclosure of Criminal Offences:</b> The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’.</p>	
<p>Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not ‘spent’:</p>	
<p>If the information sent to you highlights that the post requires a Disclosure Certificate, the Rehabilitation of Offenders Act does not apply in this case. Therefore, please give details, including dates and places, of any ‘spent’ convictions, cautions and bind-overs. Please also detail if you are on List 99, the PoCA List, disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the General Teaching Council or General Social Care Council:</p>	

**Part H: REFERENCES AND DECLARATIONS**

<b>References:</b> Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend.			
Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between.			
<b>Name of first referee</b>			
Job Title of Referee			
Name of organisation			
Address (Including Postcode)			
Email address if available			
Daytime telephone number			
Relationship to you (eg supervisor, tutor)			
Dates of your employment		From:    /        To:    /	
<b>Name of second referee</b>			
Job Title of Referee			
Name of organisation			
Address (Including Postcode)			
Email address if available			
Daytime telephone number			
Relationship to you			
Dates of employment		From:    /        To:    /	
<b>Declaration of Interest:</b> Please note that canvassing support of trustees, governors or staff of Kingsmead School can lead to disqualification of your application.			
Do you have family or close relationships with any individuals involved in any aspect of the recruitment process eg trustees, governors or staff of Kingsmead school? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, give name:			
Position:		Relationship:	

<b>Declaration</b>			
I confirm that I am entitled to live and work in the United Kingdom I am willing for this data to be held and processed by Kingsmead School and to be verified with relevant third parties. This may include previous employers. The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.			
Signed		Date	
If you apply online and are shortlisted, you will be asked to sign your application at interview.			

## Confidential

### Equal Opportunities-Recruitment Monitoring

**This form will be kept separate from your application form. It is not referred to during the selection process**

Kingsmead School values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice, making Kingsmead School a great place to work.

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to data will be restricted to nominated staff within the HR Department. If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application.

Thank you for your co-operation.



### EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence.

Please tick ✓ the appropriate box

<b>Name:</b>	<b>Job Ref:</b>
<b>Are you?</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	

What is your date of birth (dd/mm/yy)?            /            /

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**To which of these groups do you consider you belong?**

<b>White</b>	<b>Asian or Asian British</b>
<input type="checkbox"/> British <input type="checkbox"/> Other	<input type="checkbox"/> Indian <input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Irish	<input type="checkbox"/> Pakistani <input type="checkbox"/> Other
<b>Mixed</b>	<b>Black or Black British</b>
<input type="checkbox"/> White & Black <input type="checkbox"/> White & Asian Caribbean	<input type="checkbox"/> African <input type="checkbox"/> Caribbean
<input type="checkbox"/> White & Black African <input type="checkbox"/> Other	<input type="checkbox"/> Other
<b>Other Backgrounds</b>	
<input type="checkbox"/> Chinese <input type="checkbox"/> Gypsy <input type="checkbox"/> Other	

If you have ticked other to any of the above, please specify:

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Do you consider that you have a disability? Yes  No

**N.B Under the Disability Discrimination Act 1995, a person with a disability is defined as having 'a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS. It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.**

If yes, please indicate the nature of your disability.

- |                                                     |                                                     |                                               |
|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> <b>Physical Impairment</b> | <input type="checkbox"/> <b>Mental Impairment</b>   | <input type="checkbox"/> <b>Other</b>         |
| <input type="checkbox"/> <b>Mobility Impairment</b> | <input type="checkbox"/> <b>Visual Impairment</b>   | <input type="checkbox"/> <b>More than one</b> |
| <input type="checkbox"/> <b>Hearing Impairment</b>  | <input type="checkbox"/> <b>Learning Disability</b> |                                               |

**Thank you for your co-operation. Please return the completed questionnaire with your application form.**

**Version: April 2011**