

JOHN GULSON
PRIMARY SCHOOL

**School Admin Assistant
November 2024**

CANDIDATE PACK



Contents Page

1. Welcome from the Headteacher.....	
2. Welcome from the Head of Teaching, Learning and Curriculum and the Head of Safeguarding, SEND, Behaviour and Pastoral Care.....	
3. Mission, Vision and Values	
4. School Context	
5. Governance	
6. Staff Structure	
7. School Improvement Targets 2023-2024	
8. Equality and Inclusion	
9. Advert.....	
10. Job Description	
11. Person Specification	
12. Staff Wellbeing	
13. Professional Development	

WELCOME FROM THE HEADTEACHER



Thankyou for taking an interest in the post of part-time Admin Assistant at John Gulson Primary School. I hope this candidate pack will give you information and insight into our school and the community we serve.

My name is Mrs Watson and I am very proud to be Headteacher of such a richly diverse school community in which different languages, cultures and religions learn together and from each other.

Our mission is to ensure that all members of the school community has passionate ambition and commitment to learning; we recognise the uniqueness of every individual in the pursuit of excellence. Our mission is driven by our desire to offer the best education for our pupils in partnership with parents, carers, Governors and the wider community. We believe our approach will inspire a love of learning and unlock the talents that lie within all of our children, preparing them to be kind, happy, successful and responsible citizens of the future.

We are a friendly, caring school with high expectations for all our pupils and a strong commitment to the mental health and wellbeing of all within our community. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued.

Mrs V. Watson

Welcome from the Head of Teaching, Learning and Curriculum and the Head of Safeguarding, SEND, Behaviour and Pastoral Care



Ms M Johnson

Head of Teaching, Learning
and Curriculum

At John Gulson we pride ourselves on our demonstrating our values through our conduct, through our curriculum and how we support each other. We want to create an environment where our children receive the best education in a nurturing environment. My role in school is to help develop staff to be the best that they can be in providing a high-quality provision to our pupils. I also support subject leaders in developing an exciting, tailored curriculum and improving their own skills as leaders.

Working at John Gulson will mean that you will receive excellent CPD and the opportunity to further your own career with access to bespoke training. You will also be able to work collaboratively with your own and the wider team. We are a supportive workplace that values you as an individual and are also committed to ensuring that wellness for all is a priority.

We are in an exciting period of transition of creating a school that we are all proud to be a part of and you have the chance to be a part of that journey.



**Mrs S Webberley-
Holmes**

Head of Safeguarding,
SEND, Behaviour and
Pastoral Care

My name is Suzanne Webberley Holmes and my role in school is Head of Safeguarding, SEND, Behaviour and Pastoral Care. I have worked in the school for a number of years in different roles and took up this new post in April 2021. I am a qualified SENDCO and recently achieved my NPQH qualification. My role centres around supporting children and families, in particular those with additional vulnerabilities, to access high quality provision which meets their needs and also ensure any additional needs are met. Safeguarding is of the highest importance at our school and is at the heart of all we do in school and is central to all of my role. Part of my role is to lead on behaviour and we work hard at school to ensure our approach is built around relationships and good choices. I lead a team of pastoral staff and oversee our nurture provision and EAL provision. The children and families and staff at John Gulson are a joy to work alongside.



JOHN GULSON PRIMARY SCHOOL

MISSION STATEMENT

John Gulson Primary School reflects passionate ambition and commitment to learning and we recognise the uniqueness of every individual in the pursuit of excellence.

VISION

Our mission is driven by our desire to offer the best education for our pupils in partnership with parents, carers, Governors and the wider community. We believe our approach will inspire a love of learning and unlock the talents that lie within all of our children, preparing them to be kind, happy, successful and responsible citizens of the future.

VALUES



SCHOOL CONTEXT

John Gulson Primary School is a 2FE school. We have a 36-place morning Nursery provision. We are based within an area of high deprivation in central Coventry (Foleshill). The school ranks amongst the top 20% in terms of deprivation (idaci 0.36). There are high levels of mobility within the school. At our recent OFSTED inspection (June 2024) we got 'Good' in all areas, with personal development being graded as outstanding.

Currently, numbers in each year group as follows:

Nursery: 36

Reception: 60

Year 1: 74

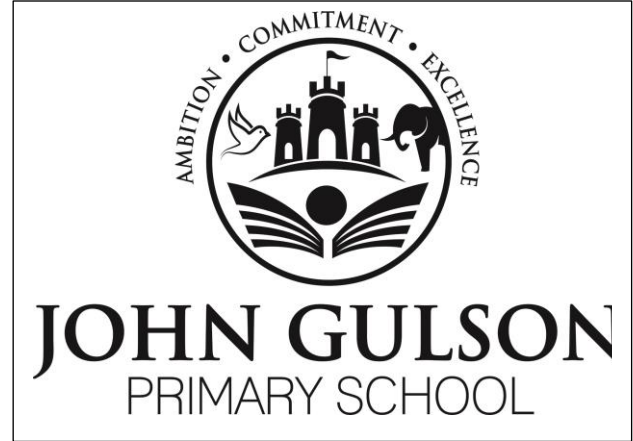
Year 2: 60

Year 3: 62

Year 4: 62

Year 5: 60

Year 6: 60



35% of pupils are disadvantaged (compared to 20.8% nationally).

75% of pupils have English as an additional language (compared to 19.3% nationally).

14.71% of pupils have SEND - 0.85% EHCP and 13.86% SEND support (compared to EHC 3.7% and SEND Support 12.25% nationally).

The ethnic backgrounds of our pupils are:

- Bangladeshi 11.7%
- Black African 9.6%
- Black Caribbean 0.4%
- Gypsy Roma 2.8%
- Indian 11.7%
- White and Asian 2.1%
- Pakistani 23.7%
- White British 6.0%
- White and Black Caribbean 0.9%
- Roma 0.2%
- White and Black African 0.2%
- Other Asian 16.2%
- Other Black 0.2%
- Other Ethnic 3.8%
- Other Mixed 2.3%
- Other White 5.8%

Attendance figures for the just over 91%; punctuality is improving and processes to tackle absenteeism and poor punctuality are robust.

GOVERNANCE

Governing Body

Jane Friswell

Vicki Watson

Kerry Webb

Val Barker

Richard Law

Dani Sheldon

Shaun Bent

Fiona Atherton

VACANCY

Tuhin Ahmed

Azar Minhas

Rebecca Ibrahimi

LA Governor

Headteacher

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Staff Governor

Parent Governor

Parent Governor

Co-opted Governor

Governing Body Committees

The Governing Body has two sub-committees: 'Quality and Standards' and 'Resource and Management'. The committees meet once per term and the full Governing Body meets once per term.

STAFF STRUCTURE

Executive Senior Leadership Team

Headteacher Ms. V Watson		
Head of Teaching, Learning and Curriculum Ms. M Johnson	School Business Manager Mrs. L Davis	Head of Safeguarding, SEND, Behaviour and Pastoral Care Ms. S Webberley-Holmes

Senior Leadership Team

Deputy Head of SEND and Behaviour Mrs P Nash	Deputy Head of Teaching and Learning Mrs. V Green	Deputy Head of Curriculum Miss. H Cartwright
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Phase Leaders

Phase Leader EYFS Ms. M Johnson/ Mrs D. Murdock	Phase Leader years 1&2 Miss. H Cartwright	Phase Leader years 3&4 Mrs. W Proud
Phase Leader years 5&6 Mrs P Nash		

Office and Admin Team

Assistant Business Manager Miss. T Hine	Office Lead Mrs. J Goldsmith	Admin Assistant Miss. C Branion
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Pastoral, Nurture and Inclusion Team

Family Support Worker Mr. M Shebl	Learning Mentors Miss. L Simpson/ Mrs. S Kubra	Attendance Officer/ KS2 Learning Mentor Mr. J-P Mbarushimana
HLTA Manager: Newly Arrived Language Acquisition/ PPA/ School Council Mrs. B Jandu	Trainee School Counsellor Miss L. Simpson	SALT Miss. E Bristow
Nurture Mrs. R Adamjee	Nestlings Miss. B Storey/ Mrs. AA Das/ Miss. D Craig/ Mrs. J Rowstron	Nest Mrs. S Rashid/ Mrs. S Kubra
Phase Leader EYFS Ms. M Johnson/ Mrs D. Murdock		

HLTA's

**Mrs. R Adamjee
Mrs S. Hussaim
Mrs. A Bacciochi**

**Miss. G Ymai
Mr. J Rowston
Mrs. S Khan
Mrs. F Khalifa**

TA's

**Mrs. F Bhayat
Mrs. A Khalifa
Mrs. A Mangaria
Miss C. Croston**

**Mrs. M Kaur
Mrs. K Patel
Mrs. A Das
Mrs. N Hunjan**

**Mrs. A Choudhury
Miss. A Kola
Mrs. R Moosagee
Mrs. S Moosagee**

Site Services Team

**Site Services Manager
Mr. P Gascoigne**

**Cleaner
Mrs. F Burgess**

**Cleaner
Mrs. S Khamis**

**Cleaner
Mrs. J Dakin**

**Cleaner
Miss. R Oleka**

Lunchtime Supervisors

**Miss. M Ho
Miss. K Jemigbon
Miss B. Ismaeel**

**Mrs. F Dedat
Ms. S Jawad- Hashemi
Vacancy x2**

SCHOOL IMPROVEMENT TARGETS 2023-2024

Key Priority 1: QUALITY OF EDUCATION OBJECTIVES

Refine and strengthen teaching and learning (through a focused approach using research and development of expertise), leading to better R/W/M and combined outcomes for all groups of children (noted in progress & attainment measures) to close the gap with or meet national average data.

Key Priority 2: BEHAVIOUR AND ATTITUDES OBJECTIVES

- The school meets all the criteria for good in behaviour and attitudes securely and consistently.
- Behaviour and attitudes are exceptional.
- Pupils behave with consistently high levels of respect for others. They play a highly positive role in creating a school environment in which commonalities are identified and celebrated, difference is valued and nurtured, and bullying, harassment and violence are never tolerated.
- Pupils consistently have highly positive attitudes and commitment to their education. They are highly motivated and persistent in the face of difficulties. Pupils make a highly positive, tangible contribution to the life of the school and/or the wider community. Pupils actively support the well-being of other pupils.
- Pupils behave consistently well, demonstrating high levels of self-control and consistently positive attitudes to their education. If pupils struggle with this, the school takes intelligent, fair and highly effective action to support them to succeed in their education.

Key Priority 3: PERSONAL DEVELOPMENT OBJECTIVES

- The school meets all the criteria for good in personal development securely and consistently.
- Personal development is exceptional.
- The school consistently promotes the extensive personal development of pupils. The school goes beyond the expected, so that pupils have access to a wide, rich set of experiences. Opportunities for pupils to develop their talents and interests are of exceptional quality.
- There is strong take-up by pupils of the opportunities provided by the school. Disadvantaged pupils(including those with SEND), consistently benefit from this excellent work.
- The school provides these rich experiences in a coherently planned way, in the curriculum and through extra-curricular activities, and they considerably strengthen the school's offer.
- The way the school goes about developing pupils' character is exemplary and is worthy of being shared with others.

Key Priority 4: LEADERSHIP AND MANAGEMENT OBJECTIVES

- New SLT / Middle leaders / subject leaders have full knowledge, understanding and accountability of/for their area of responsibility and/or subject area. As a result, standards for all children are high and outcomes for all children improve in both core and foundation subjects.
- There is a robust succession plan in place to ensure that standards and expectations at JGPS always remain high.
- Senior and middle leaders provide high quality CPD for all staff (inc. ECTs), leading to consistently good or better teaching and learning. There is no requires improvement teaching at JGPS. Outcomes for all children improve as a result.
- Governors make termly visits to school to review their area of responsibility (linked to the SIP). As a result, Governors have a detailed knowledge and understanding of school priorities and progress towards these.

KEY PRIORITY 5: EYFS OBJECTIVES

- To improve the Quality of Education in Early Years Foundation Stage to Outstanding.
- To improve EYFS outcomes from 67% to above national average (2023).

EQUALITY AND INCLUSION

EQUALITY STATEMENT

All pupils and members of staff at John Gulson Primary School Primary School are provided with opportunities to fulfil their potential without discrimination of any kind, as referenced in the protected characteristics of the Equality Act 2010.

Our school aims to meet its obligations under the public sector equality duty by having due regard to the need to:

- Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it

The above applies to adults and children alike.

At John Gulson Primary School, we two assemblies per week are based upon teaching about the protected characteristics; this is done via the sharing of high-quality, age-appropriate texts.

Our school improvement plan identifies how we will ensure that we have an explicit focus upon equality for each of our objectives.

INCLUSION

We are committed to using our best endeavours to provide an appropriate and high-quality education for **all** children at our school which enables them to

- Achieve their best
- Become confident individuals living fulfilling lives
- Make successful transition to their next phase of education.

We consider **every teacher to be a teacher of every child**, including those with special educational needs and disabilities.

We have the highest aspirations and expectations for all pupils, including those with special educational needs.

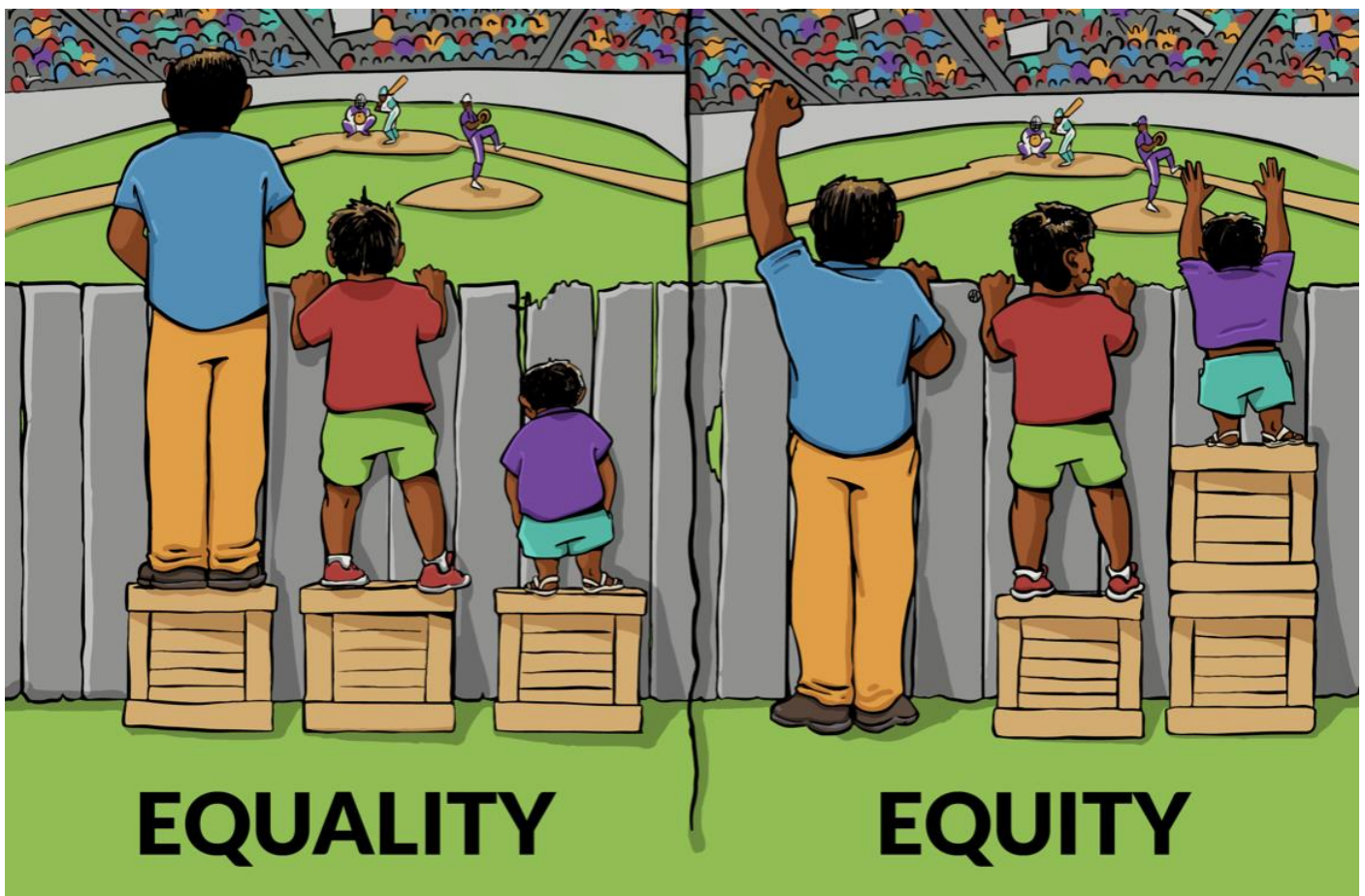
We aim to achieve a community where parents and those working in school have a mutual trust and confidence in each other, created through clear, consistent approaches to communication and collaborative working, to enable outstanding outcomes for all children, including those with SEND.

We aim to provide all children, including those with special educational needs and disabilities, with a broad, balanced academic and social curriculum, which is accessible and ensures they are fully included in all aspects of school life and feel equally valued and contribute fully to the school community.

To achieve this we will:

1. Strive to establish a fully inclusive school, eliminate all prejudice and discrimination and create an environment where all children can be happy, progress and feel safe.

2. We will respond to learners in ways which take account of their varied needs and life experiences, moving away from an approach that locates a problem within the child, but means doing everything we can to meet a child's SEN.
3. We are committed to identifying a pupil's special educational needs at the earliest point and then making effective provision as this is known to improve long term outcomes.
4. Working in close partnership with parents to achieve these aims, we are committed to parents participating as fully as possible in decision making and being provided with information and support necessary to enable this.
5. Support pupils themselves to participate in discussions and express their views and be fully involved in decisions which affect them encouraging them to become increasingly effective self-advocates.
6. Work in close partnership with a range of specialist agencies to enable us to provide effective targeted support.
7. Provide support, advice and training for all staff working with pupils with special educational needs to enable them to be increasingly able to adapt teaching to respond to the strengths and needs of all pupils.



School Admin Assistant

Grade 2

Monday- Thursday 1- 4.30pm , Friday 1- 4.00pm

Are you looking to join an innovative school, on their amazing journey and make a real difference to children and their families? Are you passionate about your own career development? If so, then we would welcome your application!

The Headteacher and Governing Body are seeking to appoint an enthusiastic, highly motivated and flexible Administration Assistant to work in our friendly and caring inner city, multicultural primary school.

You will:

- Have good prioritisation skills
- Be able to work well under pressure in a busy environment
- Have a clear understanding of office practice and procedures
- Be able to offer a welcoming and positive reception

We can offer:

- Kind, caring, hard-working and motivated children;
- Friendly, supportive and motivated staff team who are committed to improvement;
- Positive working environment with a proactive commitment to staff wellbeing;
- A school on a journey of ongoing improvement and development;
- Full commitment to ongoing professional development opportunities

How to apply

Further details and application forms can be obtained by contacting Mrs Davis (School Business Manager) on l.davis@johngulson.coventry.sch.uk

Completed application forms should be returned to Mrs Davis at the address above.

We welcome and encourage tours of our school. Please contact J.Goldsmith@Johngulson.coventry.sch.uk to arrange.

Closing Date: 1/12/2024

Interviews: 5/12/2024

Safeguarding

Following recommendations from Keeping Children Safe in Education (KCSIE) for an additional pre-employment check with effect 1 Sept 22, please note, an online search may form part of this recruitment process. Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS.

References

All applicants will be required to provide two suitable references.

JOB DESCRIPTION

School Admin Assistant



POST: School Admin Assistant

GRADE: Grade 2

CONTRACT: Permanent, 17 hours per week, term time (38 weeks)

HOURS: Monday- Thursday 1-4.30pm, Friday 1-4.00pm (these are the current hours however these are subject to change- please see below)

Purpose of the Job

- To be responsible to the Head Teacher and the School Business Manager, under the direction of the office Manager as an effective member of the school's administration team.
- Provide effective and efficient administrative support to the school, ensuring that safeguarding and confidentiality are maintained at all times.
- To be the first point of contact in a very busy school office, this will be for visitors to the school, by telephone and email.
- To provide admin support during office hours; the office is open between 7.45am and 4.30pm Monday- Friday. You may be asked to work alternative hours dependant on business needs. This change will be implemented with four weeks notice. The opportunity to cover absences may also arise; this would be paid as overtime.

Administration

- Be responsible for providing a comprehensive reception service to all enquirers of the school in a warm and welcoming manner, in person, by phone or email, directing calls to the appropriate person.
- Be responsible for providing an efficient telephone service: filtering phone calls, taking and distributing messages across school, giving information to enquirers and accurately recording information received.
- Provision of a hospitality service to visitors and governors, setting up governor meetings and other ad hoc meetings as and when required.
- Processing incoming and outgoing post ensuring all correspondence is distributed appropriately
- Accepting and signing for deliveries as required.
- Operate the school MIS system ensuring the data base is kept up to date, ensuring work is completed in accordance with the new General Data Protection Regulations.
- Support the maintenance and updating of manual and computerised records and filing systems, production of statistics, completion of returns and assistance in the provision of information in relation to pupil details/data.
- Support the use of the parent Payment system.
- Maintaining the database for communicating with parents and users of the school via email/text using school systems.
- Deal with enquiries from and liaise with officers of various authorities, outside organisations and members of the public.
- Undertake a wide variety of administrative tasks including the use of office equipment, e.g. photocopiers, scanners, laminator ensuring they are used in a safe and proper manner.
- Be able to organise and meet deadlines by prioritising your workload whilst working in a methodical and efficient manner.
- Photocopy, collate, distribute and file documents with due regard for confidentiality.
- Produce regular, accessible and timely communication for parents, carers and staff.
- Undertake the administration of special projects as required.
- Undertake word processing for the whole school as requested, including, letters and notices, certificates, induction starter packs, admission forms, registers, and provide a clerical service such as photocopying and collating documents, printing, laminating, circulating and emailing of information and documents as directed by school staff and governors.
- Be responsible for providing a clerical service to the head and other senior managers when required.
- Under the direction of the office manager, and with other members of the admin team, undertake administrative duties relating to financial procedures including the collection and reconciliation of cash and related collection of trip money, and all other cash collection for the school; ensuring that this is administered in accordance with agreed financial guidelines

- Develop positive working relationships and effectively communicate with staff and stakeholders at all levels, including parents, pupils, governors, department within Coventry City Council and various other external agencies.
- Work as part of a wider admin team to ensure admin duties are completed to the best possible standard, communicating effectively to ensure collaborative working.
- Attend relevant training courses to update knowledge and extend own understanding of particular areas and participate in personal and professional development activities to meet the changing demands of the job.
- Be aware of, follow and promote all school policies and procedures within the role. With special attention to policies/ procedures relating to child protection/ safeguarding, health and safety, confidentiality and data protection.
- Support and contribute to the overall ethos and aims of the school that are underpinned by our values.

Any other duties and responsibilities within the range of the salary grade

Premises/ Risk Management

- To recognise and support the key role the office plays as being the first point of contact for all within school and to maintain high standards of efficiency and organisation to meet these requirements.
- Uphold and support security protocols at all times.
- Be first point of contact to visitors to school (including parents and children) and follow office and school processes and procedures. Where required; ensure all visitors evidence their identification, the visitor electronic system is adhered to and all visitors are issued with their relevant badge and safeguarding leaflet.
- To ensure contractors on site are signed in via the electronic system and the Health & Safety leaflet is distributed to them and check they follow safeguarding procedures. Communicate their arrival on site to the relevant staff.
- Ensure school security and emergency arrangements are complied with.
- Follow and promote the schools Health and Safety procedures and policy.
- Follow and promote safeguarding at all times, reporting concerns to DSL.

Professional responsibility

- Take part in annual appraisals and reviews to input targets and discuss achievements in line with the job description. This will also identify any training needs.
- Undertake any necessary training to ensure an up to date working knowledge of the administrative systems within school, including any new systems introduced.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Safeguarding Children and Safer Recruitment this school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. Administration staff play a role in this within the school and the post is subject to enhanced DBS disclosure, and reference checks.

Reviewed: October 2024

Person Specification

Job Title: School Admin Assistant	
Knowledge	<ul style="list-style-type: none"> • Working knowledge of Microsoft packages such as Word, Excel and Publisher • Working knowledge of computer packages used in schools such as Bromcom, desirable but not essential • Working knowledge of school to home communication systems and on-line payment systems such as MCAS, Schoolcomms desirable but not essential
Skills and Abilities	<ul style="list-style-type: none"> • Able to relate well to children and adults. • Able to work constructively and flexibly as part of a team. • Have a commitment to our inclusive ethos. • Able to demonstrate an excellent standard of written and spoken English • Able to prioritise and organise workload to meet deadlines, cope with interruptions and handle situations calmly and effectively. • Able to build positive relationships and liaise effectively with a wide range of stakeholders in a polite and professional manner. • Be punctual and able to fulfil duties in a responsible and efficient manner. • Ability to collate and present data. • Able to recognise the importance of safeguarding, security and confidentiality in a school setting • Willing to undertake on-going staff development and training as required
Experience	<ul style="list-style-type: none"> • Experience of using Microsoft Office software, including Microsoft Word, Excel and Publisher. • Maintenance of financial records and cash handling. • Relevant experience that involves working in an office environment, undertaking such tasks as front of house duties, record keeping and use of telephone/ email • Experience of working in an environment with children • Experience of using MIS systems is desirable but not essential • Working within a busy high-pressured environment, where multi-tasking is essential. • Communicating with visitors who's first language may not be English. • Working as a team and communicating effectively.
Educational	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills • GCSEs in Maths and English (Grade A-C equivalent) • Educated to NVQ Level 3, or appropriate equivalent or relevant experience.

STAFF WELL-BEING

At John Gulson Primary School, staff well-being is central to who we are and what we do. Staff well-being comes in various guises; we are robust in ensuring that our approach to well-being is not tokenistic but rather has demonstrable impact of the working lives of all staff within our care.

We have 3 policies bespoke to staff well-being:

1. Staff Well-Being Policy;
2. Menopause Policy;
3. Staff Domestic Abuse Policy.

On a practical, day-to-day basis you can expect:

1. Joint PPA with your year group colleague in a half-day block to encourage collaborative thinking and support. This can be taken on- OR off-site;
2. A commitment to reducing unnecessary workload;
3. One INSET day per year dedicated to well-being;
4. One staff meeting per term dedicated to staff well-being;
5. Access to counselling via the Promoting Health at Work process;
6. A supportive SLT with an open door policy;
7. Access to fitness class once per week;
8. Ongoing commitment to professional development, ranging from developing classroom practice to developing yourself via higher education or completion of a NPQ;
9. A real commitment to work-life balance.
10. We have 7 adult mental health first aiders, consisting of a variety of staff within a variety of roles to provide expert support where required.

PROFESSIONAL DEVELOPMENT

Access to consistent, quality professional development is essential within a school system that is constantly changing and developing.

We place CPD as a key priority for all staff members in all roles:

1. Weekly staff meetings based around coaching and mentoring;
2. Annual CPD meetings with the Headteacher to plan out a 1-, 3- and 5-year professional development journey;
3. Access to ongoing training bespoke to your role in school;
4. Access to networking via our involvement with the Compass network within Coventry;
5. A developing peer support system;
6. Access to a range of qualification opportunities including NPQs and higher education opportunities.

We want to invest in our staff and their professional development; not only is it our job as a school to ensure we have the highest calibre of expertise, but it is our job to develop the next generation of school leadership. This is a job we take extremely seriously. Within the EYFS Lead role, you would also have bespoke support from EYFS consultants and a Phonics consultant.

