

JOHN GULSON
PRIMARY SCHOOL

Clerical Assistant
January 2023

CANDIDATE PACK



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WELCOME FROM THE HEADTEACHER



Thankyou for taking an interest in the post of Clerical 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 Ms. Sumner 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.

Ms. V Sumner

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 am currently undertaking 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 larger than average primary (2 forms of entry in Years R-5 and 3 forms of entry in Year 6. 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 (March 2022), we were praised for the progress we had made towards significant school improvement. Despite being graded by the LA in early 2020, we got 'Good' in all areas with the exception of Quality of Education; this was identified as RI but with targets being to keep doing what we are doing!

Currently, numbers in each year group as follows:

Nursery: 36

Reception: 60

Year 1: 60

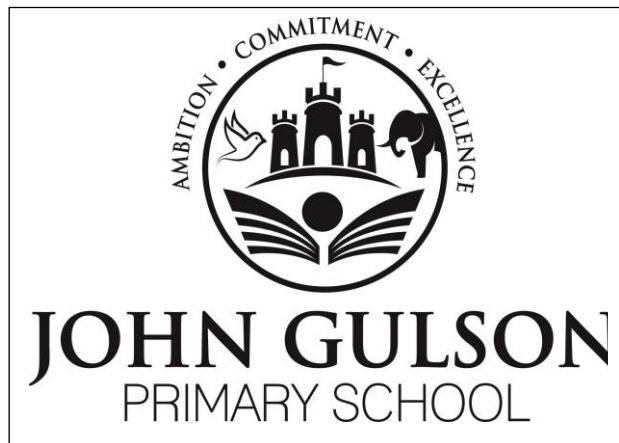
Year 2: 60

Year 3: 60

Year 4: 61

Year 5: 60

Year 6: 89



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 2021-2022 were 93.9%; punctuality is improving and processes to tackle absenteeism and poor punctuality are robust.

GOVERNANCE



Jane Friswell
Chair - LA Governor



Vicki Sumner
Headteacher



Kerry Webb
Vice Chair - Co-opted Governor



Tuhin Ahmed
Parent Governor



Azhar Minhas
Parent Governor



Dani Sheldon
Staff Governor



Fiona Atherton



Shaun Bent

STAFF STRUCTURE 2022-2023

SENIOR LEADERSHIP TEAM

HEADTEACHER

MS. V SUMNER

**HEAD OF TEACHING,
LEARNING AND
CURRICULUM**

MS. M JOHNSON

**SCHOOL BUSINESS
MANAGER**

MISS T HINE

**HEAD OF SAFEGUARDING,
SEND, BEHAVIOUR AND
PASTORAL CARE**

MRS. S WEBBERLEY-HOLMES



SCHOOL IMPROVEMENT TARGETS 2022-2023

Key Priority 1: QUALITY OF EDUCATION OBJECTIVES 2022-2023

1. All children will receive a good or better education.
2. All children receive a full and ambitious curriculum that is planned and designed to meet the needs of all learners within our community.
3. Develop and embed an effective whole school approach to oracy

Key Priority 2: BEHAVIOUR AND ATTITUDES OBJECTIVES 2022-2023

- 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 2022-2023

1. 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.
2. There is strong take-up by pupils of the opportunities provided by the school. The most disadvantaged pupils consistently benefit from this excellent work.
3. 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
4. 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 2022-2023

1. Middle leaders have full knowledge, understanding and accountability of/for their subject area. As a result, standards for all children are high and outcomes for all children improve.
2. Senior and middle leaders provide high quality CPD for all staff (inc. ECTs), leading to consistently good or better teaching and learning. Outcomes for all children improve as a result.
3. 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 2022-2023

1. To improve the Quality of Education in Early Years Foundation Stage to Outstanding.
2. To improve EYFS outcomes from 65% to above national average (2022).

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.

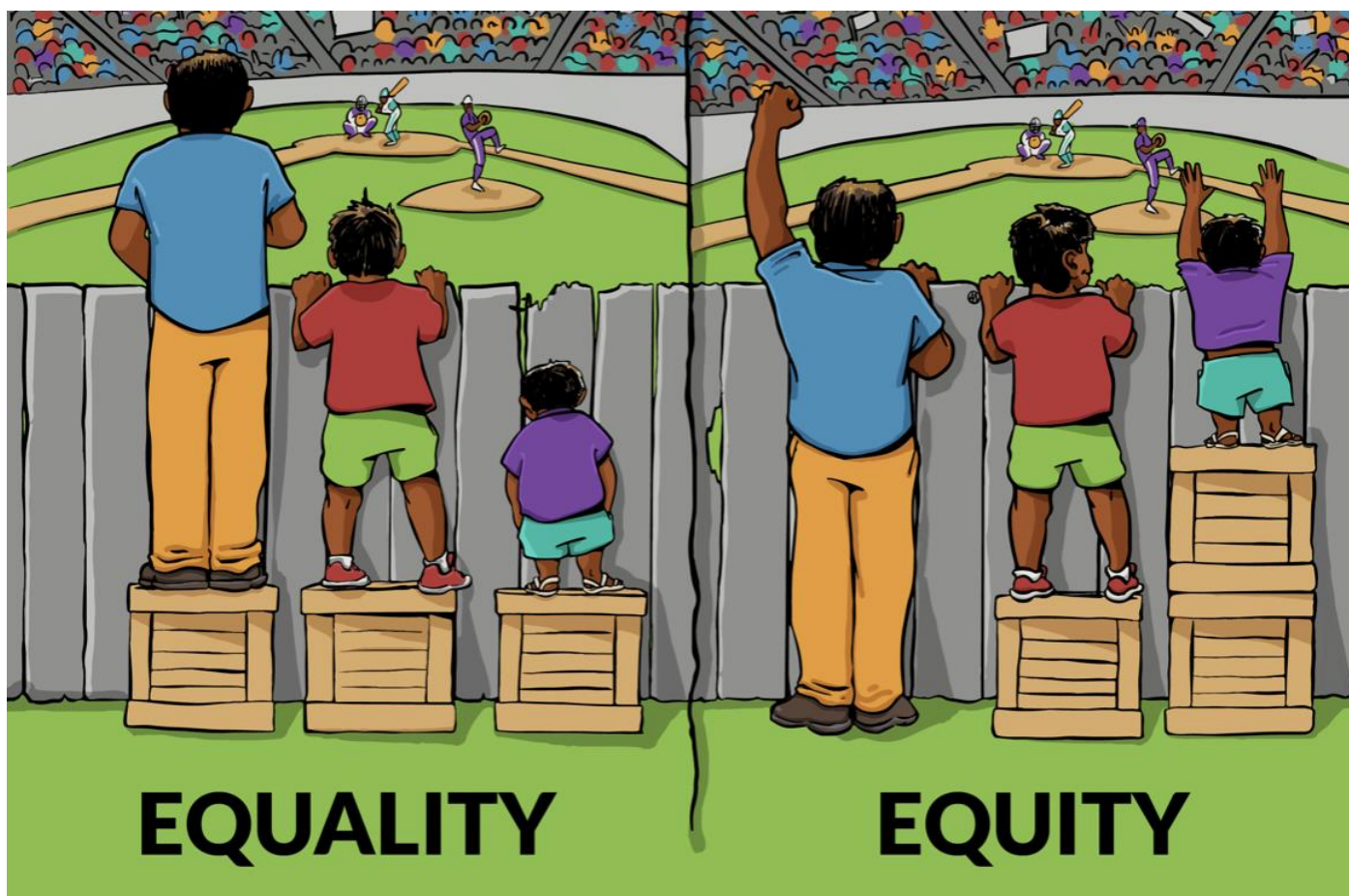
We aim to achieve a community where parents and those working in school have a mutual trust and confidence in each other, created through clear, consistent approaches to communication and collaborative working, to enable outstanding outcomes for all children, including those with SEND.

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 Name:	JOHN GULSON PRIMARY SCHOOL
Full Address:	GEORGE STREET COVENTRY CV1 4HB
Telephone Number:	024 7622 7791
Email Address: (for application forms)	t.hine@johngulson.coventry.sch.uk
Job Title:	1 Post for a part-time Clerical Assistant
Is the post temporary and length of Contract	Temporary Contract
Hours:	25
Please insert if TTO	Term time only (38 weeks)
Salary range:	Grade 2 (£10.59 – £10.98 per hour)
Advert text:	<p>John Gulson Primary School George Street Coventry CV1 4HB</p>  <p>JOHN GULSON PRIMARY SCHOOL</p> <p>The Headteacher and School Business Manager are looking to appoint an enthusiastic, highly motivated and flexible Clerical Assistant to work in our friendly and caring inner city, multicultural primary school.</p> <p>We are looking for a well organised team player to join our Admin Team who can demonstrate good processing and IT skills, attention to detail coupled with excellent grammar to provide efficient admin and reception support within the school.</p> <p>You must have good organisational skills, be able to work under pressure using your initiative and have a clear understanding of office practice and procedures. Experience of working in a school/educational setting and knowledge of SIMS.Net and SIMS FMS.</p> <p>The vacancy is for a 25 hour week over 5 days. 7:45am-12:45pm daily.</p> <p>A first aid qualification may need to be undertaken.</p> <p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure Barring Service.</p> <p>This School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>
Closing date:	Wednesday 15 th February at 9am.
Interview date:	TBC
Do you require the following sentence: Yes	For an informal visit please contact the school by e-mail to t.hine@johngulson.coventry.sch.uk
Application option - Please delete as applicable*	Applications packs are available to download from www.wmjobs.co.uk and are returnable direct to the school t.hine@johngulson.coventry.sch.uk (if you choose this option,

	please include your job description, person spec and application form when you return this form)
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Job Description

Vacancy Reference

Clerical Assistant/Receptionist

Job Title:**Job Number:**

L3028D

Directorate:

People

Post Number:

1022586

Service:

Schools

Grade:

Grade 2

Location:

John Gulson Primary School

35 hours per week, term time only (38 weeks)

Job Purpose:

To ensure the provision of an efficient and effective reception and clerical support service to the school, and its Core Leadership Team, ensuring confidentiality is maintained at all times.

Main Duties and Responsibilities:

1. Provide a reception & administration service for the school, acting as first point of contact for pupils, parents and visitors, dealing with enquiries as they arise and receiving visitors, ensuring that security and safeguarding procedures are adhered to and the signing in book completed. Assisting in office administration as directed by Line Manager.
2. To undertake clerical tasks on behalf of the Core Leadership Team.
3. Make and receive internal and external telephone calls, filtering calls as necessary and taking messages as required.
4. Arrange appointments/meetings on behalf of the Core Leadership Team as directed, liaising with parents, the LA and outside agencies.
5. Ensure that the daily post is opened, date stamped and distributed across the school.
6. Ensure that the weekly post from the LA is processed, dealing with enquiries and replying to standard correspondence as delegated.
7. Receive, check and record dinner money and trip money from parents and ensure that cash handling procedures are followed. Update and maintain pupil records with the latest FSM/PP data as advised by LA.
8. Record, maintain and follow up Pupil attendance - send and update text messages to/from parents by parent communication packages such as school comms and first day calling.

9. Undertake the administration of school meal numbers and maintaining computerised records.
10. Receive and distribute salary slips in accordance with agreed procedures.
11. Maintain school stationery supplies, ensuring that order request forms are completed as and when goods are required.
12. Take delivery of parcels as are they arrive, checking the goods against the relevant paperwork before distributing them.
13. Undertake photocopying, laminating and faxing of information as directed.
14. Contact parents (or the emergency contact) to advise when their children are sick or injured.
15. Maintain and update filing and pupil record systems, ensuring that all details including all details, especially emergency contact details are up to date and consent forms for pupils have been received and filed appropriately.
16. Maintain the information boards within the school premises, displaying information of interest to parents such as weekly newsletters.
17. Undertake an annual review to discuss achievements against job description and identify areas of training needs.
18. Maintain order processing as directed.
19. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

This job description may be amended at any time, following consultation between the School Business Manager or Headteacher and the Post-holder. It will be reviewed annually.

Responsible to: School Business Manager



Person Specification

Job Title:	Clerical Assistant	Job Number:	L3028D
Directorate:	People	Post Number:	1022586
Service:	Schools	Grade:	Grade 2
Location:	John Gulson Primary School		

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • An understanding of administrative procedures. • An ability to use all office equipment within the context of Health and Safety Regulations.

Skills and Abilities:	<ul style="list-style-type: none"> • Able to be a supportive member of a team. • Able to communicate, and enjoy working, with children in a sensitive and caring manner within a multicultural setting. • Able to prioritise and organise workload to meet deadlines and remain calm under pressure. • Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate. • Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order. • Able to record and present information in a neat and legible way. • Able to support the provision of secretarial services, e.g. maintain diary, book appointments, take messages and arrange meetings. • Able to stay calm with difficult visitors and follow agreed guidelines for such situations. • Able to operate office equipment such as photocopier, fax etc. • Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act. • Able and willing to undertake staff training and development courses. • Possess a good sense of humour.
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Experience:	<ul style="list-style-type: none"> • Proven clerical background covering activities such as filing, maintenance of records, using the telephone, dealing with people. • Maintenance of financial records • Maintenance of pupil data • Ability to IT packages such as Word, Excel, Publisher, SIMS.net, FMS6 would be desirable
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Educational:	Good general education (literate and numerate)
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Special Requirements:	<input type="checkbox"/> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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Updated May 2021

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. A commitment to reducing unnecessary workload;
2. One INSET day per year dedicated to well-being;
3. One staff meeting per term dedicated to staff well-being;
4. Access to counselling via the Promoting Health at Work process;
5. A supportive SLT with an open door policy;
6. Ongoing commitment to professional development
7. A real commitment to work-life balance.
8. 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.