



Dear Applicant

Application pack for post of Admin/Clerical Assistant

Thank you for your interest in the above vacancy.

Please find enclosed:

- the job advert
- the job description/person specification
- an application form
- guidance notes for applicants
- Criminal Records Declaration Form
- School's Equality in Employment Policy
- School prospectus

We are looking for a hardworking and motivated individual to join our dedicated school administration team on our shared campus. You will work under the supervision of our School Business Manager and Senior Admin and Support Manager undertaking all aspects of the essential tasks to ensure the smooth operation of our schools.

Hours and Pay Scale: 31 hours per week, school term time + 5 school training days and 5 days during school holidays.

Working hours: Monday to Friday 9.00am to 4.00pm with an hour for lunch (8.30am start on Wednesdays).

Local government service pay scale – Band 3 Point 14 to Point 17 - £16,781 to £17,772 (pro rata = £12,386 to £13,117)

The shared campus of Little Acorns Nursery, Wooler First School & Glendale Middle School is a lovely place to learn and to work. We have 300 super children in our school family this year and need someone to join us with excellent communication skills, a positive work ethic and desire to work as part of an effective team. The ideal candidate will have administration experience, initiative and be familiar with databases, financial procedures and working with children and families.

This post is a permanent contract.

If you wish to apply for the post, you should return the two documents listed below:

- **Application Form**

Please complete all parts of the application form as fully as possible.

- **Criminal Records Declaration Form**

This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be "spent" and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

These forms should be returned to:

Mr M.Deane-Hall at the above address, by **12noon on Wednesday 27th September 2017**

Visits to our schools are warmly welcomed.

We look forward to receiving your application.

Yours faithfully

M Deane-Hall

Mr M Deane-Hall
Executive Head Teacher