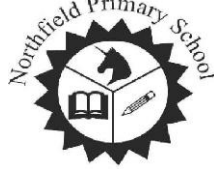


## **NORTHFIELD PRIMARY & NURSERY SCHOOL**



**Head Teacher: Ms Julie Jenkins**

**Post: Administration Assistant (Part-time, term time only - Permanent)  
Grade 2 (point 2-4)**

*Northfield Primary & Nursery School was opened in September 2001 following the amalgamation of the Infant & Junior Schools. The school is situated on a large site on the north western edge of Mansfield Woodhouse. It lies within a regeneration area with easy access to pleasant countryside and Sherwood Forest.*

*Northfield Primary School is one of several schools serving the Mansfield Woodhouse area. The school is currently made up of two morning foundation 1 groups, two foundation 2 classes, 4 KS1 classes and 8 KS2 classes.*

*The catchment area consists of a mixed community of private and council housing and there is very good liaison with the parents and community who contribute to the school by helping with many activities. Parents show a keen interest in their children's education and are very supportive of the school.*

*Our children are very appreciative of all that is done for them and they enjoy positive relationships with staff. Each class has Teaching Assistant support and teachers are well supported by an admin team.*

*The school is set in extensive grounds and benefits from very good internal facilities including two computer suites, two halls and two dining rooms; all classrooms have interactive touchscreens. Staff work co-operatively and are very supportive of each other.*

*Northfield is part of a Collaboration of Schools with four other local schools, Crescent, Farmilo, Intake Farm Primary and John T Rice Infant and Nursery School. The collaboration is designed to share and strengthen practice across the schools.*

**Administration Assistant - Part-time - Permanent**  
**(1pm – 4.30pm Monday to Friday)**

*Northfield is seeking to appoint an excellent administration assistant to join our committed and hard-working team.*

*The post would involve working alongside the office manager and office staff.*

*We are looking for an administration assistant who:*

- *Can communicate effectively with parents, carers and stakeholders.*

- *Would enjoy working in a busy office environment and is flexible to adjust to the demands of school each day.*
- *Is enthusiastic, motivated and has excellent time management skills.*
- *Is an excellent team player.*

*We can offer:*

- *A supportive, committed and enthusiastic staff team*
- *The chance to make a difference to the lives of our children and families*
- *Opportunities for professional development*

*Please visit our website to find out more about the school [www.northfieldprimaryschool.co.uk](http://www.northfieldprimaryschool.co.uk). If you require further information, please contact Ms Smith, Office Manager or [office@northfield.notts.sch.uk](mailto:office@northfield.notts.sch.uk) or phone us on 01623 625589.*

*Closing date: Friday 17th February 2023 at 9.00am*

***Please email applications to [office@northfield.notts.sch.uk](mailto:office@northfield.notts.sch.uk)***

*Interviews will be held week commencing 27<sup>th</sup> February 2023*

*The school operates Safer Recruitment processes in line with the Safeguarding of Children and all are subject to an enhanced Disclosure and Barring Service check.*

- *We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.*
- *All posts in Primary, Secondary and Special Schools are subject to an enhanced Disclosure and Barring Service check. All posts in schools, unless stated otherwise, are suitable for a job share arrangement.*
- *The County Council welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts within County and Controlled Schools and in Colleges.*

## **Guidance notes for completing application forms**

These notes have been put together to help you complete your application form. Please read them carefully, along with any other information supplied, before you start.

Candidates will be short listed solely on the information supplied in the application form, measured against the person specification. Be clear that you can demonstrate that you meet the essential requirements of the person specification before proceeding.

Successful candidates must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people. If you are shortlisted the interview process will be designed to assess your ability to meet the essential requirements of the post (including suitability to work with children). For shortlisted candidates any discrepancy or anomalies in the

information provided or issues arising from references will be followed up during the interview.

### **Migrant workers**

In order to comply with the provisions of the Illegal Working Regulations, employers are required to see and retain copies of documentary evidence that confirms the entitlement of all new employees to work in the UK.

**If you are shortlisted you will be asked to take your documents to the interview where the Appointing Officer will photocopy these and check your right to work in the UK for the purposes of the Illegal Working Regulations.**

If you are the successful candidate copies of your documents will be kept on your personal file. If you are unsuccessful then copies of your documents will be destroyed.

### **Filling in the form**

Please note CVs will only be accepted if accompanied by a fully completed standard school application form.

- We will not make any assumptions about your abilities and do not take into account any previous applications or any prior knowledge of you.
- The form needs to be legible and should be completed in black ink or typed.
- It may be helpful to make a rough draft of the form and to retain a copy.
- If the advert states the post is available for job share, make sure you indicate if you want to apply on that basis.
- If you would like to receive the form in an alternative format, please contact the school office.

#### **1. Personal details**

Enter fully and clearly your details in block capitals. If you do not have an NI number, contact your local Department for Work and Pensions (DWP) office.

#### **2. Present or last employer**

State clearly your present or last employer's name, address and post held.

#### **3. Previous employment**

In accordance with statutory requirement for all school-based appointments it is essential that you include and give accurate dates and provide reasons for all breaks in your employment history. Please therefore include dates of all periods of education / training /employment /voluntary experience and any periods of unemployment or other breaks. Please start with the most recent first. (Please continue on separate sheet if necessary)

#### **4. Education, qualifications and relevant training attended**

Provide full details of your education at secondary level and above, where applicable. Include details of any special skills training, day release, evening classes or other relevant knowledge. If a qualification has been asked for, make sure you give all the information required and levels of any examinations taken.

**You will be expected to provide documentary evidence if invited for an interview.**

## **5. Additional information in support of your application**

This section is **very important**. It gives you the opportunity to detail why you are the best person for the job and why you are applying. Use the **job description** and **person specification** as a guide, and focus on how your skills, knowledge and experience meet the **job requirements**, giving specific examples. Also include any voluntary work you may have been involved in, experience at school or any relevant experience outside work.

## **6. References**

Give the name and address of **two people** who can provide a reference in support of your application. One of these **must** be your manager in your present (or most recent) employment (or tutor/head teacher if in full time education).

If you are applying for a teaching post and are not currently employed as a teacher, we will contact the school, college or local authority at which you were most recently employed to confirm details of your employment and the reasons for leaving.

If you are applying for the post of head teachers one of your two references must be from your current LA and the other reference from your current/last employer.

If you are currently unemployed, please give details of your manager in your most recent employment if possible and / or a suitable alternative. Please note that members of your family friends and relatives are **not acceptable referees**. The Authority **and school you are applying to work in** reserves the right to approach any previous employer or manager as part of the pre-appointment checks.

Please note that references will be sought on all short-listed candidates before an interview.

## **7. Health/Medical Details**

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

## **8. Disclosure of Criminal Background**

If the post you are applying for requires a Disclosure and Barring Service (DBS) check, you must provide information about all convictions. The post will be exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

The amendments to the Exceptions Order 1975 (2013) provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website

[www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide](http://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)

It is important to note however that some cautions and convictions will never be filtered off a DBS record and must be disclosed by a prospective employee. Please refer to the guidance in the filtering guide in the above website or find the specific link to this list of information at [www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

Following the interview process, if you are the preferred candidate, you will be required to complete a DBS application form.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the Business Support Centre, tel: 0115 977 2727 (Option 1, Option 3) or visit the DBS website: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)<sup>5</sup>.

## **9. General**

For NCC maintained and voluntary aided schools you must indicate whether you are related to a member of the County Council or an employee of the authority. It is not normally permissible to appoint direct relatives to posts involving a direct supervisory role.

## **10. Equalities Act 2010**

Information disclosed in this section is to enable a fair decision to be made and not to discount applicants. It is used to ensure appropriate support is offered through the selection process and to guarantee disabled applicants who meet the essential shortlisting requirements an interview.

## **12. Declaration**

You will need to sign and date your application form to declare that all information is correct. You also need to confirm that you

- are not on the Children's Barred List and not disqualified from working with children
- are not subject to sanctions imposed by a regulatory body e.g. Teaching Regulation Agency
- have the legal right to work in the UK. (You will be asked to provide documentary evidence of this prior to commencing work with the Authority.)

If you are going to send the completed form by e-mail, you will be asked to sign the form, if selected, at the interview.

## **Equality and diversity monitoring**

Nottinghamshire County Council/ The School/ The Academy Trust has an Equality Policy and it is important that you provide the information requested on the Equality and Diversity Monitoring Form. It will help us to better monitor the fairness and effectiveness of our employment practices. This part of the form will not be used to shortlist applicants for interview and will not be viewed by the recruitment panel. You are also assured that the personal information you provide will be treated in the strictest confidence and will only be used to monitor the fairness and effectiveness of our service delivery and employment practices.

### **Returning completed forms**

You should ensure your completed application is received before the closing date specified on the job advert. Late applications will not be considered.

You can return your completed application via **e-mail to:**

[office@northfield.notts.sch.uk](mailto:office@northfield.notts.sch.uk)

Post or by hand to: Northfield Primary 7 Nursery School, Cox's Lane, Mansfield Woodhouse, Notts, NG19 8PG

### **Further information**

If you are offered a post in a school after an interview you may be subject to further pre-employment checks if they are applicable to the post. These checks include Disqualification under the Childcare Act check and the Prohibition from teaching check.