

APPLICANT

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KING ECBERT SCHOOL



Realising Potential. Transforming Lives.

Headteacher welcome / letter

Dear Applicant

King Egbert School is seeking an outstanding Clerical Officer to cover a period of maternity leave. The role will commence as soon as possible in the Autumn Term.



The school is exceptionally strong – rated outstanding by Ofsted, and has academic results that are consistently ‘well above average’. This is a truly comprehensive school serving both disadvantaged and highly affluent communities. We are proud of our diversity, with 20% of students disadvantaged, 30% EAL and 40% from BAME communities. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. We are looking for applicants who are committed to serving a diverse population and have experiences and perspectives that will enrich our work. The school is proud to offer one of Sheffield’s Integrated Resources for children with ASD. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of Mercia Learning Trust that started with King Egbert School and now comprises 6 schools both primary and secondary across the southwest of Sheffield. The Trust is led by its CEO, Chris French and all the schools benefit from an expert central services team.

The school is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field.

When we make appointments, we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 and 2023 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally. In 2023 we were awarded the Centre for Race, Educational & Decoloniality Anti-Racist School Award Bronze Status. We are proud to be the first school in the country to have met the criteria for this award.

We look forward to receiving your application.

Paul Haigh, Headteacher, King Egbert School

Advert

Post: Clerical Officer

School: King Egbert School

Salary: Grade 3 (£21,575 – £21,968 pro-rata)

Actual Salary: £18,557 – £18,895 with under 5 years' service

Contract Term: 37 hours per week/39 weeks per year

Contract Type: Maternity Cover – temporary

Start Date: As soon as possible in the Autumn Term 2023

King Egbert School is seeking to appoint highly skilled and talented Clerical Officer to join this system leading school at the heart of Mercia Learning Trust, to cover a period of maternity leave.

Mercia Learning Trust is a growing multi-academy trust which currently includes 3 secondary and 3 primary schools. Our mission is to provide an outstanding education for pupils from 2-18+. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working, binding together our school, parents and their communities. We are currently looking to recruit an outstanding teacher with the ability to support the academic progress and wellbeing of all students.

At King Egbert School, we believe in and promote our **ERA** values:

Academic **E**xcellence for all

Showing **R**espect at all times

Having high **A**spirations and personal goals that go beyond our time in school

We are committed to providing outstanding education for all in a safe, happy and positive learning environment.

We are delighted to offer the opportunity to join our forward-looking team. King Egbert School is a special place to work, and our students are well-behaved and ambitious. Our staff are dedicated to improving the life chances of all our young people and the core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them – we balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload.

Confident in your abilities and with a record of success, you will be organised and conscientious with excellent administrative and communication skills.

King Egbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first-class education for over 1400 students aged from 11 to 18. We are looking for staff who are enthusiastic and are keen to make a difference.

We hope that our recruitment pack and website provide you with plenty of information about us. However, should you require any additional information, or would like an

informal discussion please contact us on 0114 235 3855 or email
fevans2@ecgbert.sheffield.sch.uk

To apply please submit a Trust application form to recruitment@merciatrust.co.uk

Please note, we do not accept CVs or Council Application forms.

Closing date for applications is: Midnight Tuesday 10 October 2023

Interviews are provisionally scheduled for: Week commencing 16 October 2023

JOB DESCRIPTION

Post Title:	Clerical Officer *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	3
Hours/Weeks:	37 hours / 39 weeks per year
Responsible to:	Office Manager/SLT
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies

Purpose of the role:

Under the direction/instruction of senior staff, provide high quality administrative support to the school.

Main Duties and Responsibilities

Working as part of a team of support staff, you will provide a high level of clerical and administrative support to the school.

1. Be responsible for confidential administration and clerical duties relating to all aspects of the school's work including management of appointments, correspondence, filing systems and records.
2. Receive visitors to the school when appropriate and arrange meeting facilities when required.
3. Liaise with outside agencies/organisations to organise meetings as directed by the Senior Team/Office Manager.
4. To support the functions of the school medical room including taking part in first aid training (where appropriate)
5. Operate relevant equipment/ICT packages, e.g., Microsoft Office and other school systems, including SIMS.
6. Collect and record appropriate statistics.
7. Where appropriate, attend meetings and take basic notes using a template provided.
8. Use the school switchboard system to answer and transfer calls, dealing with queries where appropriate.
9. To operate established and new technology-based office equipment.

10. To train in the use of computer systems/equipment as necessary and appropriate.
11. To undertake any recognised training as necessary in accordance with a planned programme of development.
12. To provide clerical and administrative support across the portfolio of Mercia Learning Trust Schools should the need arise.

Miscellaneous Duties and Responsibilities

1. Comply with and assist with the development of policies and procedures.
2. Be aware of and support diversity, ensuring equal opportunities for all.
3. Contribute to the ethos of the School.
4. Develop professional, constructive relationships with other agencies, schools and professionals.
5. Participate in meetings, training and performance development as necessary.
6. Recognise own strengths and areas of expertise, using these to advise and support others.
7. Be willing to undertake training and professional development as required of the post.
8. Any other duties and responsibilities appropriate to the grade and role.

Footnotes:

This is not an exhaustive list. Under the direction of senior staff, the postholder will be required to undertake other administrative tasks from time to time to support the smooth running of the pastoral team representative of the grade.

This job description may be reviewed at any time via consultation between the governing body and/or SLT Representatives and the postholder as may be necessary and appropriate to the needs of the school.

All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Issue Date September 2023.

PERSON SPECIFICATION

Post Title:	Clerical Officer
Grade:	3
Hours/Weeks:	37 hours / 39 weeks per year
Responsible to:	Office Manager/SLT
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	<ul style="list-style-type: none"> GCSE Maths and English or evidence of abilities at this level Experienced MS Office user, particularly Word, Excel and Outlook/365 	<ul style="list-style-type: none"> Use of SIMS is desirable, but training will be provided for the successful candidate The successful candidate may be requested to undertake first aid training to obtain the necessary qualification as they will have direct contact with children
Experience	<ul style="list-style-type: none"> Ability to prioritise work and cope with competing deadlines Experience of working in a clerical role 	<ul style="list-style-type: none"> Experience of working in a clerical role within a school environment/educational setting
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> Excellent interpersonal skills, good telephone manner, calm approach Ability to communicate effectively with people at all levels e.g., school staff, students, governors and external agencies Excellent organisational skills Ability to work accurately and with attention to detail Ability to carry out instructions accurately and effectively 	

	<ul style="list-style-type: none"> • Accuracy when receiving information both verbally and written • Ability to make a positive contribution to the school • Maintain standards set by the school • The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Must be able to show evidence of an alignment with the values of the Mercia Learning Trust both in words and behaviours • Ability to deal with challenging situations and conversations • Ability to work alongside young people • To be reliable, have the ability to work hard and be an effective team player • Be able to manage a demanding workload, meet deadlines and give freely of your time • A good sense of humour • Attention to detail 	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2353855 or fevans2@ecgbert.sheffield.sch.uk
- For more information about the application process, please email recruitment@merciatrust.co.uk

Key dates:

- **Closing date: Midnight Tuesday 10 October 2023**
- **Interviews: Provisionally week commencing 16 October 2023**

The small print:

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.