



Information for Applicants



Post: Office Assistant

SCALE: Point 8 – 10 (Grade 2)

Required for: 4th September 2017



The Collegiate Trust
Exceptional Education for All

Welcome to Gossops Green Primary School

Dear Candidate

Thank you for your interest in working as an Office Assistant at *Gossops Green Primary School*. High quality and well supported staff are crucial for the success of our children and, as a large primary school, we are able to offer a comprehensive professional development package to ensure that they are provided with the best possible teaching and support.

Opened almost 60 years ago, *Gossops Green Primary School* is an established and important part of our local community and is at an exciting time in its development. We are part way through our expansion to 3 forms of entry which will mean the school will grow to 630 children over the coming years. We joined *The Collegiate Trust* and converted to academy status on 1st November 2016 and are already benefitting from the support which that brings. We are close to completing the third and final phase of a capital programme which has expanded the school and improved many of our facilities. Colleagues joining the school will be coming to a vibrant and ambitious learning community which works in a highly collaborative manner.

Within this pack, you will find a job description and person specification and details of how to apply. As part of your application, please include a statement of no more than two sides of A4, outlining how you meet the person specification and providing information and evidence of the qualities and experience you would bring to this post.

The closing date for applications is at 9.00am on Monday 19th June 2017 and shortlisting will take place later that day. Interviews will be held on 22nd June. The school is committed to following policies and procedures for child protection and the security of our site in order to safeguard and promote the welfare of our children; the interview will include questions about safeguarding children and the appointment will be subject to successful DBS clearance.

Alongside the information contained here, please do also visit our website at www.gossopsgreen.com to find out more about our school. Having done so I hope you will feel inspired to want to join us.

Yours sincerely

Dawn Martin
Headteacher

Our School



Headteacher – Mrs Dawn Martin

Our school is located in Gossops Green, a neighbourhood in the north-west of Crawley in West Sussex, although children travel to learn at our school from across Crawley and beyond. We have amazing pupils and a talented team of staff and governors, who all work together to make learning fun and purposeful.

We are lucky to have lots of fantastic facilities for our children, including; a large field and play areas with a wide range of equipment, e.g. climbing frames, a 'Peace Area' for those who want to chat quietly, large playgrounds, a wildlife area and pond, a wonderful library, jam-packed with books for everyone to enjoy and two halls.

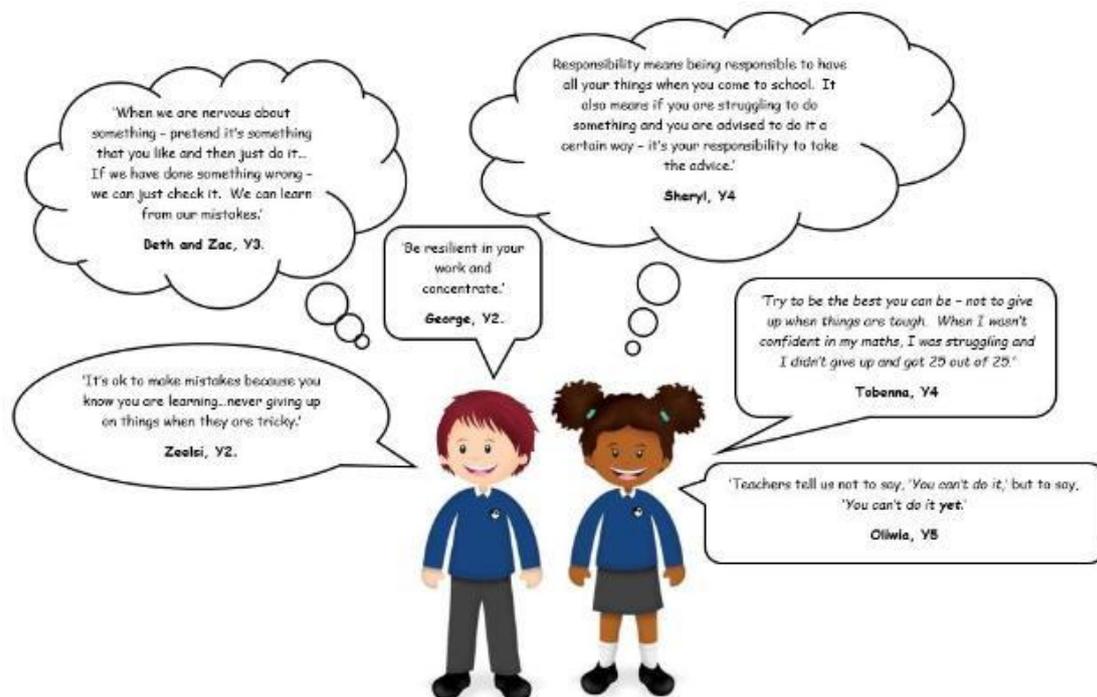
Our Aims and School Charter

AIMS

Respect
Enjoy
Achieve
Learn
Keep it real!

SCHOOL CHARTER

Always be safe and sensible
Be kind to others
Care for our school
Do our best



The Collegiate Trust Vision

Every school outstanding and delivering an exceptional education for all

The Collegiate Trust exists to improve education in Croydon and Crawley for children and young people up to the age of 18, thereby preparing them from an early age for success – in school, at university, in ambitious careers and throughout a fulfilling life. We are building a local partnership of six schools for all ages over the next five years which will work collaboratively to deliver *Exceptional Education for All*.

Such an **exceptional education** values and delivers wonderful academic learning and progress, but puts right alongside this the development of wider skills and qualities that come through a balanced focus on creative, cultural and active learning; it is driven by a strong Local Governing Body, under our clear Trust framework, and delivered by an expert headteacher and team of teachers and support staff. The successful learners developed by our schools become confident individuals and responsible citizens in our modern British society.

The Collegiate Trust Values



Key Information

School:	Gossops Green Primary School
Location:	Kidborough Road, Gossops Green, Crawley, West Sussex, RH11 8HW
Age Range:	4 - 11
Type of School:	Academy
Number of Pupils:	549
Number of Teachers:	29
Number of Support Staff:	36

Professional Development

The professional development of our staff is a clear priority in our work. This includes ongoing school-based INSET, opportunities to attend courses outside of the school, training and support delivered by the Trust which includes our NQT Residential.

The SLT

Post	Name
Headteacher	Mrs Dawn Martin
Deputy Headteacher	Mrs Sarah Dunne
Assistant Headteacher	Mr Mark Warwick
Senior Teacher	Mrs Debbie Bullen
Special Needs and Disability Coordinator	Mrs Catherine Humphrey

Safeguarding

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Appointment will be dependent upon further health, medical and attendance checks.

Job Description

Post : Office Assistant, Points 8 – 10,
10.00am – 2.00pm (excluding lunch)

Responsible to : School Office Manager (OM)

Role : **To carry out, under the direction of the School Office Manager and Headteacher, certain administrative, organisational processes within the school.**

Area of Accountability: Administration

- i) Support front of house i.e. reception, incoming calls, delivering messages to classrooms.
- ii) Add relevant information to the weekly school newsletter and circulate.
- iii) Circulate the weekly staff bulletin.
- iv) Gather competitive quotations and organise bookings for school trips, including collating and chasing missing consent slips and booking the pool and instructors for swimming.
- v) Manage the school stationery store and ensure that staff have access to the resources they require.
- vi) Take minutes at meetings as required.
- vii) Ensure pupil filing is up to date, including confidential files.
- viii) Provide all information to prospective parents.
- ix) Filing, photocopying and laminating.
- x) Provide first aid cover as required.
- xi) Ensure that all first aid boxes are correctly stocked.
- xii) Maintain medical information (Health Care Plans and information board) up to date.
- xiii) Assist the school administrative team during emergency/medical situations.
- xiv) Ensure that lost property items are claimed or cleared at the end of each half term.
- xv) Participate in training and other learning activities and performance. development as required.
- xvi) Any reasonable request of the OM or head.

Person Specification

	ESSENTIAL	DESIRABLE
1. Qualifications and Experience (Career Development)	<ul style="list-style-type: none"> • Experience of working in a busy office environment • GCSE English and maths at grade 'C' or above or equivalent • DBS clearance • Four day first aid certificate (or willingness to train) 	<ul style="list-style-type: none"> • Qualification in a relevant area e.g. secretarial skills, computing skills.
2. Key personal qualities and characteristics.	<ul style="list-style-type: none"> • Patience and the ability to stay calm under pressure or in frustrating situations • Ability to communicate effectively both orally and in writing, in a variety of settings • Self-management skills i.e. the ability to prioritise and delegate, good time management, the ability to work well under pressure, motivation, enthusiasm, commitment and stamina • Ability to work as part of a team 	<ul style="list-style-type: none"> • Willingness to participate in the wider life of the school.

Post

Office Assistant

Salary: *(paid term time only plus holiday i.e. for 43 weeks of the year)*

Office Assistant: Support Staff Scale Point 8 pro rata
(Point 10 may be available for suitably experienced candidates)

The successful candidate will:

- be enthusiastic, caring and well-motivated,
- demonstrate versatility, tact, commitment and the ability to use initiative,
- be patient and able to stay calm,
- be suitably qualified for the post of office assistant i.e. have good basic mathematical skills and be able to communicate effectively both orally and in writing in a variety of settings,
- be able to work as part of a team, and
- have the ability to maintain confidentiality.

Hours of work: 10.00am to 2.00pm (excluding lunch)

A disclosure and barring check will be carried out in line with the school's policy towards safeguarding and promoting the welfare of children. We welcome applications regardless of age, gender, ethnicity or religion.

Closing date: 19th June 2017 at 9.00am.

Interviews: 22nd June 2017

Start date: 4th September 2017

The application form is available [here](#)



By Car

Please see the Map. Parking is available on and off site on the roads surrounding the school. Please do not obstruct the residents' garages.

By Train

The nearest station is Ifield Station (see map).

By Bus

Bus routes: 1 and 20, disembarking at Gossops Green Parade (shops).

A Gossops Green Primary School, Kidborough Road, Gossops Green, Crawley, West Sussex RH11 8HW

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www.gossopsgreen.com