



# Birchfield Community Primary School

Yeovil, Somerset



## Recruitment Pack





# Birchfield Community Primary School

Yeovil, Somerset

Dear Applicant

Thank you for your interest in the Receptionist/Admin assistant vacancy at Birchfield Community Primary School.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking for staff that will join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or email [office@birchfieldprimaryschool.co.uk](mailto:office@birchfieldprimaryschool.co.uk)

Best Wishes

Judy Parker



## The Vacancy

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We are looking to appoint a Receptionist, who will undertake receptionist/clerical duties at the school ensuring all callers receive an efficient and effective service.

37 hours per week

8.30 am - 4.30pm Monday – Friday with a 4pm finish on the Friday.

Term time plus 5 additional days to worked during the school holidays/Inset days

Grade 15 £12.45-£12.64 per hour

### Main duties:

- Answers telephone enquiries to ensure that an effective service is provided to customers by either passing the calls to an appropriate member of staff or dealing with requests for information. Ensures that all information and communications are passed on to the appropriate person.
- Greet visitors, ascertain purpose of the visit. Deals with routine enquiries for information and if appropriate contacts an appropriate member of staff to deal with them.
- Updates and maintains a variety of computerised record systems and produces routine reports as necessary.
- Provides general support to office staff which includes opening, sorting and distribution of post, photocopying, arranging duplicate/printing, sending faxes and arranging meetings.
- Contacts parents/carers regarding any matters concerning their child.
- Undertakes responsibility for maintaining various booking systems.
- Ensure the reception area is kept tidy and hazard free in line with good Health and Safety practice. Liaises with Caretaking and Finance staff regarding the prompt removal of deliveries.
- Check, maintain and order stationery supplies.
- Undertakes word processing in support of the general office.



## **Problem solving and Creativity:**

Work is undertaken within laid down procedures and guidelines and the nature of the job means that there are frequent interruptions. The postholder however is expected to exercise a certain amount of discretion, particularly concerning the giving out of information and when referring matters to a more appropriate member of staff.

## **Decision Making:**

Organises the day to day work to meet the demands of the school. Deals with the support work, telephone enquiries and visitors in the most appropriate manner and provides basic information. Operates within standard guidelines and procedures and seeks advice from more senior officers, where required.

## **Contact and Relationships:**

Daily contact with the Line Manager when discussing workload or receiving new instructions. Contact takes place with staff of the school, pupils, parents, Governors, LEA visitors and other external suppliers. These contacts are for the purpose of passing/receiving information and resolving queries.

## **Knowledge, Skills and Experience:**

Requires knowledge of clerical and office duties and procedures and must be able to carry out a range of typing duties, which requires a full working knowledge of word processing equipment and the system's capabilities, including spreadsheets and databases.

For further information please download a recruitment pack and application form from the school website [www.birchfieldprimaryschool.co.uk](http://www.birchfieldprimaryschool.co.uk) or telephone or e-mail for further assistance.

Closing date: Midday Friday 24<sup>th</sup> January 2024

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to relevant employment checks and criminal background check via the disclosure procedure.

Please complete an application form (which can be found on the school website or by contacting the school office) and submit to the office or email [recruitment@birchfieldprimaryschool.co.uk](mailto:recruitment@birchfieldprimaryschool.co.uk).





## Selection Procedure

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- Advert placed on Somerset County Council jobsite and School website
- Closing date for applications: Midday Friday 24<sup>th</sup> January 2025
- Shortlisting: Friday 24<sup>th</sup> January 2025
- Letters sent out to successful candidates for interview (via email) Monday 27<sup>th</sup> January
- Interviews take place: Week beginning 27<sup>th</sup> January



Successful applicants will be notified by email prior to interview. If we have not contacted you by Monday 27<sup>th</sup> January 2025, unfortunately you have not been shortlisted for interview.



## The Person

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	ESSENTIAL	DESIRABLE
1. Professional Qualities	<ul style="list-style-type: none"><li>• Good working knowledge of using MS Office to a competent level within an office environment, especially MS Word, Excel and Outlook</li><li>• Excellent communication skills</li><li>• Ability to work using own initiative</li><li>• Positive and friendly persona</li><li>• Excellent time keeping skills</li></ul>	
2. Experience	<ul style="list-style-type: none"><li>• Experience of greeting guests and visitors and making them feel welcome in a positive and friendly manner</li><li>• Experience of answering the telephone and transferring calls</li><li>• Approachable with good interpersonal skills</li><li>• A good standard of personal presentation</li><li>• Ability to promote a positive image of the school to visitors and parents / carers</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with confidential information</li><li>• Experience of basic clerical duties and office procedures</li></ul>
3. Qualifications	<ul style="list-style-type: none"><li>• 5 GCSE's x C grade or above English and Maths (or equivalent)</li></ul>	<ul style="list-style-type: none"><li>• 3 A levels or equivalent</li></ul>



4. Personal Qualities	<ul style="list-style-type: none"><li>• No convictions that impact on job.</li><li>• No gaps in CV timeline.</li><li>• Ability to work under pressure</li><li>• Sense of humour.</li><li>• Work effectively in a team (children and adults).</li><li>• Willingness to go that 'extra mile' and further the aims of the school</li></ul>	
5. References	<ul style="list-style-type: none"><li>• 2 fully supporting references which cover the candidates' professional, personal and leadership qualities.</li><li>• Full DBS successfully completed</li></ul>	



## How to Apply

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Please complete an application form (which can be found on the school website or by contacting the school office) and submit to the office or email [recruitment@birchfieldprimaryschool.co.uk](mailto:recruitment@birchfieldprimaryschool.co.uk) .

Application form to be completed and returned to the school office by midday Friday 24<sup>th</sup> January 2025.







## Recruitment and Selection Policy

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### 1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
  - deter prospective applicants who are unsuitable for work with children or young people;
  - identify and reject applicants who are unsuitable for work with children and young people.
- 1.2 In recruiting new members of staff we do not discriminate in terms of race, gender, ethnicity, sexual orientation or disability.

### 2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably HeadTeachers and Deputy HeadTeachers. These requirements change from time-to-time and must be met.

### 3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

### 4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- job description and person specification;
  - the school’s recruitment policy (this document);
  - the selection procedure for the post;
  - an application form.
  - the school’s child protection policy will be made available on request.
- 4.3 All prospective applicants must complete, in full, an application form.

### 5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post



- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
  - the candidate's suitability for working with children and young people;
  - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
  - the candidate's suitability for this post.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## **6 THE SELECTION PROCESS**

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
  - to explain satisfactorily any gaps in employment;
  - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - to declare any information that is likely to appear on a DBS disclosure;
  - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **7 EMPLOYMENT CHECKS**

- 7.1 All successful applicants are required:
  - to provide proof of identity
  - to complete a DBS disclosure application and receive satisfactory clearance



- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

## 8 INDUCTION

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).