



Nether Green Junior School

Administration & Clerical Level 1

Recruitment Information Pack



Fulwood Road
Sheffield S10 3QA
Telephone: (0114) 230 2461
Website: nethergreenjuniorschool.co.uk

Headteacher: Mr W Allen

Recruitment Information Pack

Thank you for requesting information for the post of **Administration & Clerical Level 1**.

On behalf of the Governors of Nether Green Junior School, thank you for requesting information for the above vacancy. We hope the information enclosed is useful to you.

As we take the role of caring for the children in our school very seriously, the recruitment process will have a focus on child protection.

Please do not hesitate to contact us if there are any other questions you have.

We have included in our information:

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Information About Our School

Nether Green Junior School has a very welcoming and caring ethos and is well regarded within the community. It is a relatively large and popular junior school situated to the West of the City, three miles from the City Centre. Pupils come to this school mostly from both Broomhill and Nether Green Infant Schools. The school tends to be oversubscribed.

There are approximately 380 children on role divided into thirteen registration groups, 3 in each year group and one which is an Integrated Resource Unit for pupils with significant learning difficulties and complex needs. The school has 27% children from ethnic minority backgrounds and 28% children who do not have English as a first language. The teachers provide a large range of extra-curricular activities many linked with the performing arts and sport. The resource unit has places for 16 pupils. These children work in a small group for core subjects and most integrate into some mainstream classes for appropriate lessons such as P.E., music, art and topic work. Our mainstream teachers work closely with the staff in the integrated resource to support and accommodate the pupils into the mainstream classrooms and school life.



The main school building is an old Victorian style building and houses ten classes, an Intervention and breakout room to support those children who need space to regulate, an area for small group cooking/crafts, an assembly hall/library, music room, the Head teacher's and school's administrator's rooms and a dining room. There are two double mobile classrooms which are the teaching space for our Y4 children and space for groups. The school is fortunate to have a purpose built sports hall on site. Community groups also use the building during the evenings including an After School club providing extended care for the children before and after the school day.

The school's ethos is based on the belief that every child matters and the principles of enjoyment and excellence. To this end we aim to develop the whole child within a broad and balanced Curriculum enriched by additional opportunities especially in the areas of music, sport, creativity and performing arts.

Within our curriculum at Nether Green Junior School we aim to:

- Instil a love of learning and provide a range of opportunities that will allow all learners to gain enjoyment, make progress and achieve their full potential in all aspects of their learning
- Enable students to become confident, independent learners who are self-aware, emotionally intelligent and self-motivated
- Enable pupils to become responsible members of local, national and global communities
- Provide all pupils with an introduction to the essential knowledge that they need to be educated citizens.

Our curriculum is not constrained by subject boundaries and the majority of the work is project based, with an emphasis on learning English and Maths skills. The core subjects of English and Maths are taught on a daily basis, both discretely and through topic links. Pupils practise and reinforce these skills in topic based work, whilst developing and acquiring knowledge and skills in all the other subject areas of the curriculum.

Objectives and skills are broadly allocated to each year group and teachers then plan stimulating and engaging topics creating meaningful links between subjects. This allows children to see links between subjects and most importantly identify the relevance of different skills and subject knowledge within the real World. Some subjects, which do not fit into the

topic, will be taught discretely for example elements of physical education. Throughout the year there will be special themed weeks across the whole school. For example in the summer term there will be a sports week.

Underpinning our curriculum are three curriculum drivers. These are three areas, which have been identified as reflecting the needs of the majority of the children in our school. They are:

Enrichment

Citizenship

Collaboration

Enrichment, Citizenship and Collaboration. Our curriculum drivers ensure the fundamental British values are taught and focussed upon. The social, moral, spiritual and cultural development of pupils is also catered for through our curriculum drivers and their incorporation into learning in the classroom. There are a wealth of extra-curricular opportunities at our school including our 'enrichment' slot to broaden the children's opportunities. The school has a very good reputation for sport and musical opportunities and achievements. The school has achieved the Healthy Schools mark, gold Arts Mark and the gold Games Mark.

The school is part of S10 LP - a learning partnership group who work together to drive school improvement through working together at different levels. We also have close relationships with our infant and secondary main feeder schools. We are a committed and involved member of the Arches school games group. We are open minded and forward looking always looking to improve what we do.



Vision

Nether Green Junior School provides a safe, stimulating and inclusive environment for learning that enables the best possible social, academic and cultural development for our children. It is a happy, vibrant and productive workplace for children and staff alike where children take part in a rich variety of experiences that enhance and support academic learning.

We work hard to forge positive and enduring partnerships with parents/carers and the local and wider community.

Values

Our values are at the core of everything we do and have been developed with the aim of preparing our pupils to be confident, happy and compassionate citizens.

Effort & Resilience

Our pupils will be encouraged to:

- Have a growth mindset
- Learn from their mistakes
- Embrace challenges
- Strive to better themselves
- Take risks
- Try their best
- Never give up

Independence

Our pupils will be encouraged to:

- Have high aspirations and expectations of themselves and for others
- Have ownership of their school
- Think freely
- Be a critical thinker
- Be passionate and curious about their learning
- Develop their organisational skills
- Use initiative
- Take responsibility
- Be an active learner

Pride

Our pupils will be encouraged to:

- Show pride in one another's achievements
- Have pride in their work and all aspects of learning
- Look after their school, resources and environment
- Take pride in their achievements

Behaviour & Attitudes

Our pupils will be encouraged to:

- Understand and embrace fundamental world values
- Be happy, friendly and caring
- Embrace difference and diversity
- Listen and respect other's thoughts, feelings and opinions
- Be respectful, tolerant and caring
- Be humble

Teamwork

Our pupils will be encouraged to:

- Work and play together fairly and with respect
- Listen actively, collaborate and compromise
- Respect different ideas
- Support those who need it

Respect

Our pupils will be encouraged to:

- Be polite and well-mannered.
- Value themselves and other people
- Be respectful, tolerant and caring
- Have mutual respect and tolerance for all, including those with different faiths and beliefs
- Respect our school and its environment

Copy of the Advertisement

Headteacher: Mr Will Allen
Chair of Governors: Mr Steve Middleton
Number on roll: 379 whole school

| | |
|------------------------|---|
| JOB TITLE | Administration & Clerical Level 1 |
| POST ADVERTISED | 17 hours per week, 39 weeks per year Wednesday 11.30am – 3.30pm, Thursday and Friday 8.30am – 3.30pm Starting at the earliest possible date |
| GRADE/SALARY | Grade 3, £24,790 - £25,183 pro rata Managing Medicines 1 Allowance £750 pro rata Actual Starting Salary £ 10,094 |
| CONTRACT TYPE | Permanent |
| RESPONSIBLE TO | Line manager as defined in the staffing structure |
| LOCATION | Nether Green Junior School, Fulwood Road, Sheffield, S10 3QA |

PUPOSE OF JOB

To be part of a friendly and welcoming office team which supports and serves the whole school community including, pupils, parents/carers, staff and governors.

We are looking for someone to join us who is approachable, friendly and caring. In order to fulfil the role, the successful applicant needs to be enthusiastic, hardworking, forward thinking, proactive and willing to work independently or under supervision. As this is a very busy working environment in which we often need to be flexible and respond to varying requests at short notice, we need someone who will be a team player and who is fully committed to working co-operatively with colleagues. Just as importantly we are looking for someone who will fit in with the school's ethos and contribute to the school's approach to caring for pupils.

In return our school will offer:

a supportive environment in which to work;

- a hardworking, friendly and committed staff team;
- good professional development; enthusiastic pupils with a wide range of talents and ability.

MAIN DUTIES AND RESPONSIBILITIES

DUTIES

Organisation

Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors

1. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc in accordance with the school policy on administering drugs
2. Assist with arrangements for visits by NHS (Nasal flu immunisations and Y6 weighing and measuring), photographer etc.

Administration

4. Produce the weekly school newsletter
5. Maintain/update the school website content
6. Undertake typing, word-processing and other IT based tasks
7. Provide routine clerical support e.g., photocopying, filing, emailing
8. Maintain manual and computerised records/management information systems
9. Sort and distribute mail

Resources

10. Operate office equipment e.g., photocopier, computer
11. Arrange orderly and secure storage of supplies
12. Undertake routine financial administration

Any other duties and responsibilities appropriate to the grade and role.

Training will be provided.

RESPONSIBILITIES

13. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
14. Be aware of and ensure equal opportunities for all
15. Contribute to the overall ethos/work/aims of the school
16. Appreciate and support the role of other professionals as appropriate
17. Attend and participate in relevant meetings as required
18. Participate in training and other learning activities and performance development as required

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. Enhanced DBS check required for all posts.

Please read our [safeguarding and child protection policy here](#).

Online searches will be carried out on shortlisted candidates as part of our safer recruitment process.

OPPORTUNITY TO VIEW THE SCHOOL

If you would like an opportunity to view the school, please contact the school office to arrange.

APPLICATION PROCESS

- **Closing date: Tuesday 28 January 2025 at 12 midday**
- **Shortlisting: Week commencing 27 January 2025**
- **Interviews: Week commencing 3 February 2025**

Email completed application forms to the school at recruitment@nethergreen-jun.sheffield.sch.uk or post to Nether Green Junior School, Fulwood Road, Sheffield, S10 3QA.

The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. *You are requested to submit a concise application.*

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. *Please limit your supporting statement to two sides of A4 in size 11 font.*

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the [safeguarding information](#) on the school website prior to attending the interview.

8. The Interview

Candidates will be invited to an interview process at the school during which time they will have the opportunity to meet staff and students and see the school at work.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

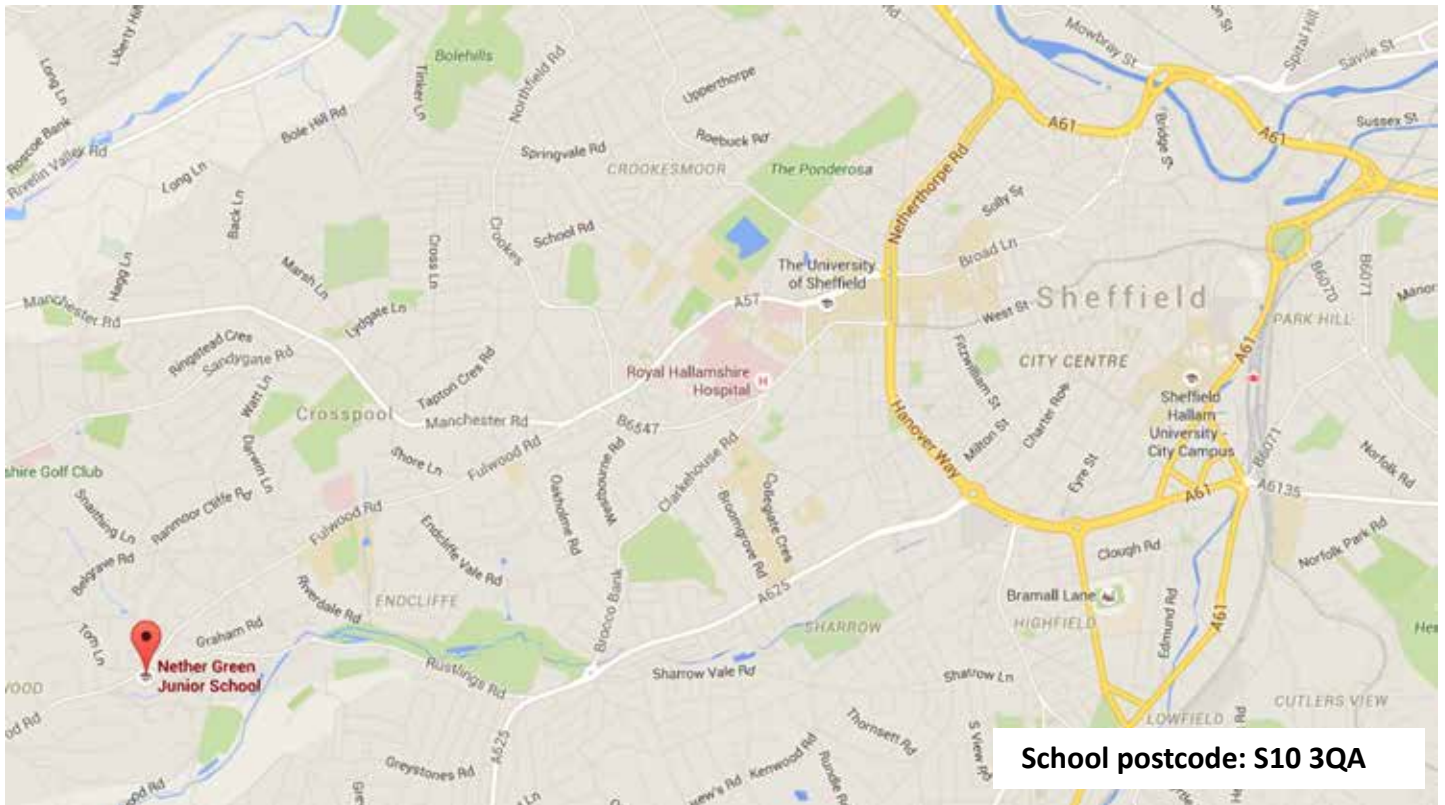
10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the school's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to recruitment@nethergreen-jun.sheffield.sch.uk by the closing date

Nether Green Junior School Location



Directions from the City Centre

From: Sheffield Train Station Sheaf Street, Sheffield S1 2BP

- Take A61, St Mary's Gate and Hanover Way to Glossop Rd/B6547
- Head south-west on Sheaf St/A61 towards Sheaf Square.
- Continue to follow A61.
- Use the right 2 lanes to turn slightly right onto St Mary's Rd/A61.
- Continue onto St Mary's Road.
- At the roundabout, take the 2nd exit onto St Mary's Gate.
- At the roundabout, take the 2nd exit onto Hanover Way.
- Continue onto Upper Hanover St.
- Follow Glossop Rd/B6547 to Fulwood Rd.
- Turn left onto Glossop Rd/B6547.
- Turn left onto Fulwood Rd/A57.
- Keep left to continue on Fulwood Rd for 1.3 miles until you reach Nether Green Junior School.

KEY DATES FOR YOUR DIARY

Before the closing date if you wish to speak to the headteacher about the post please contact the school office.

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