



# Highcliffe School

11-18 Academy & Specialist College



## Clerical Assistant





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January 2012

Dear Colleague

I am delighted that you have responded to our advertisement for the post of Clerical Assistant.

Please find enclosed in the application pack a range of information which, I hope, gives you a flavour of our school and the opportunities that await the successful candidate.

We hope to welcome a colleague to our team who shares the same high aspirations for our students; someone who recognises their own ability to make a significant contribution to their achievements.

Unfortunately we will not be able to contact every applicant and take this opportunity to thank you for responding. Preparing an application is both professionally demanding and time-consuming.

I look forward to hearing from you but whatever your decision at this stage may I wish you all the best for your professional future.

Judith A Potts  
Headteacher

***“We encourage a positive classroom environment  
where students matter and learning counts”***

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Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

**Deputy Headteacher**  
Mr N Campbell BA (Hons)



Registered in England and Wales Number: 07631213

**Deputy Headteacher**  
Mr N O'Connor BSc (Hons)



## Lessons from Geese – Our Corporate Perspective

**Fact One:** *As each goose flaps its wings it creates an "uplift" for the birds that follow. By flying in a "V" formation, the whole flock adds 71% more range than if each bird flew alone.*

Lesson: People who share a common direction and sense of community can get where they are going quicker and easier because they are travelling on the trust of one another.

**Fact Two:** *When a goose falls out of formation, it suddenly feels the drag and resistance of flying alone. It quickly moves back into formation to take advantage of the lifting power of the bird immediately in front of it.*

Lesson: If we have as much sense as a goose, we stay in formation with those headed where we want to go. We are willing to accept their help and give our help to others.

**Fact Three:** *When a goose tires, it rotates back in the formation and another goose flies to the point position.*

Lesson: It pays to take turns doing the hard tasks and sharing leadership. As with geese, people are interdependent on each others skills, capabilities and unique arrangements of gifts, talents or resources.

**Fact Four:** *The geese flying in formation "honk" to encourage those up front to keep up with their speed.*

Lesson: We need to make sure our "honking" is encouraging. In groups where there is encouragement, productivity is much greater. Individual empowerment results from quality "honking".

**Fact Five:** *When a goose gets sick, wounded or shot down, two geese drop out of formation and follow it down to help protect it. They stay with it until it dies or is able to fly again. Then, they launch out with another formation or catch up with the flock.*

Lesson: If we have as much sense as geese, we will stand by each other in difficult times as well as when we are strong.



### Our Goal

To ensure that all students learn to their full potential in an informed, caring and supportive environment and that challenging learning experiences develop students as successful confident young adults.

### Vision Statement

"I believe in using what you have, instead of mourning for that which you do not. In thirty years time, I want to be able to look back at my youth and know that I used my talents fully: that I wasted nothing." – A Highcliffe Student.



## Clerical Assistant

Clerical Assistant required, as soon as possible, to join our friendly, forward-looking, Administration Team. A good working knowledge of Microsoft Office products such as Word, Excel and Outlook are essential for this post.

35 hours per week, term time only.  
Salary Grade 3 £6.84-£7.80 per hour

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced CRB check and positive references.

For an application form please see school website [www.highcliffe.dorset.sch.uk](http://www.highcliffe.dorset.sch.uk) or contact:  
Mrs J Coleman, PA to Headteacher  
e-mail [jcoleman@highcliffe.dorset.sch.uk](mailto:jcoleman@highcliffe.dorset.sch.uk).

Closing date for completed applications 27th January 2012.

Highcliffe School, Parkside, Highcliffe, Christchurch,  
Dorset, BH23 4QD  
t: 01425 273381 | e: [office@highcliffeschool.com](mailto:office@highcliffeschool.com)



## **Clerical Assistant**

**Closing date** 27th January 2012

### **Application**

Completing the application form

Submitting a personal letter or statement relevant to the post

**Please note that CVs only will not be accepted.**

### **Notes for Guidance for Applicants**

The following guidance is intended to help you to complete your application form in the best way.

#### **Application Form**

The form must be completed in full and signed. Please use black ink or word processing as your form will be photocopied. Please complete all sections of the application form and ensure that your employment record is set out in full with an explanation of any gaps.

Please do not include photocopies of open testimonials. We will always write to your current or previous employer for a reference and to ask for a professional assessment of your suitability for the post. We reserve the right to approach any previous employer for a reference.

Please complete the application form carefully and ensure that you sign it at the end. You should use section 5 to set out your relevant skills, knowledge and experience and you are advised to refer to the Job Description and Person Specification in order explain how you meet the requirements of the job.

The closing date is as above. Your completed application form and letter should be returned to Judith Potts, Headteacher, Highcliffe School, Parkside, Highcliffe, BH23 4QD. Or you can email to [jcoleman@highcliffe.dorset.sch.uk](mailto:jcoleman@highcliffe.dorset.sch.uk) . Please note that late applications cannot be considered. Applications will not normally be acknowledged.

Please label the outside of the envelope or entitle the email confidential/application.

# JOB DESCRIPTION

## CLERICAL OFFICER/ADMINISTRATIVE ASSISTANT



<b>Job title:</b>	Clerical Officer/Administrative Assistant	<b>Job ref:</b>	XS 8.6
<b>Directorate:</b>	Children's Services	<b>Grade:</b>	Dorset Grade 3
<b>School:</b>			
<b>Reports to:</b>	Headteacher or other nominated person		

### Main job purpose

To provide efficient administrative support, to ensure compliance with LA and the school administrative/clerical and reporting requirements, including undertaking manual and computer data entry/extraction and other clerical duties.

### Main responsibilities and duties

1. To complete appropriate data input and paperwork associated with the clerical and administrative needs of the school (e.g. school transport records, pupil database).
2. To provide administrative support to all areas of the school (e.g. pupil listings, word processing).
3. To receive telephone calls and visitors and take appropriate action.
4. To undertake general office duties, including collation/copying reports and documents, organising and maintaining filing systems and assisting in the absence of colleagues.
5. To be responsible for processing incoming and outgoing mail.
6. To undertake word processing.

### Knowledge and skills

Keyboard skills, to be able to work accurately, under own initiative for short periods of time, and to work in an organised and flexible manner.

Good telephone manner.

Ability to work on own initiative and as part of a team.

### Supervision and management

The post holder will often be required to work without direct supervision. Supervision will be present where necessary.

### Problem solving and creativity

At busy times needs to prioritise.

### **Key contacts and relationships**

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to school.

### **Decision making**

There is a need to establish the importance and urgency of contacts made.

### **Resources**

General office equipment (e.g. word processor, photocopier, optical mark reader, fax machine, telephone and post/franking machinery).

### **Working Environment**

Working in busy office with frequent use of IT equipment.

Occasionally processing heavy loads of incoming/outgoing mail.

The Post is subject to constant interruptions.

Size, Phase and type of school and pupil profile. Split site school.

### **Progression in Post (if applicable)**

<b>Job description prepared by:</b>	Chris Matthews
<b>Designation:</b>	Pay and Reward Manager
<b>Date:</b>	January 2005



## Highcliffe School Values

At Highcliffe we aim to provide a safe, secure and happy school, which stimulates and challenges - a school where students achieve their full potential within a caring community.

At Highcliffe we value:

- Respect for members of the school community.
- Personal responsibility, self-discipline and independence.
- High standards of achievement.
- The development of positive attitudes to learning.
- Respect for our learning environment.
- Honesty, integrity and courtesy.
- Co-operation and teamwork.
- Punctuality and attendance.
- Care and consideration for all members of our community.
- Making a positive contribution to both local and international communities.



## Equal Opportunities

This school is an equal opportunities employer. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, marital status, religion or disabilities. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected or promoted on the basis of their individual relevant merits and abilities. All employees will be given equal opportunities and, where appropriate, further training, to progress within and beyond the organisation.

## Disclosure of Criminal Convictions

The post you have applied for is subject to a police check with the CRB. If you are offered the position you will be required to complete a Disclosure Form. The result of the police check will be sent to you and a copy to Dorset LEA personnel section.

The school will need to see and note some original documentation as part of the police check procedure. To speed up the process and avoid important documents getting lost in the post, if you are called to interview please can you bring documents which establish your identity and date of birth in addition to certificates of qualifications gained and in order to meet the requirements of the Asylum and Immigration Act, and a formal document showing your National Insurance Number.

## Examples of documents include:

Pay slip, P45 or P60  
Passport or driving licence or birth certificate/marriage certificate  
Utility bill showing your current home address

## Medical Fitness

In accordance with the Education (Teachers) Regulations 1993, all teachers are required to satisfy their employers of their medical fitness on entry to the teaching profession and also during the subsequent employment. In this connection, teachers will be required to complete a medical questionnaire, which is then considered by a Medical Officer.

## No Smoking Statement

The school operates a No Smoking Policy.