



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area. Although some pupils need more support, most of our students come to school eager to learn and to contribute to their school community. The local community is supportive of the school, the catchment area is well defined and we have excellent relationships with parents who choose to send their children here. There is pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. The opportunities for your personal development are rich in this school.

Thank you for considering King James's School.

**Clare Martin**  
**Headteacher**



KING JAMES'S SCHOOL  
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# Independent Study Supervisor-Job Share (Post-16, Sixth Form Education)

**Term Time Only (plus Training Days)**

**10.5 hours per week. Permanent**

between 9.00am and 3.15pm

**Salary £5,695 to £5,877**

**We are offering an exciting opportunity for an enthusiastic, self-motivated administrator to join our highly supportive and dedicated Sixth Form team. You will require a passion to engage with our post-16 students and to support in ensuring their best possible outcomes; with emphasis on their post-18 career opportunities.**

You will require a positive manner along with strong supervisory skills. In addition you will have previous experience in administration and Microsoft Office programmes. The ability to work effectively under pressure, self-motivation and strong organisational skills are essential to this role. Experience of working with young people, along with knowledge of a sixth form/college environment and/or post-18 options would be an advantage.

You will be predominately based in our Sixth Form Study Centre and, along with the support of our Sixth Form Team, you will be responsible for promoting positive behaviour of students in accordance with our Silent Study requirements. You will support the school's Careers Advisor through provision of an effective administrative service.

Your working times will be between 9.00am and 3.15pm, Monday to Friday during term time. You will have an hour's unpaid break (20 minutes in the morning and 40 minutes at lunch time). You may be required to have some flexibility in your working times on an ad hoc basis in order to provide assistance with planning, preparation and coordination of Careers related events at the school.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. This position is subject to an enhanced DBS check and approved references.

Completed applications must be submitted via email to:

**[recruitment@king-james.co.uk](mailto:recruitment@king-james.co.uk)**

by: **8am Monday 4 November 2024**

*Please note that CVs will not be accepted.*



# The Sixth Form

In September 2019 we moved into our new Sixth Form Centre. The new Sixth Form Centre has helped to develop even further our successful and high achieving post-16 offer. The state of the art building both matches, and helps to deliver, our high aspirations and ambitions for every Sixth Form student. It is a space all students enjoy and flourish in. A fantastic development for the school and local community. King James's Sixth Form is a vibrant, thriving community of valued individuals.

We pride ourselves on maintaining our heritage and strong links with the wider King James's School and community, while developing a unique Sixth Form experience, which emphasises support and ambition. Every student is individually challenged and supported through high quality teaching, bespoke learning and tailored advice, including their post-18 opportunities. We believe that our close Sixth Form community, emphasis on developing independent study skills and class sizes facilitate this individual support, helping establish strong foundations in preparation for their next life stage.

The Sixth Form team is made up of the Head of Sixth Form, Learning Managers for Years 12 and 13, a dedicated Student Pastoral Officer, a team of Sixth Form Tutors, an in-school Careers Advisor and general Sixth Form Administrator. We are pleased now to introduce the additional role of Careers & Silent Study Administrator to our collaborative and highly supportive Sixth Form team.

# How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to [\*\*recruitment@king-james.co.uk\*\*](mailto:recruitment@king-james.co.uk) and be received by 8am Monday 4 November 2024

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

# JOB DESCRIPTION

*All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan*

## CAREERS & SILENT STUDY ADMINISTRATOR

<i>Line Manager:</i>	<b>Director of Sixth Form</b>
<i>Responsible to:</i>	Director of Sixth Form Careers Advisor

<i>Salary Grade :</i>	<b>Grade D</b>
<i>Full Time/Part Time :</i>	<b>Part-time - Job Share</b>
<i>Hours:</i>	<b>10.5 hours per week</b> (between 9.00am and 3.15pm With a 20 minute and 40 minute unpaid break each day)
<i>Full Year / Term Time Only:</i>	<b>Term Time Only</b> (incl. Training Days)
<i>Last reviewed:</i>	<b>October 2024</b>

### Professional Responsibilities

#### ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

## ACCOUNTABILITIES / MAIN RESPONSIBILITIES

<b>JOB PURPOSE:</b>	<p>To promote the positive behavior of Sixth Form students (aged 16-18 years) during independent study, in accordance with the Silent Study Centre requirements, plus recording of student attendance for each session.</p> <p>The post holder will provide an administrative support service to the school's Careers Advisor (and Director of Sixth Form as required); including, but not limited to, assistance in the organisation and delivery of Career Events held at the school.</p>
<b>JOB CONTEXT:</b>	<p>As part of the Boroughbridge High School and King James's School Federation; works within the busy Sixth Form Silent Study Centre at the heart of King James's School's modern, purpose built Sixth Form block; providing supervision of Sixth Form students during timetabled independent study sessions (between the hours of 9.00am and 3.15pm), whilst simultaneously ensuring an effective administrative support service to the school's Careers Advisor (and Director of Sixth Form as required).</p> <p>Excellent organisational skills are essential in order to deal with the variety of tasks required.</p> <p>The confidence and ability to supervise students (aged 16-18 years), work independently, multi-task, prioritise effectively and have a flexible approach are essential.</p>
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• Be responsible for pupil registration and promoting positive behaviour of our pupils, monitoring and challenging as appropriate, in order to maintain a silent working environment as per the Sixth Form Silent Study Centre rules.</li> <li>• Report concerns, and obtain support for any issues raised, to the Sixth Form team.</li> <li>• Meet with the Sixth Form team on a regular basis to discuss any issues, provide feedback and make suggestions as appropriate.</li> <li>• Provide general administrative support to the school's Careers Advisor.</li> <li>• Provide general administrative support to the Director of Sixth Form as required.</li> <li>• Assist with the planning, preparation and co-ordination of Careers related events, including Careers Week, Post 16 Options Event, Year 9 GCSE Day and major career fairs.</li> <li>• Support with co-ordination of internal and external meetings on behalf of the Careers Advisor, maintain the diary, arrange and confirm appointments, be the first point of contact (via email) for pupils/parents/other organisations when the Careers Advisor is unavailable.</li> <li>• Be responsible for ensuring information displayed on career notice boards and school systems is accurate, fit for purpose and up to date (through liaison with the Career's Advisor).</li> <li>• Have an understanding of national and school career policies and work within guidelines.</li> <li>• Keep an accurate account of career activities and assure that contact lists of colleges, training providers, universities and employers, is current and up to date.</li> <li>• Assist with any administration related queries in relation to the role.</li> </ul>

<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with Sixth Form students, other staff, external organisations, visitors, agencies.</li> <li>• Attend training days, and staff meetings by agreement.</li> </ul>
<b>People/Resource management</b>	<ul style="list-style-type: none"> <li>• Participate in the school's performance management scheme.</li> <li>• Assist with management of the marketing budget as required.</li> <li>• Assist in the induction of new sixth form students as required.</li> <li>• Assist in the induction of new employees as required.</li> <li>• Monitor stock levels, order office materials, equipment and services and check incoming orders.</li> <li>• Highlight additional training and supervision needs to build on your skills and knowledge.</li> <li>• Participate in training and other learning activities and performance development as required.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate.</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Maintain computerised and manual contact data in line with GDPR.</li> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Comply with Federation and County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health &amp; Safety Policy and Procedure.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• The Federation aims to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• The Federation provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Federation and County Council Policies and Procedures.</li> </ul>



<b>Customer Service</b>	<ul style="list-style-type: none"><li>• The Federation requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li><li>• The Federation requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li><li>• Understand your own role and its limits, and the importance of providing care or support.</li></ul>
Date of Issue:	October 2024

# PERSON SPECIFICATION

## BUSINESS SERVICES ASSISTANT (STUDY CENTRE & EVENTS)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of administration and office systems</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Clerical or administrative experience</li> <li>• Experience of working with Microsoft Office</li> <li>• Experience of working with Microsoft Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience supervising children or young adults</li> <li>• Events experience</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal and communication skills</li> <li>• Good numeracy and literacy skills</li> <li>• Ability to organise and prioritise workload and work under own initiative</li> <li>• Ability to work to deadlines</li> <li>• Flexibility and willingness to contribute to the success of the team</li> <li>• Confidence to supervise and interact with students aged 16-18 years</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Literacy and Numeracy qualifications equivalent to Maths and English GCSE Grade C or above</li> </ul>	
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work successfully in a team</li> <li>• Assertive</li> <li>• Resilient and able to work effectively under pressure</li> <li>• Ability to exercise confidentiality</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	
<p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>• To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery</li> </ul>	