

**St. John's Church of England
(Voluntary Aided)
Primary School**

Ofsted & SIAMS Outstanding



**Receptionist Administrator
Information Pack
Autumn 2020**



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Autumn Term 2020

Dear Applicant

Welcome, and thank you for your interest in our Receptionist Administrator vacancy here at St. John's.

We are a committed and supportive school with a visible Christian distinctiveness and our ethos is key to all we do and achieve. We have excellent teams of teaching assistants, teachers and support staff; a prolific school association and an encouraging governing body; all embedded in school life.

We are a growing school. Having opened a superb new building in September 2017 we continue to expand to two-form entry. As the 'engine room' of our school community, our professional office team work independently and together to ensure the smooth running of administration. Our Receptionist Administrator is the welcoming face of St. John's.

The school was graded Outstanding in all areas in January 2016 and we have consistently continued to develop and progress. We recently achieved the Gold Quality Mark for RE again.

This is a happy school where children are excited by learning and I very much look forward to receiving your application soon.

Martina Martin
Head Teacher



Our vision, values and motto which have served us well but are now being revised

Our **vision** for the school is

that all may
love learn and flourish

We try to live out these **values** in our everyday lives:

peace

compassion

joy & wonder

trust

generosity

We only have one **school rule** as we believe that if we follow this rule, we will always do the right thing. Our Golden Rule is to

Love one another

Our **school motto** reflects our Christian beliefs and encapsulates the work of our school.





About our school

You are encouraged to browse our website where you'll find a wealth of information about us and get a good feel for what we are about; but here are a few highlights.

We are all very proud of our school...

The original school was housed in an old cottage in 1834. The current Noah building was opened in 1954 when St. John's was a one-form entry school until September 2016 when we started to expand to two-form entry. We are a popular oversubscribed choice of school and had an ad hoc bulge class over recent years but now welcome our requested permanent expansion to enable more children to be taught here. We have ensured that the cherished feeling of 'St. Johns-ness' has not declined while expanding, and that our ethos continues to flourish.

We named our wonderful new building Ark which includes a splendid outdoor area for our reception children, an amazing hand-crafted ark on the stairwell and an upper floor Wheelhouse complete with a ship's wheel. The well-maintained older building is named Noah and children and staff are using all the empty classrooms effectively until we are fully two-form in 2022.

Our grounds have a huge and much valued playing field, two large playgrounds, and a peaceful Spiritual Garden for quiet play and reflection. We opened our Olive Branch Café 18 months ago and it has proven popular with carers and parents before and after school.

As a Church of England Voluntary Aided Primary School we work in partnership with St. John's Church which is right next door – we even have our own entrance gate in our grounds. The Revd. Lu Gale regularly leads our worship and is a full member of our Governing Body. We also work closely with the Southwark Diocese Board of Education and are proud to have been graded Outstanding in all areas in our last Statutory Inspection of Anglican and Methodist Schools (SIAMS); we also achieved the Gold Quality Mark for RE in 2015 and again in 2019.

Our Governing Body is very much a part of the school and our governors reflect the skills and expertise needed to lead and support us. Our Chair of Governors is a National Leader of Governance (NLG) and our governors are not only spotted in our school regularly but also support other school's governing bodies. We have a good balance of external, parent and staff governors, including the Deputy Head Teacher, and are fortunate that our parent governor elections usually have several candidates. As a VA school, the Governing Body is the employer.

Our children participate in a wide variety of popular and successful clubs and groups, including music, chess and sports, much of which is provided internally; we have a Breakfast Club and after school provision; and as part of our Staff Wellness programme we have a weekly fitness class for staff.

The St. John's School Association (SJSA) is thriving and contributes tremendously to school life financially and socially, with numerous successful events throughout the year.

Our last Ofsted Inspection in 2016 resulted in us being graded Outstanding in all areas. This was the result of a hardworking and dedicated school community, all of whom were thrilled and proud to be formally graded Outstanding. A few quotes:

- *This is a school which helps pupils develop a love of learning.*
- *Leaders have created a culture of high aspirations where no child is left behind.*
- *Teachers use highly skilful, probing questions to get to the heart of what pupils understand.*
- *Teaching assistants are highly focused on the development of pupils' learning.*
- *The curriculum has many significant strengths.*

The full Ofsted report is on our website, please do have a look (under 'About').



School Development Plan 2019/20

TAs play a significant part in the delivery of our School Development Plan. This is monitored and RAG rated by our committees, with a termly overview by the full Governing Body (FGB)

Our reading

One of the top priorities in motion this academic year is to embed our reading culture to ensure our early readers are on track from day one with us .

With the likelihood of a Statutory Inspection of Anglican And Methodist Schools (SIAMS) in the next year we are also focussing on:

Our ethos

To further improve the ethos of the school, so that all children show high levels of love and respect towards all members of the school community we look at the wide spectrum of behaviour including consequences, reinforcement and rewards, and de-escalation strategies. We are also reviewing our policies to ensure clear links and consistency.

and

Our distinctiveness

Our main success criteria is that a revised vision is clear and known by all our community. We are ensuring that the global and multicultural nature of Christianity as a world faith is celebrated and that our website presents a clear Christian message. We develop our children to be courageous advocates for local, national and global deprivation and provide our children with opportunities for their own spiritual development.

Our Governing Body Committees

Each autumn, committees suggest areas of development to the GB for ratification. These are a selection of our planned committee work for this year and our governors have also committed to raising funds.

Policy & Finance Committee: to review the structure of the office and premises staffing.

Personnel: to review the HR provision, implement a Wellbeing policy

Ethos: support the preparation for SIAMS and embed our new vision and values

Premises: make the school more environmentally friendly and sustainable; and rejuvenate our Spiritual Garden

Data

This is our latest available KS2 attainment – more information is on our website (under ‘About/Academic Achievements’)

31 children	% At expected standard (100+ scaled score)					% Achieving a High standard (110+ scaled score)				
	Reading	Writing (TA)	Maths	RWM	GPS	Reading	Writing (TA)	Maths	RWM	GPS
St Johns	91%	94%	94%	85%	94%	63%	41%	50%	31%	50%
National	73%	78%	79%	65%	78%	27%	20%	27%	11%	36%
difference	+18%	+16%	+15%	+20%	+16%	+36%	+21%	+23%	+21%	+14%



Advert

Receptionist Administrator

Salary: £21,591-21,981pa, Grade 3, points 5-6

Permanent Full Time, Term Time + 1 week in the summer holidays

36hrs per week Mon - Fri, 8.30am-4.30pm

Closing date & time: 12 noon on Sunday 8th November

Our Receptionist is the welcoming and professional face of St John's and this is an exciting and interesting opportunity for someone with excellent communication & administration skills and a welcoming persona. We are a popular outstanding and vibrant two-form entry primary school with a distinctive Christian ethos.

We'd love to hear from you if you...

- are an efficient, enthusiastic and flexible administrator with customer services or receptionist skills
- have sound working knowledge of IT and manual office systems
- can work well on your own and as part of a small professional team, multi-tasking in a busy environment
- are reliable and use your initiative with minimal day-to-day direction
- are in sympathy with the ethos of our school

We offer...

- a professional environment in splendid well-maintained buildings with superb grounds
- a caring and stimulating environment that enables our children and staff to thrive and enjoy their time here
- a friendly and supportive school community
- good local public transport links to Croydon, West Wickham, Bromley and beyond; free on-street parking

St.John's School aims to attract and retain talented staff from all backgrounds with the aim of reflecting the school community; staff do not need to be Christian but do support our ethos. We encourage you to browse our website and to watch our virtual tour of the school <https://www.st-johns.croydon.sch.uk/about/take-a-tour/>

Further details and guidance for this vacancy are on the school's website www.st-johns.croydon.sch.uk. Email your completed application form to recruitment@st-johns.croydon.sch.uk. We would welcome your application as soon as possible as we may shortlist and interview on receipt of completed applications and close the vacancy early.

We are committed to safeguarding and promoting the welfare of children and to equality of opportunity. References for shortlisted candidates will be sought prior to interview and an Enhanced Disclosure via the DBS will be completed on the successful applicant. Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

In line with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DFE. For further information on who we share data with please see our website for our Privacy Notices: <http://www.st-johns.croydon.sch.uk/>

Corona virus



Our school is adhering to all relevant government guidelines and we take appropriate action to ensure the safety of our children, staff and visitors.



Our welcoming Octagon Entrance



Our recruitment process

Corona virus

Our school is adhering to all relevant government guidelines and we take appropriate action to ensure the safety of our children, staff and visitors.

Application

Candidates should read the job description and person specification carefully and then complete the application form downloaded from our website. CVs are not admissible and will not be read by the short-listing panel.

Please read the application guidance on our website and ensure you set out clearly **how** you meet the criteria in the person specification, as these are the defined criteria the short-listing panel will use to assess each application. The overall quality of each application will also be assessed.

Applicants must ensure that the information provided on the application form is correct. By submitting the application form electronically you are assumed to be declaring this. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. You will be asked to sign the form at interview if you are shortlisted.

Applications must be completed electronically and submitted by email to the address on the School's application form. Only those applications received by the specified closing date and time will be considered. Therefore, candidates must ensure that the school receives their completed applications by the **closing deadline stated in the advert**.

Application Short-listing

Short-listed candidates will be contacted directly. Applicants not short-listed will be informed by email and once the recruitment process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed.

Shortlisted candidates

The process will include a formal panel interview and may also include meeting members of our School Council, reading to a group of children; and English and Maths tests. References may be sought prior to interview.

Please note: All candidates are asked to bring original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the UK.

Outcome and feedback

The successful candidate will be made a verbal offer as soon as possible. Unsuccessful candidates will be informed as soon as possible and offered an opportunity for feedback.

Pre-employment Checks

All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications and a Disclosure & Barring Service Check. Verbal offers of employment will be confirmed in writing once all pre-employment checks have been carried out; that application form will be retained on the personnel file.