



Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
11-16 mixed comprehensive academy, NOR: 1131
Principal: Mr J P Russell

Required as soon as possible

HUMAN RESOURCES, LETTINGS AND ADMIN ASSISTANT

Scale 3 £19,312-£19,698 FTE
Actual salary from £16,173 for 37 hours per week, 41 weeks per year

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for high standards in teaching and learning, outstanding pupil behaviour and inclusive, caring values. We are listed as the sixth best school without a sixth form in the UK (The Sunday Times, 2020). A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are seeking to appoint a new member of our administration team to support Human Resources, organise lettings of College facilities and minibus hire, and provide general administrative support as required. The successful candidate will be a reliable team player with good administration, communication and IT skills, with the ability to maintain confidentiality and adopt a flexible approach to meet the needs of the College. Previous experience in an administrative role is essential and we will provide training and support as required to help you succeed in this role.

To find out more about the role, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Monday 6 December 2021 at 9.00 am

Interviews: Friday 10 December 2021

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found at www.anglianlearning.org.

We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation. Flexible Working will be considered.



November 2021



Sawston
Village College

Principal: Mr J P Russell

Dear Applicant

Human Resources, Lettings and Admin Assistant

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. Like all schools, we have risen to the challenges of Covid-19 and still take a cautious approach although we look forward to this year without bubbles and other restrictions. We take the health, safety and wellbeing of our staff and pupils extremely seriously. Throughout the pandemic, we have enabled all of our pupils to access the full curriculum and to be inspired by high quality teaching and learning within the restraints of what is possible.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the culturally iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Under normal circumstances, we have over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our focus is the achievement and wellbeing of our 1131 pupils within a school culture based on community, ambition, respect and endeavour. In 2019, the College achieved significantly above national averages at all levels including 62% gaining grade 5+ in English and Maths, 39% at grade 7 or above across all subjects and a progress score of +0.6. We are in the highest quintile for all measures. This success has continued in 2020 and 2021 with the overwhelming majority of our pupils securing their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.



This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupil to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

A particular strength of the College is the quality of our administration team who work together to provide front line and back office services to pupils, parents, visitors and staff, contributing directly and indirectly to the achievement and wellbeing of our young people. We are now seeking to appoint a new member of the team whose purpose will be to support the functions of the Human Resources Officer and Principal's PA, organise lettings of College facilities and minibuses hire, and provide general admin support as required. The successful candidate will be a reliable team player with good administration, communication and IT skills, with the ability to maintain confidentiality and adopt a flexible approach to meet the needs of the College. Previous experience in an administrative role is essential and we will provide training and support as required to help you succeed in this role. There is scope for future career progression within the College and Trust for staff who demonstrate aptitude and a desire for professional development.

The post is to be worked 41 weeks a year comprising term time (38 weeks) plus 5 staff training days, and a week at either end of the summer holidays, ideally 37 hours per week as set out in the job description. However, we are willing to consider applicants who wish to work fewer hours or days, so long as you can meet the core requirements of the job description. You must be able to work on Fridays. Please indicate your preferred working pattern in your letter of application.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our support staff application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Monday 6 December. Please see the application instructions section of this pack for full details. Interviews for shortlisted candidates will take place on Friday 10 December. If you have not heard from us three weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter.

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell
Principal

Job Description

Human Resources, Lettings and Admin Assistant



Sawston
Village College

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment.

Site Sawston Village College

Grade Scale 3

Hours of work 37 hours per week, 41 weeks per year, worked as follows:

Term time	38 weeks
Training days	1 week
Start of summer holidays	1 week
End of summer holidays	1 week

Responsible to Human Resources Officer

Job purpose To provide confidential administrative support to the HR function, supporting the HR Officer and Principal's PA in providing effective, relevant and timely HR support to the College, ensuring that Anglian Learning HR, safeguarding and data protection policies and procedures are adhered to

To lead, organise and administer lettings and minibuss hire

To support the admin team by undertaking tasks as required

Key responsibilities

Human Resources Support

Provide support to the HR Officer and Principal's PA as directed:

- Recruitment administration, including placing of adverts on recruitment sites; collating interview documents packs for candidates and panels; room bookings; organising refreshments; liaising with IT Support, and maintaining recruitment files and electronic records
- Maintain personnel records on SIMS and the EPM Portal, adding new staff, ending leavers and updating staff details as necessary
- Collate packs of forms and policies to accompany offer letters and casual agreements
- Maintain the log of current and ex-employee reference consents
- Maintain probation and induction records, highlighting any issues to the HR Officer
- Update the College website with staff joiners and leavers
- Update the BlueSky performance management system with staff joiners, leavers and line management changes

- Record authorised staff absence requests on SIMS, the discretionary leave record and the EPM portal
- Update staff absence records from medical certificates and remind staff to provide certification as necessary
- Respond to staff queries relating to the EPM E-Payslips system
- Assist with production of the Staff Weekly Bulletin
- Print and distribute Salary Assessment Forms as required
- Assist with holding and processing personal information confidentially and securely, including that records are deleted in accordance with Anglian Learning policies and that archiving is securely held
- Produce standard letters, photocopying, filing and other administrative duties as requested by the HR Officer
- Attend HR meetings and training events as requested

Lettings and Minibus Hire

- Respond to all letting enquiries, hirer comments or complaints, feeding back to the appropriate person as required
- Meet with those enquiring to let a College facility, informing them of our booking conditions and expectations
- Book rooms, request that the rooms and equipment are set up as contracted within the lettings agreement and monitor and confirm that the arrangements are in place
- Make certain that users of the College's rooms and facilities are made aware of and adhere to the booking conditions, including the expectations of use, and any health and safety requirements
- Regularly monitor and review the College's lettings agreement, proposing and applying changes as required
- Generate the invoicing of all lettings for the College and chase debtors
- Promote the College's facilities, by marketing locally, and within Anglian Learning
- Administer internal and external booking of the College minibus

General Admin Support

- Contribute to the College admin team by undertaking administrative tasks as required, ensuring deadlines are met and sufficient support is given to other team members
- Organise allocation of lockers

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

Person Specification Human Resources, Lettings and Admin Assistant



Sawston
Village College

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

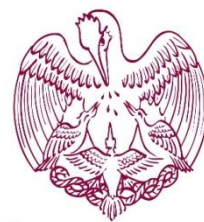
Education and Qualifications	Essential	Desirable
Educated to GCSE Level with a good standard of literacy, numeracy and general education	✓	
GCSE grade C+/4+ or equivalent in English and Maths	✓	

Experience	Essential	Desirable
Experience of working in an administrative role	✓	
Experience of prioritising workload, time management and dealing with conflicting priorities	✓	
HR experience		✓
Experience of dealing with the public in a customer service role		✓
Experience of working in an educational environment		✓

Professional Qualities	Essential	Desirable
Tactful, discreet and committed to maintaining confidentiality	✓	
Ability to communicate calmly, professionally and effectively with a diverse group of people at all levels within the College and externally	✓	
Ability to learn quickly	✓	
Ability to work independently when required and as part of a team	✓	
Ability to organise workload, prioritise and meet deadlines	✓	
Proficient in the use of office applications including email, word processing, spreadsheets and databases	✓	
Proficient in SIMS or other school management information system		✓
Flexibility in relation to duties carried out	✓	
Willing to undertake further training as required	✓	
Able to converse at ease with members of the public, answer questions and provide advice in accurate written and spoken English	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	
Resilience	✓	
Good sense of humour	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking, respect and ability to relate to young people	✓	
Appropriate professional relationships with colleagues and children	✓	

Application instructions and further information



Sawston
Village College

How to apply

1. Complete the application form. This is available to download from the [vacancies](#) page on our website. CVs will not be accepted.
2. Write a letter of application to the Principal, Jonathan Russell, of no more than one side of A4. See the Letter to Applicants in this pack for details of what to include in your letter.
3. Send your completed application form and letter to Louise Milne, HR Officer, to arrive no later than 9.00 am on Monday 6 December, via email or post.
 - Email: to jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
 - Post: to Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](#) page.
6. If you have any queries about the application process please contact Louise Milne, HR Officer, at jobs@sawstonvc.org.

Staff Benefits

- Laptop provided to all teaching staff
- Access to free on-site parking
- Cycle to work salary sacrifice scheme
- Free membership of Anglian Learning Sports Centres
- 20% discount on Anglian Learning Adult Education courses
- Professional development scheme policy

Professional development

Sawston Village College is a member of the [Anglian Learning](#) multi academy trust and the [Anglian Gateway Teaching School](#).

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).