

**TEACHER OF**

**ENGLISH**

**APPLICATION PACK**

**Reception & Administration Apprentice**

**Salary A2 *£23,656 - £24,027 FTE***

***(Actual salary £21,390 - £21,725)***

**37 hours per week**

**Monday to Thursdays 8.00am - 4.15pm**

**Fridays 8.00am – 2.30pm**

**To start ASAP**

Contents

1. Introduction from the Headteacher
2. Information on the post
3. Job description
4. Person specification
5. Enhanced disclosure
6. School Location and Travel Information

**Introduction from the Headteacher**

Thank you for the interest you have shown in the post of Reception & Administration Apprentice at our school. This is an excellent opportunity to join our dynamic Business Support Team.

Pudsey Grammar School is a heavily oversubscribed mixed comprehensive secondary school located in the heart of the market town of Pudsey. Situated between Leeds and Bradford the town has always valued its independence from its two larger neighbours. The school has a long and proud history stretching back to 1905. The school has 1200 students with a thriving and expanding Sixth Form of over 250 students all taught in a state-of-the-art building. The innovative and unique style of the building creates a calm atmosphere very different to many secondary schools.

I was appointed in 2014 and since then we have received a letter from Amanda Spielman (HMCI Ofsted) which stated we ‘have transformed all aspects of the school.’ This assertion was further underlined in 2018 when the increase in our exam results resulted in the school being the most improved school in Leeds and one of the most improved in the country (we were delighted to follow these achievements up with our best ever GCSE exam results in 2019 which were above the national average). The pattern of improvement continued in 2020 with our Year 11 students achieving grades, which were outstanding. The school had a highly successful Ofsted inspection in April 2019 and was judged as good in all areas including our sixth form.

In 2022, the school was selected to be a national Behaviour Hub school. This is a Department for Education programme led by the Governments’ School Behaviour Advisor, Tom Bennett, which identifies schools who have ‘an exemplary behaviour culture’. We are one of only 20 secondary schools out of 4000 who have achieved this prestigious accolade and we are working with other schools across the north of England to improve their behaviour cultures.

We have a comprehensive House system which runs across all year groups with over 30 diverse competitions across the year for students and one each half term for staff too. House assemblies take place once every three weeks lead by our eight House Leaders. At the end of each academic year, the winning House is awarded our 80-year-old Victor Ludorum Cup.

We are aiming to be a centre of excellence and every indicator we have, we are on track to achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy.

The following quotes are taken from the latest Ofsted report:

* *The school is welcoming, and pupils respect the differences in other people.*
* *Safeguarding is very well led and pupils feel safe*
* *Pupils get on very well with each other*
* *Teachers have strong subject knowledge*
* *Pupils behave well in lessons and the vast majority focus on their work*
* *The school has developed an ambitious curriculum for pupils*
* *Staff have high expectations of all pupils. The vast majority of pupils rise to these expectations and work hard*
* *Pupils benefit from the curriculum and are well prepared for their next steps*
* *The House system plays a central role in the school and provides a sense of belonging. Pupils who earn House ties for their dedication to House competitions wear them with pride*
* *If bullying happens, pupils are confident that staff will deal with it quickly*

The school has a long tradition in the town, being established as Pudsey Grammar School in 1905. Although the school is taught in a state-of-the-art building, our core values of respect, resilience, integrity, compassion and ambition are highly traditional and are based on the goal of ensuring that every student reaches their true potential.

Our school is not just about the student’s gaining knowledge and qualifications, although these are extremely important. We believe in teaching young people core values of decency, social skills and how to be a good citizen in an ever-changing world. We want their character to develop and grow, and for them to leave us with an inquiring and independent mind. We want our students to gain the best qualifications they are capable of whilst experiencing a range of opportunities which are second to none. As a result, the school is extremely popular with our community and is significantly over-subscribed every year.

Our Sixth Form, which is rated as good by Ofsted, has grown rapidly in recent years following significant investment and we now have over 250 Post-16 students studying at Pudsey Grammar. We have a strong tradition of ensuring students access the best universities, including Oxford and Cambridge.

Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong, and this underpins the ethos of the school. We pride ourselves in the care and support that we give our staff and, as a result, there is a real team spirit in the school where people enjoy being part of our school community. Teaching and learning is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for

the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none.

We offer fantastic support and professional development to staff, which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis.

The school is a Foundation Trust school, and our partners include global companies Including HSBC bank, alongside leading local business and training provider, Appris. These high-quality links allow our school to offer excellent careers opportunities to students across the ability range. As a result, the school has 0% NEETs at Year 11.

We are currently part of The Leeds Teaching Hubs, which is providing outstanding opportunities and CPD for all our staff. Subject Leaders attend their Collaborative Learning Groups, which allows them to network and share best practice. This is further disseminated through the school via regular Department meetings and weekly Teaching & Learning briefings.

This clearly is an exciting time to join our school.

If you have a desire to be part of one of the most exciting and rewarding schools to work in, which will also provide you with excellent development opportunities, please complete the application form. Any further details can be obtained directly from the school’s HR Team: recruitment@pudseygrammar.co.uk) or our website [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

**Mark McKelvie**

**Headteacher**

**Pudsey Grammar School**

**Details of advert**

**Job Title: Reception & Administration Apprentice**

**Hours and working pattern: 37hpw, plus 15 training days**

**(8.00am-4.15pm Monday to Thursday and 8.00am-2.30pm Fridays)**

**Grade: A2, point 1 - 2**

**Salary: £23,656 - £24,027 FTE** (**£21,390 - £21,725** **Actual)**

**Start date: ASAP**

Our school is proud to have successfully recruited and developed a talented group of apprentices who continue to excel in their chosen fields. Through our tailored apprenticeship programs, we provide hands-on experience, expert mentorship, and a supportive learning environment that helps each apprentice grow both professionally and personally. From classroom-based and business support training to real-world application, our apprentices are equipped with the skills and confidence they need to thrive.

We are now looking for our next appointment and are seeking an enthusiastic candidate to take up the role of Reception & Administration Apprentice. You will be predominately placed in our main school office but will support the wider work of our school business team, having the opportunity to gain skills in areas such as attendance and HR. This role will appeal to someone with a keen interest in developing a career in business, or administration and you will need to be a highly motivated team player and have the ability to relate well to young people.

The successful candidate will be working towards an Intermediate Apprenticeship in Business Administration that will commence immediately. Throughout the apprenticeship, you will be expected to complete the structured training course by learning on the job, attending sessions with the apprenticeship mentor and completing self-motivated home working tasks.

A willingness to be trained and be a part of the rota system during times of staff absence is essential.

Who are we looking for?

* Are you a highly motivated team player?
* Do you have excellent communication skills, both written and verbal?
* Are you a confident individual with the ability to work independently?
* Are you a quick learner with a ‘can do’ attitude

If you answer ‘yes’ to these questions, then we can offer you:

* The opportunity to be part of a rapidly improving school
* A supportive organisation which prides itself on high standards for staff and students
* A collaborative team of supportive and talented colleagues
* An award-winning state of the art building
* Generous annual leave entitlement

**Why work at Pudsey Grammar School?**

By working at Pudsey Grammar School, you will:

* Be a part of our rapidly improving school.
* Have the opportunity to play a key part in the continuing transformation of the school.
* The desire to join a dynamic and enthusiastic team of support staff who are supporting teaching and learning to ensure our students are successful in every way.
* Be part of a supportive organisation which prides itself on high standards for staff and students.
* Work in an award-winning state of art building.

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment.

**Application Process**

Should you wish to apply for this position, please send the following:

* A completed application form. Applications should be made electronically in Word or PDF format to recruitment@pudseygrammar.co.uk

Please be aware that we do not accept Curriculum Vitaes.

* In support of your application you may include a covering letter. This should be in addition to the completed application form.
* Application forms and full job description can be found on the school website **pudseygrammar.co.uk**

**Closing date for applications: 21st April 2025 at 8.00am**

**Successful candidates will be contacted directly with details of the interview.**

**Interview date: TBC**

**Job Description**

|  |  |
| --- | --- |
|  |  |
| Post Title: | Reception & Administration Apprentice |
|  |  |
| Reporting to: | Director of Operations – Overall responsibility of the business function within the schoolDirect Line Manager/Mentor |
|  |  |
| Working time: | 37 hours per weekMondays to Thursdays 8.00am – 4.15pmFridays 8.00am – 2.30pmTerm time + 15 days*(with some flexibility needed in order to operate office hours of 7.30am – 4.30pm)* |
|  |  |
| Salary/Grade: | A2, point 1 - 2 FTE £23,656 - £24,027 (Actual salary - £21,390 - £21,725) |
|  |  |
| Main (Core) Duties: |
|  |  |
|  | * Provide general administration support such as photocopying, filing, completing standard forms and responding to routine correspondence for each of the school business functions.
* Compile, maintain and update records under the direction of senior colleagues.
* To greet and meet visitors in line with the school’s safeguarding protocols
* To be responsible for maintaining a professional working reception area.
* Use relevant IT packages to complete set tasks.
* Answer enquiries via telephone, in person and via email in a professional manner and in line with the school’s policies.
* To assist with the preparation of materials for school events, including Awards evening and Open Evening.
* To assist the Office Supervisor with suspensions and admissions administration processes and procedures.
* Management and distribution of incoming and outgoing post.
* Assist colleagues in the administration of the uniform ordering website and distribution of orders to students.
* Ensure all orders are delivered to the correct departments and any delays are communicated to budget holders.
* Assist in co-ordination of meetings and the provision of hospitality.
* Construct and distribute the weekly Parent and Staff Bulletins and co-ordinate the half termly Staff Awards.
* Support in the organisation of the school Pudsey Carnival events.
* Undertake any other duties that are commensurate with the post under the direction of your line Manager, Finance and Operations Manager and HR Manager.
* Respond to emergency First Aid calls as part of a response team and support in the First Aid rota.
* To work alongside colleagues to devise and circulate agendas, minutes and relevant documentation.
* To create accurate records of staff meetings
* To liaise with school governors in a professional manner.
* Maintain effective communication and working relationships with key stakeholders and at operational level. To assist with any other duties when required.
 |
|  |  |
| Manage Own Performance and Professional Development | * Participate in appraisals in line with the school performance management process.
* To share responsibility for pupil welfare.
* To contribute to the overall ethos, work and aims of the school supporting, where necessary, out of school events.
* To comply with, and assist with, the development of policies and procedures relating to Child Protection, Health and Safety, confidentiality and data protection, reporting all concerns to the appropriate person.
 |
|  |  |
| Wider responsibilities: | * Develop effective professional relationships with others.
* Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school’s equal opportunities policies and practice.
* Maintain the confidential nature of information relating to the school, its students, parents and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times.
* Contribute to and support the overall life, work/aims and ethos of the school.
* Attend and participate in relevant meetings as required.
* Undertake additional duties as reasonably requested by senior staff.
* Assist with promoting the school with occasional evening events such as Open Evenings.
 |
|  |  |
| Safeguarding | * To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, prevent and our safeguarding and child protection policies)
* To work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary
* To promote the safeguarding of all students in the school.
 |
|  |  |
| Physical conditions | * The post is based at Pudsey Grammar School
* The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request
* This post is subject to an enhanced Disclose and Barring Service check

The school operates a non-smoking policy |
| Any Special Conditions of Service: No smoking policy |
|  |
| **Statement:****This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted.  This includes only information publicly available on-line. The employee may be subject to rechecking as required from time to time.****All appointments are subject to satisfactory references.**Pudsey Grammar School is an equal opportunities employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the school’s services. We promote diversity and want a workforce which reflects the population of Leeds.Dated: April 2025 |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| KNOWLEDGE/QUALIFICATIONS | Ess | Des |
| GCSE English and Maths (A to C/9 to 4) | \* |  |
| Knowledge of relevant IT e.g. MS Office, google. | \* |  |
| Willingness to pursue further professional development through training. | \* |  |

|  |  |  |
| --- | --- | --- |
| EXPERIENCE | Ess | Des |
| Experience of working within a team and contributing to a shared outcome |  | \* |
| Experience of learning new skills and working to deadlines |  | \* |

|  |  |  |
| --- | --- | --- |
| SKILLS | Ess | Des |
| A passion for your work and positive outlook  | \* |  |
| Resilience to cope with multiple requests and demands on your time in a busy work environment | \* |  |
| Determination to be successful and contribute to the work of the organisation | \* |  |
| Ability to communicate with a range of different people. | \* |  |
| Willingness to learn new skills and seek/accept constructive advice from your mentor and other line managers to enable continuous development | \* |  |
| Ability to work autonomously | \* |  |
| Ability and willingness to work cooperatively as part of a team. | \* |  |
| Maintain confidentially with both written and verbal communication. | \* |  |

|  |  |  |
| --- | --- | --- |
| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Ess | Des |
| Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | \* |  |
| Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies. | \* |  |
| To display a responsible and co-operative attitude to working towards the achievement of the school’s aims and objectives. | \* |  |
| An ability to respect sensitive and confidential work. | \* |  |
| Commitment to own personal development and learning. | \* |  |

**Enhanced Disclosure**

Thank you for your interest in this post at Pudsey Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

**School Location and Travel Information**

### Pudsey Grammar School

Mount Pleasant Road

Pudsey

Leeds

LS28 7ND

### Tel: 0113 2558277

### [www.pudseygrammar.co.uk](http://www.pudseygrangefield.co.uk)

Instagram/Twitter/Facebook - @PudseyGS

