



16th January 2023

Dear Applicant,

Re: Administrative Assistant

Thank you for requesting an information pack for our Administrative Assistant vacancy within the Bramham Shadwell Federation.

Shadwell Primary School and Bramham Primary School are part of a Federation; that means that both schools work collaboratively in their own settings, but work on a day to day basis with one Executive Headteacher and a shared Governing body and SLT.

Both schools are one form entry and are located in the heart of their village. The majority of our children come from local areas and the remainder from surrounding areas. We strive for excellence academically, but we also have a strong reputation for inclusion and pastoral support. We have a caring family environment where each pupil is individually known to all the staff and we are hugely proud of our family ethos and achievements.

As a Federation, we are a leading light in several aspects of the new curriculum and as such offer support to other schools in Leeds. We have high aspirations for all our children in both schools but are equally committed to developing and supporting our teachers in every aspect of their career.

Each child is expected to reach their full potential and with love and academic guidance from all our staff, they achieve this; demonstrated in our outstanding results.

We will contact shortlisted candidates with the next stage of the recruitment process, however successful applicants must plan to attend an interview and tasks on Thursday 9th February 2023.

We expect the timeline for the appointment to be as follows:

Sunday 5 th February 2023, Midnight	Closing date for applications
Monday 6 th February 2023	Shortlisting takes place
Thursday 9 th February 2023	Interview and tasks

Pre-Employment Checks

Disclosure & Barring Service Check

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment. Under the Rehabilitation of



Bramham Shadwell Federation
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Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

References.

If you are short-listed, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before any appointment is made. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children. Copies of references, or references that are addressed "to whom it may concern", will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Prohibition checks (teachers only)

Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.

Validation of Qualifications

All shortlisted candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

School Policies

Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have designated members of the leadership team who are responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour



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The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils.

Everyone working at our school is a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Please return the completed application form by email to recruitment@leedsfederation.org, we look forward to hearing from you.

Yours sincerely,

Mrs Sarah Richards
Executive Headteacher
Bramham Shadwell Federation
Excellence for All



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