



South Stoke Primary School
The Street
South Stoke
Nr Reading
RG8 0JS

Telephone / Fax: 01491 872948
Email - office.2507@south-stoke.oxon.sch.uk
www.southstokeschool.org

Headteacher - Miss Amanda Rogers

**SCHOOL SECRETARY/ADMINISTRATOR
GRADE 4 TERM TIME ONLY CONTRACT
20 HOURS, MON-FRIDAY 9-1PM (some flexibility available)
START DATE: AFTER RECRUITMENT CHECKS**

CONTRACT TYPE: INITIALLY 1 YEAR WITH A VIEW TO EXTENDING

WORKING PATTERN: PART TIME, MORNINGS ONLY, TERM TIME ONLY

SALARY: GRADE 4 PRO RATA (TERM TIME ONLY) SALARY PAID MONTHLY

We are looking for an enthusiastic, energetic and motivated school secretary to join our team. We are looking for someone with excellent written and oral English, strong secretarial/administrative and IT skills. Experience working within a school environment is an advantage but not essential.

About the role (see job description for further details)

You will act as the first point of contact within the school, filtering both telephone and email enquiries, as appropriate, and taking/passing on messages to all staff in a confidential and timely manner. You will be the conduit for visitors, parents, staff and governors.

In this role you will be providing the head teacher with support to manage and maintain all policies. You will be required to complete registers and keep absence records up to date, including telephoning parents for absent children. You will be responsible for written communication between the school and other parties including the monthly newsletter, publicity articles, placing recruitment adverts and booking training and trips.

This role will also require miscellaneous duties such as ordering material and resources, checking deliveries, parent evening appointments, first aid and any other duties that the head teacher wishes you to carry out as part of your administration role.

You will be required to abide by all school policies, including health and safety and safeguarding. The successful candidate will have to complete first aid training. You will also be required to complete some health and safety duties as part of the administration role.

Safer Recruitment

Oxfordshire schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service checklist. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

Equal Opportunities

At South Stoke Primary School we are committed to promoting equality of opportunity, eliminating discrimination and harassment, valuing diversity and promoting positive relationships. We provide an inclusive environment which enables all pupils and staff to develop their full potential meeting the requirements of the Equality Act 2010.

How to apply

Please complete the application form online at [OXFORDSHIRE, EDUCATION-JOBS.ORG.UK/VACANCIES](https://oxfordshireeducation-jobs.org.uk/vacancies). Unfortunately applications via email or CV cannot be accepted. Applicant Packs are available on request.

Timescales

Application submissions	by 25 th March 2024 at 1pm
Shortlisting	by 8 th April 2024
Interviews	on 24 th April 2024
Interview outcomes	by 26 th April 2024

ADMINISTRATION & ORGANISATION

LEVEL 1 - Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school. **GRADE 4**

TASKS

Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Experience	<ul style="list-style-type: none">• General clerical/administrative work
Qualifications/ Training	<ul style="list-style-type: none">• Induction/basic skills• Good numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none">• Appropriate knowledge of first aid• Good understanding and ability to use relevant technology e.g. photocopier• Keyboard/computer skills• Participate in development and training opportunities• Ability to relate well to children and adults• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

We warmly welcome you to

South Stoke Primary School



South Stoke School aims to ensure that all pupils achieve and take pride in their own individual challenging goals. Children, staff, parents and governors work together to ensure that everyone is valued and has mutual respect for one another within a busy, positive, happy and secure family atmosphere, where high standards and expectations are consistently promoted.

Staff Members

Teaching Staff

Amanda Rogers	Head Teacher
Nicola Townsend	Teacher - Butterflies Class
Claire Wadsworth	Teacher - Caterpillars Class

Support Staff

Charlotte Hearne	Teaching Assistant - Caterpillars Class
Anna Middleton	Teaching Assistant - Butterflies Class

Governors

Ivo Lasan	Chair, Coopted Governor
Amanda Rogers	Headteacher
Alastair Nicholson	Vice Chair, Coopted Governor
Nicola Townsend	Staff Governor
Joanne Baker	Parent Governor
Shivani Dabasia	Coopted Governor
Lynn Jenkins	Coopted Governor
Claire Scrivener	Coopted Governor
Peter McCartney	Coopted Governor

School Day Organisation

08.30	Children supervised on the playground by a member of staff
08.45	School starts - registration
09.00	Morning lessons begin
10.30	Break time
10.45	Morning lessons resume
12.00	Lunch period
13.00	Afternoon lessons resume
15.15	End of school day

Extra Curricular Activities

Monday	Sports Club - Dodgeball Lunch time football club - Miss Townsend
Tuesday	Miss Rogers' club
Wednesday	Miss Wadsworth club
Thursday	Miss Townsend
Friday	Sports Club - Games Lunch time football club - Miss Hearne

~~These clubs may need to be cancelled from time to time, please check on the day with the teacher it is being run by. If you want more details on our clubs please contact the teachers for further information. Should you wish to join an after school club please let the relevant teacher know.~~

Teaching and Learning

South Stoke Primary ensures that ALL children within our care receive a broad and balanced curriculum, which stimulates and motivates children to learn. Timetables are shown in each classroom and are given to parents with our Curriculum Newsletters. For details on our curriculum please visit our website www.southstokeschool.org.



Our aims for teaching and learning are that children will:

- Be tolerant and understanding with respect for the rights, views and property of others.
- Develop a responsible and independent attitude towards work and towards their roles in society.
- Achieve their potential in terms of academic achievement, aesthetic appreciation and spiritual awareness.

Curriculum

As we are a small school we are able to work across the age ranges to ensure that children develop in all subjects. Each class has an interactive whiteboard. The staff use a variety of teaching styles thereby promoting and encouraging independence and positive attitudes towards learning. Due to our smaller classes, the ratio of adult to children is very high and this ensures that children are able to fulfil their potential in all areas. There are times when people with specialisms work with the children. Please look at our website for photographs of our projects www.southstokeschool.org.



Assessment

Children are given regular opportunities for assessment. Teachers informally assess every individual lesson, however regular formal assessments take place each term. From these assessments teachers plan according to individual needs, set targets and communicate results to parents and children.

Inclusion

We at South Stoke Primary believe that each pupil has individual and unique needs. However, some pupils require more support than others. If these pupils are to achieve their full potential, we recognise this and plan accordingly. We acknowledge that some pupils will have special educational needs at some time in their school career. Many of these pupils may require help throughout their time in school, whilst others may need a little extra support for a short period of time to help overcome more temporary needs. South Stoke Primary School aims to provide all pupils with strategies for dealing with their needs in a supportive environment, and to give them meaningful access to the National Curriculum.

Homework

We encourage the children to complete weekly homework tasks:

Reception - Reading, Key words

Year 1/2- Reading and Spelling

Year 3/4- Reading, Spelling

Year 5/6- Reading, Spelling

Expectations of pupils, staff and governors

We have high expectations of behaviour at South Stoke Primary, please see our Living and Working Together Policy for more details.



Security and Safety

To ensure that all staff and children are safe within the school it is important that we all follow the same guidelines. Please make sure that you only enter the building through the main entrance and that the main entrance door is shut at all times.

Miss Rogers is coordinator for Health and Safety and if you have any concerns please speak to Miss Rogers directly.

Evacuation procedures are rehearsed every term and details logged by a member of staff. Evacuation procedures are clearly shown by all fire exits and in the main entrance.

Should your child be involved in an incident or accident at school we will inform you immediately by telephone. It is VITAL that all your contact names and telephone numbers are up to date. Please ensure that you inform the office at office.2507@south-stoke.oxon.sch.uk of any changes as soon as possible.

Should the school be closed for any reason bulletins will be given out on local radio stations and notices will be put up in school. Alternatively, you can check the list of all school closures which will be on www.oxfordshire.gov.uk

School Council

South Stoke Primary has a School Council. Members are elected every September and their term lasts for one year. Miss Rogers manages the School Council and is the liaison between the pupils, staff and governors. Minutes of School Council meetings are distributed in our newsletters.

Assemblies

There is daily collective worship at South Stoke Primary.

Monday	Class reflection
Tuesday	Whole school
Wednesday	Whole school
Thursday	Class assembly
Friday	Church Family assembly 9.00 am start

*All members of the community are welcomed at our Family Assemblies

Staff Development & Wellbeing

We value our staff and their contributions to the school and the children's learning and to show our appreciation we promote staff development. All staff are required to undertake basic health and safety training, child protection training and induction; as well as wellbeing and mental health awareness training.

Sickness

Should your child be unable to attend school please ensure that you contact the office and leave a message on the school answer machine before 9.30 am. The answer machine is checked regularly for messages.

First Aiders

We encourage as many members of staff as possible to be first aid trained. Current trained staff are: Miss Rogers, Miss Townsend, Miss Wadsworth and Miss Hearne.

Safeguarding

Designated Safeguarding Lead (DSL) is Amanda Rogers
Deputy Designated Safeguarding Lead (DDSL) is Nicola Townsend

CRB (Criminal Records Bureau) Checks

ALL staff and governors are to have valid DBS/CRB check certificates. If you are working as a regular volunteer in the school then you will be asked to complete a DBS/CRB form and sign our 'Volunteer Code of Conduct'.

Lunches

All the children bring packed lunches to school. The whole school eat their lunches together either in the junior room or, weather permitting, outside in the playground. We have recently had picnic benches put into the school playground for this purpose. Children entitled to free school meals have a lunch bag provided for them.

Holidays

The Head Teacher and Governors do not encourage holidays taken during term time. Should you require taking your child out of school during term time then you will need to meet with Miss Rogers to discuss it further and ask permission. However please do not assume that permission will be granted.

School Improvement

A copy of the School Improvement Plan (SIP) can be seen in Miss Rogers' office.

A copy of our OFSTED report can be obtained from the school office or our website www.southstokeschool.org.

Communication

We encourage parents to communicate regularly with class teachers and other staff, however we are aware that some information may be personal and therefore politely ask parents to make contact directly with the class teacher to arrange a more private meeting.

Staff are always on the playground at the beginning of the day and at home time and are available for a 'catch up', but any detailed information sharing should be emailed to the class teacher or the school office; ie: changes of medical appointments; changes to pick up arrangements etc.

Monthly newsletters are sent to parents and three times a year a Curriculum Newsletter is published outlining the learning for the term. Additional information is sent via email throughout the term.

Public Relations

We encourage all aspects of the school to be celebrated outside of the school community. We use The Henley Standard, Woodcote Newsletter, Goring Gap and South Stoke Village Newsletter to publicise our achievements. We encourage pupils to enter competitions and use our website to publicise the school www.southstokeschool.org.



Uniforms

We encourage children to wear a school sweatshirt and navy polo shirt with black or navy PE joggers and trainers daily, however we are aware that some parents choose a more formal uniform and set out below is alternatives.

Winter Uniform

White or navy blue polo shirt/blouse
School logo or plain navy sweatshirt/jumper/
cardigan
Grey trousers/skirts/pinafore dresses
Black or navy joggers
Black shoes/trainers
Grey/white socks

Summer Uniform

White or navy blue polo shirt/blouse
School logo or plain navy sweatshirt/jumper/
cardigan
Grey shorts
Grey/white socks
Blue checked dresses
Black/navy shoes/trainers/sandals

Please ensure that ALL clothing is named, including swimwear and underwear!

Children are expected to wear coats during the winter months for playtimes and lunchtimes. A simple waterproof jacket is useful throughout the year and can be folded into a back pack easily.

Healthy Eating

We encourage a healthy approach to life through our PE and PSHE lessons. Outside the curriculum the children can have a snack of fruit or vegetables during break times (fruit bars are permitted). Daily fruit is available for infant and foundation children.

Drinking of water is encouraged. Children are allowed to bring water bottles into the classroom but these are to be kept in the designated area. Children are permitted to go to the toilet during lessons, but are encouraged to use the facilities during playtimes and lunchtimes.



Parents' Association



We hold a May Fayre every year. The children are involved in traditional May Pole dancing and we have a May Queen who is escorted onto the playground by the children and Morris Men. This is run by the Parent's Association. They also organise a Bonfire Night in November. Both events raise money for the school and this year (2023) our fundraising efforts are going towards a new re-furbished playground.

South Stoke Primary School

SCHOOL SECRETARY/ADMINISTRATOR

Closing date:	25/03/2024 at 12:00
Job Start Date:	June 2024
Contract/Hours:	Temporary , Part-time
Salary Type:	Support Staff
Salary Details:	GRADE 4 PRO RATA (TERM TIME ONLY) SALARY PAID MONTHLY
Salary Pro-Rata:	11.98/hour
Hours of Work:	20 HOURS PER WEEK, MONDAY - FRIDAY 9AM-1PM (SOME FLEXIBILITY AVAILABLE) TERM TIME ONLY
Location of Role:	SCHOOL OFFICE

Job/Person Summary

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About us

Address:

South Stoke Primary School, The Street,
South Stoke, Nr Reading, Oxfordshire,
RG8 0JS

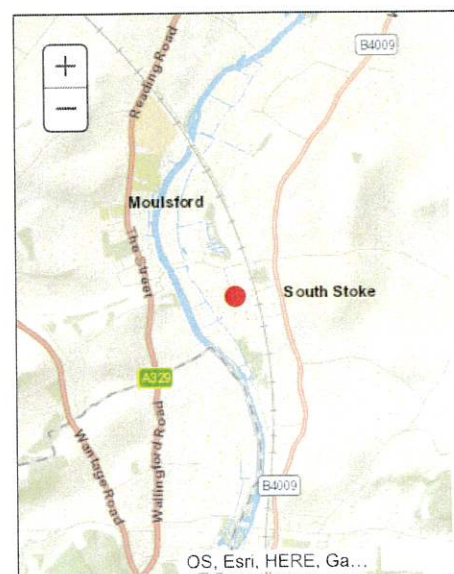
Telephone:

01491 872948

Website:

www.southstokeschool.org

[Application form](#)



Application Procedure

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Safer Recruitment

South Stoke Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

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