



# Stamford Green

Primary School and Nursery



Inspiring



Happiness



Values



Achieving



Ambition



Learning



Togetherness

*Working together to be the best we can*

## **School Community Relations Officer Support Staff Application Pack 2024-2025 Part Time: 3 days / week**

Headteacher: Louise Druce  
Chair of Governors: Rebecca Jennings



# Stamford Green

## Primary School and Nursery



Dear Applicant,

### **Come and join our team**

Thank you for your interest in working at our school. Stamford Green is an outstanding three form entry primary school and nursery providing a friendly, dynamic and exciting place to learn and work.

We are looking for a professional, positive School Community Relations Officer with a creative and resilient approach to work part time in our friendly school office. The successful candidate will be a key part of our office team. In return we offer you:

- a friendly, supportive environment
- excellent facilities
- a comprehensive induction programme
- a special leave policy that supports family life
- a cashback healthcare scheme
- membership of the Local Government Pension Scheme

As a school we are committed to continuing professional development for all our staff both through mentoring, coaching and support and the provision of formal training. To support the well-being of our staff we provide a generous special leave policy and health cover for staff which provides a range of services including health screening, GP telephone and video consultations, physiotherapy, counselling and private medical operations for certain conditions.

The recruitment process will include a formal interview as well as an in tray task. We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Beth Saunt, School Operations Leader [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk) or 01372 725383.

Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our school's safeguarding policy can be viewed on our website [here](#). As part of our safer recruitment procedure, shortlisted candidates are required to bring to their interview documents to confirm identity, name, date of birth and address. On-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence. The successful candidate will be required to obtain an up to date DBS enhanced clearance.

I look forward to receiving your application.

Kind regards,

A handwritten signature in black ink that reads "Louise".

Louise Druce  
Headteacher



## Our School Motto

*Working together to be the best we can*

## Our School Vision

To be a continually improving learning community for all, where children realise their potential.

This is brought to life through our seven commitments, to each child, during their journey with us:



**Inspiring** - We believe that the most effective learning comes from having hands on, enjoyable and memorable experiences that feed the imagination and fuel the desire to find out more.



**Happiness** - It is our wish that the children at Stamford Green feel cared for, so that a sense of fun and positivity leads to happiness in all we do. There are some things in life that we all just have to do, but it is the attitude with which these tasks are approached that matters.



**Achieving** - Knowing each child's strengths and areas of development allows us to assist every child in moving forward. Giving them individual support and strategies to succeed, aids their improvement and ensures progress.



**Values** - As a school, the pupils, parents, staff and governors worked together to decide on twenty two values that would become a part of school life. From assemblies and lessons to everyday actions and vocabulary, everyone uses our school values: *Manners, Sharing, Courage, Tolerance, Friendship, Respect, Effort, Forgiveness, Hope and Aspiration, Self-Belief, Responsibility, Reflection, Empathy, Honesty, Patience, Humility, Independence, Caring, Making Good Choices, Justice, Resilience.*



**Ambition** - We constantly aim to raise children's aspirations, helping them to become lifelong learners. We want to equip them to succeed in the 21st Century, as we are not just educating the children of today but the citizens of the future.



**Learning** - It is our goal to give all children the chance to shine. Children are given wide ranging experiences and opportunities, not only in the classroom but beyond, to express themselves within a supportive and challenging learning environment. Individual abilities and talents are recognised, fostered and developed and this contributes to the continued success of our pupils.



**Togetherness** - We believe that excellence comes from creating an open and nurturing environment where evaluation from children, parents, staff and governors leads to improvement. We recognise that relationships matter and are central to success. Whether you are in the classroom, working with other people for the good of the school or helping our community, we want everyone to feel safe, secure and above all else happy, as together everyone achieves more.



## Application Information School Community Relations Officer

To start 4 November 2024  
Permanent

**39 weeks per year (term time only plus INSET days)**

Total Weekly Hours	Daily Hours					Pro-Rata Salary
	Monday	Tuesday	Wednesday	Thursday	Friday	
21.5			10.00 – 4.30	8.15 – 4.30	8.15 – 4.30	£12,113

### Salary and benefits

The salary will be within Surrey grade PS3, currently £23,576 full time equivalent. For pro-rata salary, see above.

The successful applicant will be eligible for the school's healthcare plans include a cashback plan for a range of services including dental, optician, podiatry and physiotherapy as well as health screening, GP telephone and video consultations, counselling and private medical operations for certain conditions.

### Recruitment Process

We encourage applicants to visit the school. If you would like to arrange a visit, please contact Beth Saunt, School Operation Leader – [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk).

Completed applications forms must be returned by 9.00am on Monday 14 October 2024 to Louise Druce, Headteacher, Stamford Green Primary School, Christ Church Mount, Epsom, Surrey, KT19 8LU or by email to [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk). Please note that we reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore we would recommend that you submit your application as soon as possible.

We will contact you by email or telephone by Tuesday 15 October 2024 if you are being invited for interview. If you do not hear from us please assume that your application has not been successful. Interviews will be held on Friday 18 October 2024.

Applications must be on the application form, curriculum vitae will not be accepted. Please also provide a supporting statement showing how you meet the person specification on no more than 2 sides of A4 paper at no less than font size 11. In your supporting statement, please tell us why you would like to work at Stamford Green, what relevant experience you have and how you can contribute to our vision and motto. Please illustrate your points with specific examples of your experience.

Other Information:

- Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The appointment will be subject to a satisfactory medical screening, DBS enhanced clearance and evidence of relevant qualifications.
- As part of our safer recruitment procedure, on-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence.
- As part of our safer recruitment procedure, shortlisted candidates are required to bring to interview original documents to confirm their identity, right to work in the UK (ideally passport) and evidence of qualifications.
- References will be taken up prior to interview unless you have expressly asked us not to do so in a covering letter.



## Job Description

Post:	School Community Relations Officer
Hours of duty:	39 weeks a year (term time plus 5 INSET days) for 24 hours per week.
Responsible to:	School Business Leader
Grade:	Surrey Pay PS3

### Job Purpose:

The purpose of this role is to provide a welcoming, caring and helpful interface between the school and all stakeholders as well as providing administrative support in order to:

- support teaching and learning
- promote the caring ethos of the school
- provide excellent communication with all stakeholders
- create a kind, caring environment to support and nurture all the children in the school

### Key Responsibilities:

- Maintain a working knowledge of all areas of school life in order to provide help and advice to all stakeholders.
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors. Resolve reception/visitor matters.
- Receive incoming telephone calls and emails and deal with enquiries as necessary.
- Collect, disperse and record incoming and outgoing mail.
- Use Twitter and other media to communicate with stakeholders.
- Assist with office duties when required.
- Assist with pupil first aid welfare duties, liaising with parents/carers, staff etc.
- Maintain a list of staff birthdays, purchase cards and ensure that they are sent by the Headteacher.
- Assist in collate school reports and other documents.
- Take responsibility for lost property.
- Maintain a tidy office, front desk and staff room and bring any issues to the attention of the caretaker.
- Maintain leaflet racks and community noticeboard and check all letters / information are available and up to date.
- Produce lists/information/data as required.
- Produce school documents as and when required and ensure all documents are recorded accurately, created and stored in line with office procedures.
- Provide hospitality for visitors, guests and events including purchasing refreshments and ensuring stocks are maintained.
- Undertake filing.
- Use the school's visitor management system, Inventry, and produce reports when required.
- Use the school's access management system, Net 2.
- Issue and maintain staff fobs and ensure staff are signing in and out and carry out spot checks.
- Undertake typing, word-processing, photocopying, laminating and other IT based tasks.
- Update register reports termly and as necessary.
- Liaise with KS1 free fruit supplier.

- Administer the school's pupil reward system (HPVPs)

### **General**

- Produce high quality school documents as and when required by the LMT and ensure all documents are recorded accurately and produced in line with school procedures.
- Undertake general office duties and cover for other members of the team when required.
- Operate relevant equipment/ICT packages (e.g. Information Management Systems, Financial Systems, MS Office, Internet, Outlook).
- Provide general advice and guidance to staff, pupils and others.
- Provide hospitality for visitors, guests and events as necessary.
- Provide children with caring and sympathetic first aid and welfare help, including administration of medication, liaising with parents/carers, staff etc. and have empathy for their concerns.
- In the absence of the Data, Attendance and Welfare Officer, be responsible for contacting parents as necessary in an emergency.
- Maintain manual and computerised records/management information systems.
- Maintain strict confidentiality of all pupil data in accordance with the Data Protection Act.
- Undertake typing, word-processing and other IT based tasks.
- Use judgement to prioritise all types of incoming communication ensuring that urgent matters are brought to the attention of the Headteacher or other relevant member of staff in a timely manner.
- Maintain the office filing system by keeping documents, correspondence and other records systematically arranged in files (paper and electronic).
- Undertake any other task that might reasonably be required.

The post holder will have an annual appraisal meeting with a member of the school's leadership team and is entitled to continuing professional development.



## Stamford Green Primary School and Nursery Person Specification School Community Relations Officer

E = Essential

D = Desirable

<b>Qualifications</b>	
GCSE grade C or above in English and Maths	E
Evidence of continuing professional development	E
<b>Experience</b>	
Experience working with a range of internal and external stakeholders/partners at all levels	E
Experience of effective administrative systems and procedures	E
Experience of working in a primary school setting	D
Experience of working in a front facing role or school office	D
Experience of providing first aid to children	D
<b>Teamworking skills</b>	
Ability to plan collectively	E
Ability to build good relationships with staff and all stakeholders	E
Ability to contribute to the raising of achievements and care of pupils through supporting the Leadership and Management Team	E
<b>Professional knowledge and understanding</b>	
Highly computer literate – experience of producing quality documents using MS office	E
Experience of SIMS (school information management system)	D
<b>Skills, abilities and personal qualities</b>	
Professional, welcoming manner and an obvious sense of pride in your work.	E
Caring and sympathetic attitude to children and ability to empathise with their concerns.	E
Personal integrity and loyalty and ability to remain confidential at all times	E
Be a part of our 'can do' culture and demonstrate that you can go 'above and beyond'.	E
Excellent telephone manner	E
Ability to plan workloads and ensure tasks are completed on time to an appropriate standard.	
An ability to work independently and on your own initiative	E
Ability to work to tight deadlines	E
Believe and contribute to our school motto 'working together to be the best we can'	E
Excellent communication skills, verbal and written with a wide range of different audiences	E
Proficiency with typing and excellent attention to detail and presentation.	E
Excellent team working skills	E
Willingness to undertake further professional development	E
Ability to multi task and prioritise to manage conflicting demands	E
Ability and skills to manage change and adapt in a changing role	E
Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools	E
A passion for the job and enthusiasm to fully participate in whole school life	E
Ability to use your initiative to analyse tasks and decide how the best result will be achieved	E
Ability to take actions and communicate implications.	E
Ability to be supportive of colleagues	E
Accuracy and attention to detail	E
Flexibility to respond to changing demands	E