



'I have come that they may have life,  
and have it to the full.'

John 10:10



Henlow Church of England Academy  
Application Pack

# Student Services Assistant

HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM

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## Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of **Student Services Assistant** at Henlow Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

Our agreed pupil admission numbers (PAN) is 150 per year group, Years 7 to 11, but due to the changing climate from middle to secondary there are some year groups which are larger and some are smaller at present. Our expectation is that Henlow Academy will stabilise as a five form entry school over the coming years. We have strong links with our feeder schools of Clifton All Saints, Derwent, Langford, Meppershall and Raynsford and currently house Year 5 and 6 from Meppershall on our school site. Each year students also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and 'Henlow Values' really come alive on a daily basis.

Our staff comprises of 41 teachers and 62 support staff. The Senior Management Team is substantively the Headteacher, three Deputy Headteachers, two Assistant Headteachers, the SENDCo, the Operations Manager and the Chief Financial Officer.

The school's commitment to learning extends to staff as well as students: there is a well-developed structure for ECTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

Our school changed phase from middle to secondary in September 2021. Our first Year 11 cohort completed their Key Stage 4 journey in the summer of 2024. To accommodate the change of age range, an extensive building project has been completed. Some highlights include a large MUGA, 5 new science laboratories, a large auditorium, graphics room, textiles room, a new food technology room and computer suite. Much of the school has been altered and refurbished to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and a motivated individual who is willing to take on new challenges, embrace change and is keen to join our team of committed professionals.

The application form is available on our website [www.henlowacademy.co.uk](http://www.henlowacademy.co.uk) or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: [jmarshall@henlowacademy.org.uk](mailto:jmarshall@henlowacademy.org.uk)

The closing date for applications is **Friday 28<sup>th</sup> March.**

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

We appreciate the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



Caren Earp



***The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).***

## About Henlow Church of England Academy

Henlow Church of England Academy opened as a middle school (Years 5 - 8) in 1976 and established itself as a popular choice for pupils in the 3 tier offer in Central Bedfordshire. As the area now moves towards a primary/secondary model, Henlow is at the forefront of this change as a thriving secondary school (Years 7 - 11). The journey has been an incredible one for our community and I am proud to welcome you to join us as we take our next steps.

The surrounding countryside has always been a wonderful feature of our setting but the buildings themselves have been transformed in recent years. As a secondary school we now have superb facilities and offer a curriculum full of possibilities designed to develop the interests of our young people. As they progress throughout the school, they begin selecting which areas they wish to pursue further in Years 7 and 8. They have an increased choice alongside a community option in Year 9 and ultimately those subjects they wish to focus on in Key Stage 4. Our commitment in our curriculum and staffing matches the investment in our new buildings. In addition, our secondary Heads of Department have considerable experience at teaching GCSE.

As a community our ambition is driven by our ethos and Christian vision - every young person deserves to enjoy their learning by receiving the right blend of nurture and challenge ('I have come that they may have life, and have it to the full.' John 10:10). A genuine warmth and sense of community defines our approach and underpins all aspects of Henlow life. As teenagers make important decisions about the person that they ultimately want to become, we build positive relationships with them and ensure that they are supported to be the fully rounded person they hope to be.

In 2021 Henlow Academy became the founding member of Poppy Hill Multi Academy Trust which now includes Meppershall Academy. We enjoy strong links with our feeder schools which are now primaries, the Diocese of St Albans and a wide number of community and charity organisations.

### Ofsted

We were one of the first schools in the country to be judged according to Ofsted's new framework and in September 2019 we were judged Good overall and in all areas.

In their report the inspectors note that pupils are polite, mature and considerate towards each other, they achieve well and feel safe and happy in school. They recognised our broad curriculum and specialist teachers;

***'The school's curriculum contributes strongly to pupils' wider personal development'.  
'(they) have the knowledge and skills needed to teach a range of subjects'.***

**Ofsted September 2019**



## **SIAMS**

In July 2017 we were judged 'outstanding' in our SIAMS (Statutory Inspection of Anglican Methodist Schools). We are the only middle/secondary in Bedfordshire to receive this grading in a church inspection.

***'In keeping with its Christian underpinning the school knows and treats pupils as individuals, recognising and celebrating their various gifts and talents well'***

**SIAMS July 2017**

## **Curriculum**

The Curriculum at Henlow Church of England Academy is designed to meet the needs of all children and provide for the full range of abilities. It has been carefully constructed to ensure that students encounter a balanced and wide range of learning experiences, as well as accommodating the requirements of the National Curriculum.

### **Key Stage 3**

#### **YEAR 7 - 9**

In Key Stage 3, the learning opportunities are increased to focus on science, languages, history and geography to strengthen the foundation for future learning in Key Stage 4. In addition, students are offered a wide range of option choices which are varied in Year 7 and 8 and focused on the theme of 'community' in Year 9. In Year 7 and 8 students are taught elective lessons in mixed year group classes which adds to our community feel.

### **Key Stage 4**

#### **YEAR 10 - 11**

Key Stage 4 combines compulsory study with a wide range of options to allow students to build a personalised programme suitable for their needs and ambitions. As a Church of England school with a community focus, we feel it is important for all students to study religious education at GCSE standard. In addition, students will benefit from a range of subjects they can select from.

***'The school's curriculum contributes strongly to pupils' wider personal development.'***

**Ofsted September 2019**

## **Our Christian Vision, Aims and Objectives**

### **Our Christian Vision**

**'I have come that they may have life, and have it to the full.' John 10:10**

We seek to create a harmonious community in which the individual is valued and is given every opportunity to fulfil their potential in terms of pastoral, emotional and intellectual growth; thus enabling them to live successfully in an increasingly demanding and ever-changing world.

### **Aims & Objectives**

Our broad aim is to provide opportunity for self-development and self-fulfilment for the children here, to enable them to realise their full potential.

To be more specific, however, this School seeks to pass on to each new generation of children the knowledge, skills, ideas, attitudes and values which are judged necessary to make it possible to live - and live well - in our society. Societies change, however, and in our modern times they change quickly. It follows then that we need to provide not only experiences which enable children to grasp the essentials of this world as it is, but also experiences which will make them ready to fulfil themselves in a world which is likely to be different from today's.

Therefore, the School stands not only for tradition and conformity, but also for the future and a willingness to accept, and at times stimulate fresh thoughts and ideas.



***'A caring, inclusive and nurturing learning environment, based on its Christian values, leads to good progress and attainment, to strong relationships and to the excellent behaviour of students.'***

**SIAMS Inspection June 2017**

**HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM**

## Job Description

**Post:** Student Support Assistant

**Salary/Grade Range:** NJC Level 2b Points 3-5 £18456.60 - £19042.71 actual, £24027 - £24790 FTE

**Hours:** 8.15am-3.15 pm (half hour lunch) - 32.5 hours p/w

**Reporting to:** Operations Manager

**Liaising with:** The Headteacher and SLT of Henlow Church of England Academy, teaching and support staff, parents and governors.

### Duties and Responsibilities:

#### Medical

- To take on the role of Senior First Aider holding the relevant training and qualifications, including Diabetes training.
- To assess First Aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To be responsible for administering prescribed medication which are necessary to be taken by students during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for ensuring prescribed medications are kept safely within a locked cupboard.
- To attend to minor medical needs of students such as administering plasters, bandages etc are required and to look after students who feel unwell.
- To record all student and staff first aid information accurately.
- To be responsible for maintaining stocks and ordering medical supplies and equipment.
- To take responsibility for the first aid room ensuring that it is kept clean and tidy.

#### Reprographics

- To undertake day to day reprographics duties for the school
- To operate Multi-Function Devices to produce high quality documents and curriculum resources
- To be the main point of contact for students requiring stationary, reprographic services and curriculum resources.
- To be a key part of exam preparations by producing mock papers etc for both GCSE and SATs.



## Administration

- To support the front office with morning Reception duties, supporting students and staff with requests, signing in visitors, answering the phones etc.
- To contribute to the overall administration function of the school as required.

## Other

- To undertake and maintain First Aid qualification.
- To participate in training and personal development as required.
- To maintain confidentiality at all times.

The Student Services Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Student Services Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

## Notes:

This job description may be amended at any time in consultation with the postholder.

## Person Specification

	Essential	Desirable	Method of Assessment
<b>Knowledge/Qualification</b>			
Minimum of GCSE Maths and English at Grade C or above	x		A C
Knowledge of SIMS Software for Schools.		x	A I
Current first aid qualification		x	A C
Excellent IT skills – Microsoft Word, Excel and PowerPoint	x		A I C
<b>Experience</b>			
Experience of working in a busy office environment	x		A R
Experience of working in a school environment in a similar role		x	A R
Experience in a customer service role	x		A R
<b>Personal Qualities</b>			
Excellent verbal and written communication skills	x		A I R
Be able to deal with sensitive situations with tact and diplomacy	x		A I R
Excellent organisation skills	x		A I R
Considerable personal enthusiasm, energy, integrity and professionalism	x		A I R
A dynamic team member who works effectively with their co-workers, relates well to the children and can communicate effectively with parents/carers	x		A I R
Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism / have a "can do" attitude	x		A I R
Be able to "juggle" competing priorities effectively whilst remaining calm	x		A I R
Be reliable in their time keeping and attendance	x		R
Be able to maintain confidentiality at all times	x		A R
<b>Other Related Characteristics</b>			
Commitment to providing a good standard of support without constant supervision	x		A I
Empathy with children and young people	x		A I
Prepared to get involved in the full life of the school	x		A I
Willing to train and develop in line with the school's ethos and professional development programme	x		A I
Sensitivity to the views of others	x		A I R
Smart personal appearance	x		A I R

**Key to Method of Assessment – A = Application; I = Interview and assessment; R = Reference; C = Certificate.**