

**SHINE**  
ACADEMIES



**Office Clerk  
at  
Busill Jones Primary School  
Candidate Information Pack**



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## Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott  
Chief Executive Officer

## Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the MAT. We demonstrate working COLLABORATIVELY, with COURAGE and COMPASSION – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

Our Trust values are:

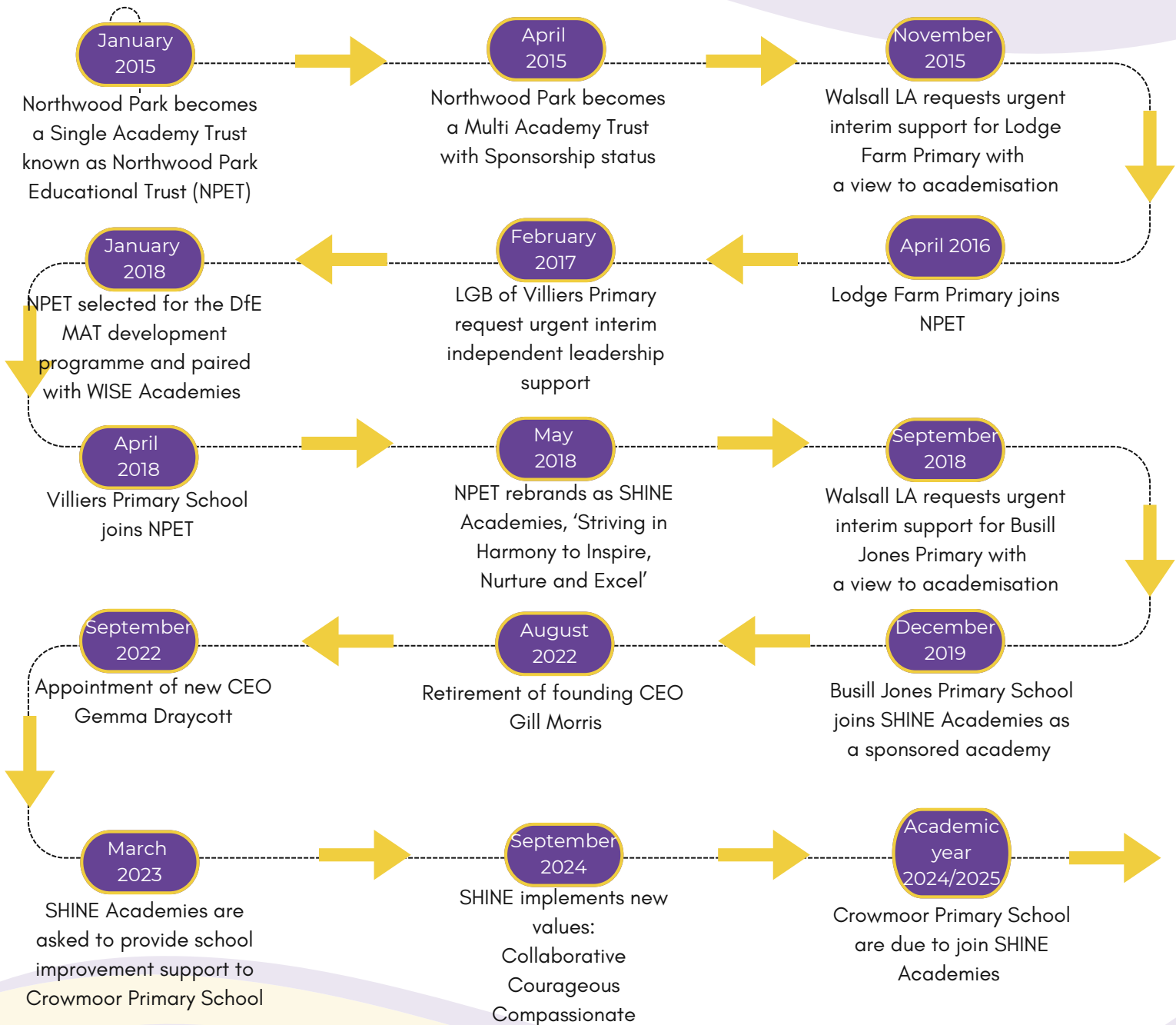
**Collaborative**

**Courageous**

**Compassionate**

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

# Our Journey So Far



## Careers at SHINE Academies

The Trust currently comprises of four schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, and Busill Jones Primary School in Bloxwich. We are expected to grow to six schools this academic year, with two schools in Shropshire due to join us. All our schools are large, and therefore progression opportunities are plentiful. All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

## We are proud of our SHINE family of Schools



## Employee Benefits

We offer a range of employee benefits, including:



**Excellent CPD Opportunities**

**One term time wellbeing day  
per year**



**Lifestyle & Shopping  
Discounts**

**Employee Assistance  
Programme**



**Generous Occupational  
Pension Schemes**



*Your Award-Winning Employee Benefits Provider*



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments

# Busill Jones Primary School Message from the Headteacher



Welcome to Busill Jones Primary School, home of the Busill Bees!

Busill is a family and we support each other to be our best. We are very proud to be at the heart of our local community; working together with our families, external agencies, other professionals and community groups to create a bright future for all.

Our children experience an exciting and varied curriculum taught by a dedicated team of staff who go above and beyond to support them. They have a wide range of opportunities to experience the world around them; trips to the theatre, activity weekends, sporting events and competitions are amongst just a few of the ways in which our Busill Bees spread their wings.

We are also very lucky to have such spacious classrooms and fantastic outside spaces to learn and play together. Our well stocked libraries, sensory room, reading sheds, outdoor classroom and even our amazing outdoor firepit ensure there is something for everyone!

Our values underpin everything that we do; Be Positive, Be Respectful and Be Your Best. We live by these values every day, demonstrating what it is to be a Brilliant Busill Bee!

Our Bees leave the hive with the confidence and skills to pursue their dreams, living our values and knowing that they will always be a part of the family.



Our doors are always open, come along and experience the buzz for yourself!

Nicola Bayliss  
Headteacher







**Job description: School Clerk**

Responsible to: Office Manager  
Salary: Wolverhampton NJC Grade 3  
Hours: 37 hours per week Term Time + 1 week

**Description of Post**

The post holder will provide comprehensive administrative support to the school. They will implement quality procedures and systems to ensure the efficient day to day running of the school so that the needs of the school are met.

**Duties and responsibilities**

- 1) To be responsible for routine correspondence, including correspondence relating to pupil attendance.
  - 2) Maintain computer based records using ScholarPack and Microsoft based packages.
  - 3) Act as the first point of contact within the school, filtering enquiries as appropriate and taking and passing on messages to the appropriate staff.
  - 5) Deal with opening and distribution of all incoming mail and recording and posting all outgoing mail.
  - 6) Ensure that the arrangements for meeting the individual welfare needs of all children are clearly set out and communicated throughout the school.
  - 7) Monitor the administration of the school dinner money collection, checking and maintaining accurate registers for their use. Inform the school cook of dinner numbers on a daily basis.
  - 8) Administer pupil admissions and withdrawal procedure for the school.
  - 9) Operate an efficient filing and retrieval system for documents and letters.
  - 10) Administer elements of staff recruitment such as the sending out of application forms, collection of references and processing of expenses.
  - 11) Liaise with external agencies such as the school nurse.
  - 12) Administer procedures for visits by external agencies such as school dentist.
  - 13) Inform parents or emergency contacts as appropriate.
  - 14) Maintain pupil profiles. Complete and process statistical returns required by the LA and DfES,
  - 15) Maintain and supervise pupil records including admissions and discharges.
  - 16) To answer day to day queries from staff, parents and visitors.
  - 17) Co-ordinate school photographs including timetabling and the collection of money.
  - 18) Arrange transport for school visits, including swimming.
- Any adhoc duties in line with a position at this grade.

**Conditions**

All duties must be carried out to comply with:

- a) The Health and Safety at work (NI) 1978
- b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- c) Codes of Practice

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory safer recruitment checks including but not limited to satisfactory references and an enhanced DBS clearance.

All duties will be carried out in the working conditions normally inherent in the particular job. All necessary paperwork must be completed. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the post holder. Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade. The post holder must at all times take a pride in the school, site and their own general appearance. To perform tasks requested by the SLT within the expertise of the post holder. The post holder must comply with the

Governors Equal Opportunities Policy and Health and Safety Policy. The School has a No Smoking Policy which means that smoking is not allowed in the workplace.

Comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person



## Person Specification for Office Clerk

	Essential
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good literacy, numeracy and IT skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to identify own training and development needs and cooperate with means to address these</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant policies/codes of practice</li> <li>• Experience working in an office environment, preferably within an education setting, including the use of IT based and data base systems.</li> </ul>
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Well-developed interpersonal skills and the ability to work collaboratively as part of a team.</li> <li>• Show initiative and shares good practice.</li> <li>• Effective use of IT packages.</li> <li>• Competent use of administrative equipment / resources</li> <li>• Proven written, oral and communication skills</li> <li>• An understanding of the requirements and demands of school administration</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Highly motivated with high expectations, a positive attitude and a good sense of humour</li> <li>• Excellent self-management skills including the ability to plan and organise one's time effectively.</li> <li>• The ability and willingness to work in partnership with other members of the School team</li> <li>• A high level of personal integrity and flexible approach to responsibilities.</li> </ul> <p>An approachable professional who responds well to and offers constructive advice            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</p>
<b>Other</b>	An awareness, understanding and commitment to equal opportunities