



Information Pack For applicants:

Secretary

Bosvenna Way

Heamoor

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Welcome to our School

Welcome to Heamoor Community Primary School. Hopefully this Information Pack will provide you with an insight into our school, and offer some practical information which will be of use to you as a prospective candidate.

No two schools are ever the same; whilst the buildings may look similar the ethos and values of a school are almost always unique to that particular community of adults and children. We have a long & distinguished reputation for serving the Heamoor Community. We pride ourselves on being a true community school committed to the holistic development of every child in our care. Our ethos is reflected in our school aims:

- To provide a warm, friendly, caring environment where our children can develop self-confidence and increase their self-esteem
 - To assist our children to reach their full potential academically, physically, socially, spiritually and morally by providing a nurturing and affirming ethos throughout the school.
 - To provide a stimulating, cohesive curriculum which is appropriately differentiated to cater for each child's individual needs, abilities and skills
- To help the children to develop a sense of responsibility and tolerance towards others both within & beyond the school community and to have respect for the local and wider environment.

We want everyone in our school community, including staff, pupils, governors and parents, to feel a sense of pride, to feel happy and supported and to have ownership in what we achieve through our mutual endeavours and partnerships. To this end we are committed to working together to provide the best possible learning experience for the children in our care.

Jodie Flynn, Headteacher

Our School

Heamoor Community Primary School has been in existence since 1901. In 1990, the school moved to its new site on Bosvenna Way where it lies in the heart of an established residential community. The school building is located on a generous site with extensive grounds including large playground spaces, a large school field, mature woodlands, a meadow and a range of wildlife habitats.

We are committed to the continuous development and improvement of our school accommodation. Our school benefits from a dedicated Foundation Stage Unit with a bespoke outdoor learning environment. Our Key Stage 1 and 2 classes benefit from direct access into individual outside spaces as well as our playground, meadow and school field. Our children also enjoy a flexible seating approach in their classrooms which includes softer furnishings and different height tables, giving children the opportunity to be more independent, to take ownership of their learning and choose a work space that they feel most comfortable in.

In total we have 3 Infant classrooms and 4 Junior classrooms, as well as a school hall, a large (newly refurbished) library, dedicated intervention rooms, a sensory room, break out spaces and smaller (group) teaching spaces. We also have a 'Rainbow Room', (which is where our Learning Mentor is based), 'The Pod' which is an additional learning and nurture space, 'The Nook' which is where our Family champion is based, a kitchen, offices, two playgrounds, a meadow, a school field and a woodland area. All our classrooms have interactive whiteboards, and the school operates a wireless network and access to class sets of Chromebooks.

The school enjoys many strong and well-established partnerships within the local community including The National Trust, Trengwainton Gardens and Penwith PE Network. We are also foundation school and a founding member of the Penwith Education Trust (PET) which is a co-operative trust. We enjoy working with a range of teaching schools to support further development of our practice and the professional development of our staff. We place great emphasis on healthy living and have a comprehensive programme of school sport & extra-curricular activities, with a drive to provide outdoor learning experiences also. The school also enjoys taking an active part in all local community events such as St Piran's Day celebrations and Mazey Day Parade.

We are a family at Heamoor and enjoy the advantages of an enthusiastic & cohesive, happy staffing team. As a result, our pupils benefit, year on year, from a wide range of enrichment opportunities ranging from residential trips and whole-school productions to Art & Design projects within the local community.

The children are firmly at the centre of everything we do and therefore we are continually driven to offer our pupils the very best that we can possibly provide.

Class Organisation

The school currently has **197** children on roll. These are organised into 7 classes in the following way:

CLASS	YEAR GROUP	TOTAL
RED	REC	29
ORANGE	1	28
YELLOW	2	30
GREEN	3	26
BLUE	4	24
INDIGO	5	30
VIOLET	6	30
	Totals	197

Amongst our highly skilled staff we also have a;

- SENDCO
- Full time Learning Mentor who is also a Trauma Informed Schools Practitioner,
- Communication (ASD) Champion / Family Champion
- Mental Health Support worker
- Peripatetic Music Teacher
- Funfit Lead
- Sports Leader
- Swimming leads.

Ofsted Inspection Summary

The school was last inspected by Ofsted in November 2021. Inspectors gave the following summary comments about the school;

Heamoor Community Primary School continues to be a good school.

Heamoor is a warm and welcoming school. Staff share a determination to be inclusive, caring and nurturing so that every pupil feels valued. At the heart of the school is the Rainbow room. Pupils use this room if they feel anxious or sad. Trained staff provide support to pupils to deal with things that worry them.

Staff commit to ensuring that pupils achieve well. Improvements to the curriculum have enabled pupils to do this. Pupils are confident learners who are willing to work hard. Pupils, including those with special educational needs and/or disabilities (SEND), achieve well because staff provide tailored advice when necessary. Parents appreciate the school's care for their children. As one parent said, 'Staff go above and beyond to support my children and me.'

Pupils respond well to the high expectations that adults have of them. They behave respectfully in lessons and around the school. Pupils support each other during lessons and when playing in the playground. Pupils learn how to keep themselves safe. They understand what bullying is and what to do if bullying happens. They know that staff will deal with any problems if they occur.

During the inspection, we also received this following verbal feedback;

Staff wellbeing

- Staff feel that they are well looked after, particularly during Covid and the care and consideration for wellbeing stretched beyond the children and families to include all staff.
- When school improvement work is undertaken, staff feel consulted and well supported to succeed.
- School improvement projects are well researched and carefully tailored to the needs of the children and the school and staff feel that their time is well invested.
- Safeguarding
- During an Ofsted inspection – Safeguarding can only be judged as 'effective' or 'not effective'.
- In terms of safeguarding though, staff are well trained at all levels and there is a robust system in place.
- Senior Leaders have the foresight to be outward looking and make good use of support and guidance available.
- The attitude of the school is clear "our children are important to us and we will pursue it if they need support" Inclusion
- The strong reputation the school has for inclusion is completely justified • Inclusion at Heamoor is 'not just a word it is an all-encompassing approach'
- The inspector also shared that he felt that he had not seen it [inclusion] better anywhere else.
- The inspector reported that there is 'high praise' from parents for our SEND support. Parents shared that life is difficult having children with SEND so they cry out for support but they definitely get it here.

Curriculum

- Early Reading is very effective led by a very strong and effective subject leader who manages it in a consistent way. Staff are trained well, highly skilled, well supported and deployed for the maximum impact to benefit the children.
- The priority of Reading is seen consistently throughout the school.
- EYFS is an integral part of the school and the curriculum is designed to ensure early skills and learning are built on effectively as the children move through the school.
- Our 'bespoke' curriculum is being developed well, it is well thought out and well organised.
- It is implemented well at all levels and consistency was seen in all (pupil) books and lessons.
- There are good quality resources in place and staff work together to develop the learning sequences.

Behaviour & Pupil wellbeing

- Behaviour; the inspector reported that he had not seen any low-level behaviour issues despite the complex needs of some of our pupils.
- Children reported that feel safe and they trust the staff team to deal with any issues they might face effectively.
- The wider development of the curriculum; this is a strength of the school, it is vast and effective. The Rainbow room is a strong example of the additional support we have in place for our children.
- The welfare and well-being of the children and the staff is a high priority, the inspector spoke about the 'heart' of the school and the very sincere nurturing ethos we have. Leadership & Management / parent views
- The leadership approach of the Headteacher is 'a quiet, kind leadership' but not scared to hold anyone to account.
- Parents had high praise for the school, parents spoken to said that they feel well supported
- The inspector commented on how 'cohesive' our staff team is and told us that the staff enjoy working here and feel well led and really well supported by the leadership team.
- Parents were very positive about inclusion and value the tolerant and supportive approach we adopt as a school, particularly for our more complex needs and appreciate that the non-SEND children benefit from these approaches too. Parents can also see the benefit for the children in terms of them being exposed to these approaches as it supports them to develop their tolerance, life skills and understanding.

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Please see our school website for a copy of our full report and letter to parents.

We have an exciting opportunity to join our friendly and caring school in the heart of the community of Heamoor.



To commence: 22nd April, 2025

Hours: 32.5 per week

Salary: £23,656 FTE (paid on a pro rata basis)

Applications are invited for the position of full-time Secretary at our vibrant and welcoming primary school, starting in April, 2025. This will be a permanent position.

We are seeking a passionate, friendly, and highly organised individual who thrives in a busy, school environment. As the first point of contact for our school, you will play a key role in supporting both staff and families in a nurturing and supportive atmosphere.

The ideal candidate will be:

- Enthusiastic, with excellent organisational and communication skills
- A team player who is comfortable working with children, staff, and parents
- Dedicated to providing excellent service and support to our school community
- Able to manage a variety of administrative tasks with efficiency and care
- Positive, approachable, and able to handle situations with a calm and professional manner
- Proactive in supporting school events and activities
- Committed to maintaining a high standard of work and contributing to the school's improvement

In this role, you will:

- Support the day-to-day running of the school office, including answering phone calls, emails, and handling general enquiries
- Help maintain accurate school records and assist with administrative duties
- Work closely with staff, parents, and outside agencies to support the wellbeing and learning of our pupils
- Ensure the smooth operation of the school's activities and events

We are looking for someone who is organised, has excellent interpersonal skills, and can juggle multiple tasks efficiently. A sense of humour, a positive attitude, and a good understanding of the needs of a primary school are essential.

If you are passionate about supporting children's education and enjoy being part of a supportive team, we would love to hear from you.

We can offer:

- A supportive school; one where children are put firmly at the heart of everything we do;
- A chance to thrive in an ambitious school, working in partnership with a Headteacher who is passionate and determined to continue the school's journey to excellence;
- A friendly and supportive team dedicated to rapid school improvement and enjoyment of school life;
- Motivated and happy children who are keen to learn and are enthusiastic about school;
- A warm, friendly, caring working environment with dynamic, interested and enthused staff;
- Ongoing development opportunities to challenge and support you professionally;
- Genuine value and support of staff well-being.

Closing date: 28th March, 2025 / Interviews: 2nd April, 2025

Completed applications should be emailed to (Mrs Jodie Flynn) head@heamoor.cornwall.sch.uk

Person Specification

These are key criteria in addition to the statements in the advert. **Your supporting statement is crucial in our selection process** and your application will need to demonstrate how you feel you meet the Person Specification, including examples of any relevant experience.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<p>Good practical knowledge, skills and experience of working in an office environment.</p> <p>Practical experience of word processing, e-mail & other office electronic applications.</p>	<p>Experience of working within a school/ college environment.</p> <p>Experience of Information Management systems e.g. SiMS, Broncom, Arbour.</p>	Application form/ interview
<u>Education & Training</u>	Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths & English.	<p>Attainment of level 3 qualifications or equivalent (eg: A Levels, AVCE).</p> <p>OCR level 2/3.</p>	Application form
<u>Special Knowledge & Skills</u>	<p>Good typing and word processing skills.</p> <p>Good oral & written skills.</p> <p>Good organisational skills.</p> <p>Good communication skills.</p>	<p>Knowledge of book keeping and maintaining accounts.</p> <p>Knowledge of electronic display & presentation formats.</p>	<p>Application form/ interview</p> <p>Typing/word processing test</p>
<u>Any Additional Factors</u>	<p>Excellent personal presentation.</p> <p>Professional, tactful & sensitive.</p> <p>Discreet & confidential</p> <p>Ability to work on own initiative and within a team.</p> <p>Enjoys working with young people.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		Interview

JOB DESCRIPTION



Job Title: School Secretary

Grade: 1

Responsible To: Headteacher

Direct Supervisory Responsibility: None

Indirect Supervisory Responsibility: None

Important Functional Relationships: Internal: Headteacher, school management team, teaching and non-teaching staff, pupils.

External: Local Authority, Council Departments, other Schools and Colleges, Suppliers of goods and services, visitors to the School.

Main Purpose of Job:

To provide administrative and clerical support to the School and to be the first point of contact with the general public in person and by telephone.

Main Duties and Responsibilities

1. To welcome visitors, ensuring signing in procedures are followed, to receive and prioritise incoming telephone calls and deal with them appropriately taking messages as required.
2. To provide a professional and confidential secretarial service for the school including word processing of correspondence, reports, publications and other documents as required.
3. To sort, distribute and administer incoming and outgoing mail.
4. To update SIMS and other school records ensuring all files remain up-to-date and in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems.
5. To undertake associated personnel administration, including completion of staffing forms, monthly payroll reconciliation, liaising with Education Personnel as appropriate and maintaining staff files, ensuring confidentiality with regard to such records.
6. To undertake the necessary administration associated with the School's intake of new pupils and pupils leaving the school, ensuring records are forwarded appropriately. To maintain pupil records appropriately ensuring confidentiality with such records.
7. To be responsible for the maintenance of electronic and manual records including completion of returns, reports and statistics as required by the LEA and/ or other third parties. To maintain at all times the utmost confidentiality with regard to such records.
8. To field pay queries, liaise with the Council's Payroll Department and provide prompt resolutions to any pay errors or queries.

9. To ensure the provision of administrative support in respect of timetables, registers and absences, lettings diary, staff sickness, post book, school meals, school events and outings, medical and dental visits.
10. To organise all arrangements for meetings as required.
11. To organise and maintain the Headteacher's diary, arranging appointments and liaising with the Headteacher regularly to follow up on external and internal communications.
12. To be responsible for office organisation including stock control of office stationery and consumables. To maintain the photocopier and ensure photocopying supplies are available.
13. To handle the ordering (as approved), receipt and distribution of goods and to obtain information regarding costs and delivery of goods and services.
14. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
15. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
16. To be responsible for your own continuing self-development, undertaking training as appropriate.
17. To undertake other duties appropriate to the grading of the post as required.

Optional Clauses: Examinations and Data Administration;

1. To process examination entries and undertake all associated administration.
2. To assist in the administration relating to the collection of coursework marks and arrange for results to be forwarded to the appropriate examination boards.
3. To liaise and correspond with examination boards as required.
4. To produce the required statistics and data information with regard to examination results as required by the Headteacher, LEA, DfES.
5. To organise timetables and invigilation programmes for examinations, including liaising with external invigilators.
6. To organise examination certificates for presentation evenings.
7. To undertake administration associated with the collection, collation and distribution of key stage data for each year group within the school.