



'Learning to Live, Living to Learn'

Introduction

This document is a statement of the aim, principles and strategies for home learning at Hartlip Endowed Church of England Primary School.

All policies are governed by our Christian School Values which were chosen by all members of the school community: Trust, Forgiveness, Friendship, Thankfulness and Peace. These values underpin the daily diet of the whole school community.

Learning to live! Living to Learn!

Inspired by our founder Mary Gibbon, we are a welcoming, nurturing community, providing the opportunity for each person to recognise and fulfil their God given gifts and abilities. Through a creative, inclusive curriculum, we inspire all to be lifelong learners, equipped with the skills needed to be thankful, generous members of society.

Our Bible Narratives:

The Bible narratives referencing God/Jesus as: 'The Good Shepherd,' come from both the New and Old Testament.

Explaining our Bible references

Our Vision at Hartlip School is embedded in the imagery of God/Jesus as the Good Shepherd. We draw upon these images in both the Old and the New Testament of the Bible. We believe that our daily living in school, directed by our values draws parallels to that of a shepherd taking care of his sheep.

Our Christian School Values are: Friendship, Forgiveness, Peace, Trust and Thankfulness

Friendship: As the Good Shepherd cares for every member of the flock, we live together in friendship. In learning to live, we accept that not every person may be our friend and at times, we may, like the Lost Sheep, lose our way. Despite our difficulties, we are all still members of the same flock. We care for each other and treat others in the way we would like to be treated ourselves.

Forgiveness: In order to live in friendship, we must learn forgiveness. We recognise that in living together, we will make mistakes. We understand that to live in friendship with each other, we must learn to forgive each other, in the same way that God forgives us:

"forgive each other, just as in Christ God forgave you."

We teach that we learn from our mistakes. By forgiving others, we ensure that we live in friendship:

"Be kind and compassionate to one another, **forgiving** each other, just as in Christ God forgave you."

Peace: When living in friendship with each other and learning to forgive each other, we experience peace. This learning extends beyond our school community in to society. To live in a peaceful world, we need to cascade friendship and forgiveness.

Trust: As the sheep trust the shepherd to take care of them, we learn that Christians believe God takes care of us. Our school community is a safe environment where all can flourish. Children and parents trust staff to provide a nurturing, caring and safe environment where all can fulfil their God given gifts and abilities. Children, parents and staff trust the leadership of the school to ensure their safety in an environment whereby everyone can thrive. In the same way that a shepherd protects sheep from all harm and danger, the school does likewise for its members.

Thankfulness: Just as a sheep is thankful for the safety of a rich environment, so too are we thankful for our school community and all that it offers. We learn to be outward looking, thinking about 'we', as opposed to 'me'. We try in all things to 'give thanks,' to be grateful for what we have and to give to others less fortunate than ourselves. We seek to serve and extend this learning in to a wider world, learning to live!

Office Administrative Assistant: KR3

Grade: Kent Scale 3 (KSA)

Responsible to: Office Manager

Purpose of Role

To provide general administrative support within the school office, ensuring efficient day-to-day operations and a welcoming front-of-house service for pupils, parents, and visitors.

Key Responsibilities

- Act as first point of contact for visitors, parents, and telephone enquiries, providing a courteous and professional service.
- Carry out routine administrative tasks including photocopying, filing, and data entry.
- Maintain accurate records and update school systems as directed (e.g. Attendance registers, pupil information).
- Assist with preparation of letters, newsletters, and other communications.
- Support the ordering and distribution of office supplies.
- Handle incoming and outgoing mail and maintain confidentiality at all times.
- Provide general support to teaching and support staff as required.

Person Specification

Qualifications

- Good standard of education including GCSEs in English and Maths (or equivalent).
- Basic IT skills and willingness to undertake training in school systems.

Skills

- Clear and effective communication skills, both written and verbal.
- Ability to work accurately and maintain attention to detail.
- Good organisational skills and ability to prioritise tasks.
- Competent in using Microsoft Office applications (Word, Excel, Outlook).

Experience

- Experience of working in an administrative role (school setting desirable).
- Experience of dealing with the public in a professional manner.

Behaviours

- Commitment to safeguarding and promoting the welfare of children.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Positive, flexible attitude and willingness to support colleagues.
- Professional and courteous approach at all times.

