



## Welcome to Class Act Teaching Services



My name is Julia Oliver and I am the owner and Managing Director of Class Act Teaching Services. I originally qualified as a primary teacher and after many very successful years in teaching, I joined a large national education recruitment agency. While in this role I noticed that the service was not as personal or as flexible as schools and teachers deserved, so I began considering how this could be changed.

I decided to use my teaching experience and knowledge of education recruitment to offer a more personal, high quality and efficient service for local primary schools, and so in 2002 Class Act Teaching Services was born.

I made a conscious decision for the business not to be the largest, but to simply be the best, excelling in customer service whilst providing a key service to the primary schools in Oxfordshire and the surrounding areas.

I am proud to say that as we rapidly approach our 20<sup>th</sup> birthday, Class Act Teaching Services is the main, leading supply teaching agency in the county. We have built excellent working relationships with our schools and our teaching staff over the years.

And our success does not stop there!

Class Act is more than just a recruitment agency. We have forged many excellent relationships and working partnerships within our local communities all of which I am very proud.

Our office which is located in a beautiful rural location near Drayton village is the hub and heart of our operations and where our small, close knit team, the "Class Act Family" are based. I am extremely proud of my team who are extremely motivated and highly committed individuals, some of whom have been with the business in excess of ten years.

We are every inch a 'Class Act' and this is evident in everything we do and in every way we work. We have a fantastic reputation amongst our schools and the teaching profession. Our long-term relationships with schools and their management teams means that we have an understanding of their requirements that other agencies cannot match. Our in-depth knowledge of our supply staff, their skills and preferences mean that we are able to work with them in a very effective and beneficial manner.

Soon to be celebrating 20 years in business, we continue to go from strength to strength thanks to a great team of people and the amazing service we provide at all times.

Our environment is hard-working where no two days are the same, you will be working alongside great colleagues, able to have fun, you will be a true ambassador for the company and become part of a family run business.

You will be guaranteed job satisfaction, you will feel valued and you will be encouraged to contribute in order to make a difference. We want people to join the Class Act family who have a true belief in our company culture and more importantly in our company values.

**Working for Class Act Teaching Services will make work feel more than just work!**

A handwritten signature in blue ink that reads "Julia".

**Julia Oliver B.Ed (Hons)  
Owner & Managing Director  
Class Act Teaching Services Ltd**

## Additional Job Information

### POSITION

- Staffing Administrator (SA)

### HOURS

- Term Time only (according to Oxfordshire County Council School Term Dates)
- Ideally, the position is full time hours (40 hours), **although 4 days per week (32 hours) would be considered.**

### CONTRACT TYPE

- The position is a permanent role. The successful applicant will be offered a permanent contract and this offer of employment will be subject to the successful completion of a six month probationary period.

### START DATE

- As soon as possible

### PLACE OF WORK

Class Act Teaching Services  
4 Bradfield Court  
Drayton Mill  
Milton Road  
Drayton  
Nr Abingdon, Oxon  
OX14 4EF

Free on-site parking available.

#### **Please note**

- \* **Our office is located in a rural location and is NOT accessible by public transport.**
- \* **There is no provision for the person appointed to work from home other than when carrying out on call duties.**

## PAY & CONDITIONS

- Basic Salary is dependent on full time / part time hours and experience ranging from, **TERM TIME ONLY:**
  - **£16,500 to £17,500** per annum, working 4 days per week (term time only).
  - **£20,625 to £21,875** per annum working 5 days per week (term time only).
- On Call Payment of **£1,100** per annum will be paid in addition to the basic salary as the person will be required to take a share with the Company's On Call Service
- Annual Bonus. Subject to the satisfactory completion of the induction period, the person appointed will qualify for the annual bonus scheme and this could add a further 5% to the basic salary. Bonuses are rewarded at the discretion of the Office Manager and Managing Director and are based on individual performance (max 2.5%) and business performance (max 2.5%). Individual bonuses are not awarded for someone simply 'doing' their job.
- Work Place Pension
- A mileage allowance (45p per mile, in accordance with HMRC mileage allowance) is payable for any business travel undertaken (this excludes journeys made to and from home to the office).

## HOLIDAYS

- The person appointed will be required to work term time only, including INSET days (as stipulated by Oxfordshire County Council)

## WORKING HOURS

- Full Time Hours (Term time only)  
**40** hour week from Monday to Friday; 8 hours per day with an hour for lunch.
- Part Time Hours (Term time only)  
**32 hours (4 days per week);** 8 hours per day with an hour for lunch

## School Term Time Hours

- Early Shift – 07:00-16:00
- Late Shift – 08:00-17:00 / 08:30-17:00
- The person appointed will be expected to take a share in the 'early' and 'late' shifts e.g. one week of working early shifts followed by one week of working late shifts.

## Out of Hours Call Handling / On Call Service

- We operate a shared out of hours on call service which means telephone calls are answered by a member of the team up to 9pm during the week and at weekends. This enables the Class Act team to respond to any emergency school bookings we may receive during these periods. See details below.
- Operating an out of hour's service/ on call service enables Class Act to continue delivering our excellent customer service to the highest level at all times.

## How the Out of Hours Call Handling / On Call Service works

- Term Time, week nights and weekends  
When the office closes at 5pm all calls are diverted to the company mobile phone. The on call team take an equal share in taking the mobile home with them and respond to any emergency calls they may receive from either schools requesting cover for the following day or from a supply worker wanting to speak to us urgently.
- Bank Holiday Weekends  
Where a bank holiday falls in term time, the person appointed will be expected to take a share in this on call if it is their turn on the on call rota.
- An on call rota is drawn up by the Office Manager in conjunction with the Managing Director on a half termly basis to ensure that the on call is fair for everyone on the rota.
- Example:  
If there are 4 members of the team on the on call rota, this would equate to **one evening per week** and **one weekend per month**.
- On call evenings and weekends can be swapped in advanced providing the Office Manager is given as much notice as possible.
- **The working hours and sharing on call duties are a requirement of the job with Class Act Teaching Services.**

## INDUCTION, TRAINING & SUPPORT

- All newly appointed staff will be subject to the successful completion of a three month probationary period. The successful candidate will have been inducted, trained, and supported throughout by the Office Manager and the Managing Director and other team members.
- A Staff Handbook and Copies of Training Notes are provided to each employee.

