



Wright Robinson College

Admin Officer

# RECRUITMENT INFORMATION



# OUR MISSION STATEMENT

## VALUES & ETHOS

### Our Values



All members of our college community will be given every opportunity to develop and achieve their full academic potential.



All members of our college community will contribute to ensuring that we provide a safe, secure and caring environment.



All members of our college community will celebrate the diversity of our community and celebrate our successes and achievements as one.



All members of our college community will demonstrate resilience at times of adversity.



All members of the college community will treat others with respect.



All members of the college community will be treated fairly.



WRIGHT  
ROBINSON  
COLLEGE



“

Team Wright Robinson is fully committed to inspiring its students to achieve academic excellence, good character and resilience. This will enable our students to be instrumental in contributing to and shaping British Society in an internationally competitive world.

”



WRIGHT  
ROBINSON  
COLLEGE



# A WARM WELCOME

Thank you for your interest in working at Wright Robinson College. I am immensely proud to be Headteacher at the College. In our recent 2021 Ofsted report, we have maintained our 'Outstanding in all Areas' status from 2016. Visitors, and Ofsted comment on the exemplary behaviour demonstrated by our extremely courteous and respectful students and upon the calm and welcoming atmosphere here at Wright Robinson.



We are an 11-16 provision and place ourselves at the heart of the community, a college that prides itself on equipping our students with the knowledge and skills to influence an ever-changing, internationally competitive world.

Staff support, wellbeing and CPD is really important to us here at Wright Robinson which was reflected in our 2021 Ofsted report:

"Staff are exceptionally proud to work at Wright Robinson. They benefit extremely well from leaders' genuine desire to manage workload and care for their well-being. Leaders provide extensive opportunities for teachers to access subject training and to work collaboratively."

We have over half a century's experience in educating young people which is illustrated through our results in public examinations, where our students consistently perform at rates significantly higher than the expected norms.

Students are taught by academic specialists with a passion for their subject, creating an environment where our students

believe that anything is achievable. We place great emphasis on creating leaders, whilst recognising the need to work co-operatively with others.

Our 'Team Ethos' permeates all aspects of college life, a life which here at Wright Robinson is so much more than what happens in the classroom. We seek applicants who can align with our culture of mutual respect, a positive outlook and a 'can-do' approach. The college has state of the art facilities creating, for staff and students alike, an attractive site and a pleasant working environment.

Our sporting successes are nationally renowned and our work in areas such as music, drama and art further enrich the student experience.

I am extremely pleased that you are interested in applying to work at Wright Robinson College and I look forward to receiving your application.

A handwritten signature in black ink that reads "Martin Haworth". The signature is written in a cursive style.

**Martin Haworth**  
Headteacher



**WRIGHT  
ROBINSON  
COLLEGE**

# VISIONS & VALUES



## WHO WE ARE

The Flagship Learning Trust was established in 2019 with a vision to improve the academic performance and physical, social and emotional well-being of the students attending our Trust schools. The Trust chose to identify as 'Flagship' as it was founded in Wright Robinson College, which is not only identified flagship PFI school building but the college itself is committed to leading the way in education.

Social mobility, self-belief and teamwork are key elements of the Trust's ethos and purpose. We believe that it is not the academic ability which separates us in life but our character; therefore we work hard through teamwork to develop the following qualities in our students:

- Self-belief – Self esteem**
- Self determination – Self-discipline**
- Self-expression – Self-respect**

Our schools may always be judged by the results they achieve, however we believe that they are defined by their ethos and culture.

### FLT VISION (Aim)

Inspire. Believe. Achieve.

The aim of the Flagship Learning Trust is to improve the academic performance and physical, social and emotional well-being of the students attending our Trust schools. The Trust aims to inspire every student to believe in themselves in order to achieve.

## FLT ETHOS (Character)

Inspire. Believe. Achieve

The core culture of the Flagship Learning Trust centres around respect, collaboration, teamwork and leadership. We believe that having strong leadership, clear goals and working together in an environment of mutual respect, ultimately results in positive outcomes.

## FLT VALUES (Principles)

### TEAMWORK

Everyone working together for the common goal. We believe that to have a strong team, every team member is important and their contributions valid.

### RAISING ASPIRATION

Encouraging our pupils and staff to aim high in order to achieve their goals.

### COMMUNITY

Building relationships with pupils, staff, parents and the areas served by our schools to improve the educational experience for our students.



**WRIGHT  
ROBINSON  
COLLEGE**



# Wright Robinson College

Headteacher: Martin Haworth

## Admin Officer

**Grade: 6 SCP 21 – 25 £28,900 - £32,020 FTE (Actual Salary Term-Time Only plus 1 week £24,775 - £27,449)**

**Start Date: ASAP**

**Contract: Full time (35 hours per week), Term-Time Only (plus 1 week in summer), Permanent**

Wright Robinson College, an 11-16 school with an 'Outstanding' Ofsted rating, is seeking to appoint an Administrator to join our team. Alongside assisting the Office Manager and Exams Officer, you will be responsible for ensuring that there is efficient and effective administration and organisation of college processes, procedures and systems. The role is customer facing and you will be required to liaise with members of the public and have the ability to converse at ease with all key stakeholders and outside agencies.

Wright Robinson College is committed to staff development and if you join our team you will be based in a friendly and supportive school with a state-of-the-art building, providing access to the latest resources to facilitate learning. As well as offering you a competitive salary, and access to our BUPA Healthy Minds Employee Assistance Programme, you will be provided with free access to on-site gym and pool facilities, a range of activities designed to support staff well-being and on-site parking. Located one mile from the city centre, on the East side of Manchester, we are easily accessible through local and regional transport links.

Have you got the desire, experience and ambition to join our Team? If so, we would be delighted to hear from you. Informal enquiries can be directed to Ms Duffy on 0161 370 5121. *No agencies please.*

**For further information on the position, to see what our staff have to say about working for us and for details on how to apply, please follow the link below:**

<https://www.wrightrobinson.co.uk/Vacancies-Teaching/>

All applications should be made via the TES website.

**Closing Date: 9am on 31<sup>st</sup> March 2023**  
**Interviews will be held on Tuesday 18<sup>th</sup> April 2023**



**Statement on Equality**

*We are an Equal Opportunities Employer and we positively welcome applications from candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.*

**Statement on Safeguarding**

*Wright Robinson College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employment offers are made subject to an enhanced DBS check and satisfactory references. When appointing new staff, we will ask shortlisted candidates to complete a self-declaration of their criminal record and to provide any information that would deem them unsuitable to work with children.*

**Online checks for shortlisted candidates**

*In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.*

**GDPR**

*A copy of our Privacy Notice is available on our website.*



# Wright Robinson College

Headteacher: Martin Haworth

## Admin Officer

### **JOB TITLE**

**Admin Officer**

### **SCALE/SALARY**

**Grade 6 (8.30am – 4.00pm Term Time plus 1 week)**

### **RESPONSIBLE TO:**

**Office Manager/Exams Officer/COO**

### **JOB PURPOSE**

To become a supporting member of the college administration team. The college administration team is responsible for ensuring there is efficient and effective organisation and administration of college processes, procedures and systems.

To assist the Office Manager and Exams Officer with college administration.

The role is customer facing and you will be required to speak to members of the public, the ability to converse at ease with our stakeholders and outside agencies is essential to the post.

### **Duties and Responsibilities**

1. To support the college administrative team, including but not limited to:
  - Whole college mailouts
  - Online communications
  - Report collation
  - System administration
2. To support accurate record keeping of the college MIS system.
3. To produce letters, documents, undertake typing and other IT based tasks.
4. To provide general clerical/admin support e.g. photocopying, filing, completing forms.
5. To provide administrative support to the college pastoral team.
6. In the event of staff absence, to provide administrative support for staff cover.



7. To provide reception cover as required.
8. To support the Exams Officer in the administration of college exams as required.
9. To undertake any other administrative duties as necessary.
10. To have a flexible and can-do approach with the ability to respond to the needs of the college.
11. To contribute to the overall ethos, work and aims of the College.
12. To establish constructive relationships and communicate with other agencies and professionals.
13. To participate in training and other learning activities and performance development as required.
14. To recognise own strengths and areas of expertise and use these to advise and support others.
15. To be aware of and comply with the College's Safeguarding Procedures, Health and Safety requirements, confidentiality and data protection policies.
16. You will be required to work one week during the summer holidays to support the preparation, distribution and mail out of examination results.
17. You will be required to work two additional INSET days, which will be paid additionally, and advanced notification of those days will be provided.

*The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

## Admin Officer: Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
<b>QUALIFICATIONS / PROFESSIONAL MEMBERSHIP</b>		
<ul style="list-style-type: none"> <li>To possess 5 GCSEs including English and Maths.</li> </ul>	Essential	AF
<b>PROFESSIONAL EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Experience of school administration.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>To have experience of the administration of school MIS systems.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>Experience of working in a professional environment.</li> </ul>	Essential	AF/SP
<ul style="list-style-type: none"> <li>To have experience working effectively as part of a team.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>To have experience of school examination systems.</li> </ul>	Desirable	AF
<ul style="list-style-type: none"> <li>To have experience of working with young people and adults and be able to effect trusting relationships with them.</li> </ul>	Desirable	AF
<b>KNOWLEDGE AND SKILLS</b>		
<ul style="list-style-type: none"> <li>To be a self-motivating individual who is able to demonstrate enthusiasm for the role.</li> </ul>	Essential	AF/SP
<ul style="list-style-type: none"> <li>To possess and be able to demonstrate excellent oral and written communication skills.</li> </ul>	Essential	AF/SP
<ul style="list-style-type: none"> <li>To be an efficient and accurate proof-reader who ensures that all 'copy' is of the highest standard.</li> </ul>	Essential	SP
<ul style="list-style-type: none"> <li>To be able to demonstrate excellent ICT skills and possess the ability to effectively use the Microsoft Office package, including Word, PowerPoint and Excel.</li> </ul>	Essential	AF/SP
<ul style="list-style-type: none"> <li>To possess the ability to undertake general administrative processes, including Mail merge and MIS Reports.</li> </ul>	Essential	AF/SP
<ul style="list-style-type: none"> <li>Ability to organise your own workload to ensure that all deadlines are met with the ability to work on your own initiative.</li> </ul>	Essential	AF/SP
<b>PERSONAL QUALITIES</b>		
<ul style="list-style-type: none"> <li>To be flexible and have a 'can do' approach to the varied administrative tasks required of the role.</li> </ul>	Essential	AF

<ul style="list-style-type: none"> <li>▪ The ability to work quickly and efficiently while maintaining an exceptional standard of work.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ To be highly organised and conscientious with the ability to juggle multiple tasks.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ A commitment to your own continuous professional development.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ Personal commitment to the College's professional standards, including dress code, as appropriate.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ The post will require an enhanced DBS clearance.</li> </ul>	Essential	SP
<ul style="list-style-type: none"> <li>▪ To promote Health &amp; Safety, Safeguarding policies and Equality &amp; Diversity across the Trust.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ A flexible and adaptable approach with the ability to meet the requirements of the role around out of hours' events.</li> </ul>	Essential	AF/SP





# WHY WORK FOR US?



WRIGHT  
ROBINSON  
COLLEGE



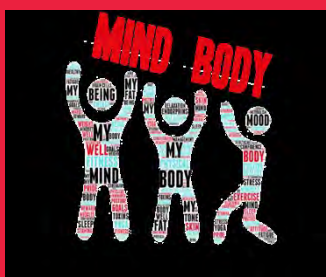


## STAFF BENEFITS

BUPA Healthy Minds Employee Assistance Programme (Free

- access to telephone or face-to-face counselling
- State of the art facilities, including on-site gym/swimming pool
- Cycle to work scheme
- Local Government Pension Scheme/Teacher's Pension Scheme
- Strong programme of CPD/Staff development
- A focus on staff work-life balance and well-being
- Staff sports events/Fitness Friday
- Staff library provision

<https://www.wrightrobinson.co.uk/Vacancies/>



**WRIGHT  
ROBINSON  
COLLEGE**



# Awards and external recognition



At the 2022 North West Educate Awards, held at Liverpool Cathedral, Wright Robinson College were presented with the Award for 'Outstanding Commitment to Sport in a Secondary School'.

It is fantastic to have received the award as recognition for all of the hard work that takes place at the college on a daily basis. The college has an extensive Physical Education and extra-curricular sporting programme, promoting a lifelong passion for physical activity and sport in young people whilst providing a wealth of opportunities for our community here in Greater Manchester.

## Big Health 2022

Wright Robinson College was awarded 1st place in the Manchester Healthy Schools 'The Big Health Challenge 2022'. This year's theme was 'What are you as a school community doing to promote positive health & wellbeing with next year's year 7'.



## The Goldsmiths' Community Engagement Award 2022



*The*  
**GOLDSMITHS'**  
*Community Engagement Award 2022*

Wright Robinson College was named as the Silver Award winner of The Goldsmiths' Company Awards for Community Engagement 2022. Created in 2018, the prestigious awards celebrate the unsung work of students going above and beyond to support local communities through volunteer work and charitable initiatives that are overlooked in exam and test results.

## SENDIA

Wright Robinson College has received the SEND Inclusion Award (SENDIA). The SENDIA is awarded to schools who deliver high-quality education for pupils with SEND. Compliant with the SEND Code of Practice, the award framework focuses on removing barriers to learning through early identification, inclusive teaching and leadership. The college has fully evaluated impact in order to improve classroom practice and pupil outcomes.



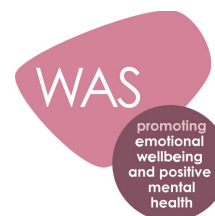
## EPDA

Wright Robinson College has received the Excellence in Pupil Development Award (EPDA). This award offers a structured framework to evaluate and enrich our pastoral curriculum. The award evidences that the college is successful in developing pupil's personal attributes and attitudes, such as self-confidence, resilience and self-discipline and preparing pupils for life in modern Britain.



## WAS

Wright Robinson College has received the Wellbeing Award for Schools (WAS). This award focuses on changing the long-term culture of the whole school. Using an evidence-based framework to drive change, it helps schools to deliver staff and pupil wellbeing, review staff training and revise school policies. This award is evidence that that mental health and wellbeing sit at the heart of life at Wright Robinson.



## School Games Platinum 2021/22 - 2022/23

In July 2022, Wright Robinson College was one of only 3 Greater Manchester Schools who were awarded the Platinum School Games Mark.



## NWCPEA (North West Counties PE Association)

Wright Robinson College has been awarded the Gill Parry Best Practice in PE Award 2021.

The PE department developed the 'My mind my body' to increase awareness of the importance of physical activity on the mind and body, with a focus on the physical, mental and social benefits.



# OFSTED REPORT

## OUTCOME

Wright Robinson College was inspected in October 2021 and continues to be an outstanding school.



WRIGHT  
ROBINSON  
COLLEGE

## WHAT IS IT LIKE TO ATTEND THIS SCHOOL?

Pupils are proud to be part of this exceptional school. They are adamant that it is a safe, happy and harmonious place to learn. Pupils thoroughly enjoy coming to school to learn. They say, 'Every aspect of school life is about teamwork.'

All pupils, including pupils with special educational needs and/or disabilities (SEND), achieve exceptionally well. The ambitious curriculum motivates and engages pupils to work extremely hard. Staff have very high expectations of each of them.

Pupils concentrate fully on their learning. They relish the opportunity to master new challenges. Pupils are highly appreciative of the learning opportunities that teachers provide. Pupils are fiercely proud of their successes.

Behaviour is exemplary. Pupils are extremely courteous and respectful. Pupils of all ages get along exceedingly well. They are accepting of each other's differences. Pupils have no concerns about bullying. They said that it would be 'out of the ordinary'. Should any bullying occur, pupils are confident that teachers will 'shut it down immediately'.

Pupils spoke with great pride about the extensive range of leadership, charitable and enrichment opportunities on offer. They delight in developing new skills and in finding new ways to contribute to the wider community. Pupils develop into highly confident, articulate and responsible young adults who are ready to 'shine' in the world.

## WHAT DOES THE SCHOOL DO WELL AND WHAT DOES IT NEED TO DO BETTER?

Leaders, governors and trustees have created a distinctive school with a clear purpose. They are deeply committed to ensuring that every pupil can flourish, irrespective of their personal circumstances. A culture of high aspirations and a can-do approach to learning pervade the school.



**WRIGHT  
ROBINSON  
COLLEGE**