



Stour Vale Academy Trust

REDHILL SCHOOL



CANDIDATE INFORMATION PACK

Admin Team Leader

ABOUT OUR SCHOOL

KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,218
Number of teaching staff	76.6(FTE)
Date school established	1976
Budget	£8.2m
Pupil Premium	24%
% of students with SEN in the school	14%
% of students on free school meals	22%

ACADEMIC ACHIEVEMENTS

GCSE Results 2023	<p>Attainment 8—Whole School 46.78</p> <p>Basics Standard (English and Maths 9-4) - Whole School 71%</p> <p>Basics Good (English and Maths 9-5) - Whole School 46%</p> <p>E Bacc (4+) - Whole School 45%</p> <p>E Bacc (5+) - Whole School 30%</p> <p>Data used from SISRA Analytics Collaboration Data 2023</p>
-------------------	--



Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

About our School

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

Safeguarding

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection
Policy please follow this link:**

<https://www.redhill.dudley.sch.uk/policies>

About Stour Vale Academy Trust

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently eleven member schools, five primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

Our Vision and Values

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES



INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will ***create the difference together.***

Admin Team Leader

We are seeking an experienced Admin Team Leader to join our great team.

You will be responsible for overseeing the school's administrative team, which includes:

- Organising teacher cover on a daily basis to ensure the smooth running of the timetable
- Overseeing the team's workloads and practices to ensure quality standards are maintained
- Producing/analysing school data for the leaders across the school
- Overseeing the Support staff CPDL Programme
- Overseeing administrative processes relating to school policies

We are looking for someone with a professional and personable demeanour with experience of working in a busy environment, working under pressure and a great team player. You will be flexible, with excellent organisational and IT skills and a knowledge of school systems.

To be successful in this role, potential candidates will need to have excellent administrative and communication skills, knowledge of school procedures and work without constant supervision.

JOB DESCRIPTION

Job Title: Admin Team Leader

Contract: Permanent, 37 hours per week, Term Time Only (39 Weeks—including Inset Days)

Salary scale: Grade 7, SCP 18-23

Actual Salary (pay award pending):

£ 25491.40 To £27936.12 (- 5 years service)

£ 25955.06 To £28444.24 (+ 5 years service)

Responsible to: Headteacher

Main Purpose of the Role

The Admin Team Leader at Redhill School plays a crucial role in overseeing the efficient functioning of administrative tasks within the school environment. The primary objective is to manage and lead the administrative team, ensuring the smooth operation of various administrative functions to support the overall effectiveness of the school structure within the context of a Redhill School.

Key Responsibilities and Duties

Line Management and Administration

- Ensure there are clear plans to manage workloads and resources across the team in collaboration with the other Team Leaders, Teachers and the school leadership team
- Act as Line Manager for all grade 3-5 admin staff, overseeing working practices, and ensuring quality standards are maintained
- Conduct regular feedback meetings with administrators to enhance effectiveness and manage workloads. Developing an effective CPDL programme for the administration team
- Support the Head Teacher's personal assistant, handling confidential and sensitive matters when required
- To provide support with financial matters, including providing support for the schools business manager when required
- Line Manage school reception staff, postal, telephones, stationery, and hospitality facilities
- Ensure that work undertaken is delivered to the required standard by ensuring reporting mechanisms are developed and maintained by the team.
- Develop and maintain office systems to ensure the effective and smooth running of the office and to take personal responsibility for maintaining and seeking potential opportunities for improving standards
- Supervise the appraisal and training of admin staff under your leadership
- Produce and disseminate complex correspondence under the direction of the school leadership team
- Organise teacher cover on a daily basis to ensure smooth school timetable operation
- Support with the maintenance of the School Management Information System (MIS)
- Review school policies under the direction of the school's leadership team
- Support in marketing the school and preparing the school prospectus and other promotional materials
- Assist in implementing policies related to Health & Safety and Welfare compliance
- Supervise school lettings procedures
- Lead professional training sessions to other administrator in order to develop the skill base across the team

Skills and Competencies

- Strong leadership and team management skills
- Excellent organisational and time-management abilities
- Exceptional communication and interpersonal skills
- Proficiency in handling confidential and sensitive information
- Attention to detail and ability to prioritise tasks effectively
- Sound knowledge of administrative procedures and systems
- Ability to work under pressure and meet deadlines
- Proficient in using relevant software and technology for administrative tasks

Continued...

Professional Development

The role of Admin Team Leader at Redhill School offers opportunities for continuous professional development and growth. Regular training sessions, workshops, and access to resources will be provided to enhance skills and capabilities in managing administrative tasks effectively within a school environment. Continuous learning and development are encouraged to adapt to the evolving needs of the school community.

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

.

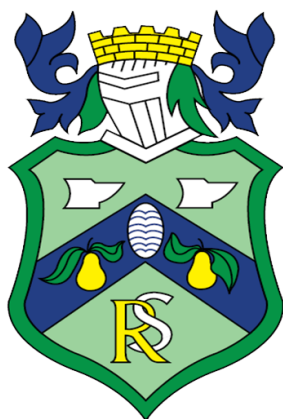
PERSON SPECIFICATION

Criteria	
Experience	<ul style="list-style-type: none"> • Background of administration environment • Administrative experience in a school or similar environment • Providing effective support to managers • Supervising, developing and leading staff members • Delivering effective customer service • Experience of successful delivering against personal, team and service objectives • Working in equal opportunities environment • Leading strategically in a team
Qualifications	<ul style="list-style-type: none"> • NVQ Level 2 in Administration ore relevant subject or equivalent Qualification (5 GCSE's A-C or above including English & Maths). • First aid trained or willing to undertake first aid training and relevant regular qualification
Knowledge	<ul style="list-style-type: none"> • Data systems, computerised packages and software e.g. Microsoft Word, Excel, Outlook, SIMs • Business environment policies and practices in relation to administration and staffing • Performance managing processes • Working knowledge of school procedures • Process of arranging cover for absent teachers • Change management processes • Working knowledge of Keeping Children Safe in Education guidance (desirable)
Skills & Abilities	<ul style="list-style-type: none"> • Effective communication skills in order to deal with colleagues, students, visitors and external agencies (in person or telephone) to assist in understanding and resolving queries) • Effective literacy skills in order to prepare draft responses to letters/enquiries • Organisational and time management skills to multi task, provide the necessary support to relevant stakeholders, managing a number of priorities • IT skills to make effective use of equipment in school and create accurate documentation to agreed deadlines • Able to liaise and communicate effectively verbally and in writing with all staff, particularly in respect of duties to be performed and deadline to be met • Be flexible, use initiative and remain calm and focussed during times of pressure • Take ownership for work and responsibility for actions and decision • Communicate and influence staff to ensure a consistent approach to their work • Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information where necessary, whilst being sensitive to people's needs and expectations • Prioritise own workload and that of others to meet agreed deadlines • Work without constant direct supervision
Qualities	<ul style="list-style-type: none"> • Is flexible, committed and enthusiastic in their approach to the dynamics at the heart of an innovative school environment/culture • Strives constantly to better themselves as a professional • Is able to demonstrate commitment to Trust values

Continued...

Continued...

Criteria	
Qualities	<ul style="list-style-type: none">• Enthusiastic , innovative, flexible and resilient in pursuit of supporting achievement• Willingness to engage in challenging conversations with colleagues• Ensures a welcoming and stimulating environment for all stakeholders
Safeguarding	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none">• Motivation to work with children and young people• Emotional resilience in working with challenging behaviours• Attitudes to use of authority and maintain discipline
Special Requirements	<p>Good attendance records in line with school's Promoting Health at Work Policy. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service Check will be required prior to appointment.</p>



REDHILL SCHOOL
Junction Road
Stourbridge
West Midlands
DY8 1JX

01384 816355

www.redhill.dudley.sch.uk

www.svat.org.uk

For an informal discussion please contact:
Mrs J Endicott, PA to the headteacher
(jobs@redhill.dudley.sch.uk)

Please send completed application forms to:
Mrs J Endicott, Redhill School, Junction Road, Stourbridge, DY8 1JX
or email to:
jobs@redhill.dudley.sch.uk
or apply via TES

CLOSING DATE: Friday 12 July 2024 (9am)
INTERVIEWS: To be advised

Only successful candidates will be contacted.

Please contact the Headteacher's PA, Mrs Joanne Endicott, to arrange a visit to the school.

Either call 01384 816355 or email info@redhill.dudley.sch.uk
(please include a contact number).

Please note only successful candidates will be contacted.

All candidates are subject to safer recruitment procedures.

NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.