

# Recruitment Pack



Administration Assistant (Safeguarding & Attendance)

March 2025



School ready; Work ready; Life ready

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## Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

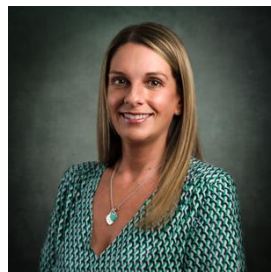
Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are **'Positive Role Models'**
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School ready; Work ready; Life ready.



Claire Huddart  
Principal

**We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.**

# STRATEGIC FOCUS

## VISION: School Ready; Work Ready; Life Ready

### PURPOSE

- Challenging Every Learner, in Every Lesson, Every Day
- Developing Positive Role Models
- Opportunities for All

Quality of Education		Behaviour & Attitudes			Personal Development			Leadership & Management			
Intent	Implementation	Impact	Positive Attitudes	Relationships	Attendance	Identity	Engagement	Opportunity	Vision & Ethos	Safeguarding & Wellbeing	Growth & Inclusivity
<ul style="list-style-type: none"> <li>• Fostering students' ambition and a love of learning</li> <li>• Equipping students with skills, knowledge and cultural capital to succeed.</li> <li>• Enabling access to aspirational post-16 pathways and preparing students for life.</li> </ul>	<ul style="list-style-type: none"> <li>• Challenging every learner, in every lesson, every day.</li> <li>• Ensuring every student knows more, remembers more and can do more.</li> </ul>	<ul style="list-style-type: none"> <li>• All students achieving exceptionally well.</li> <li>• All students' work is of a consistently high quality.</li> <li>• All students reading at their chronological age or better.</li> <li>• All students successfully moving to the next stage of their education, employment or training.</li> </ul>	<ul style="list-style-type: none"> <li>• Student conduct is exemplary in lessons, during unstructured time and in the local community.</li> <li>• Students consistently demonstrate a positive attitude to learning the College Core Values.</li> <li>• Positive role models are recognised and celebrated.</li> </ul>	<ul style="list-style-type: none"> <li>• Students and staff have zero tolerance for bullying, harassment and child-on-child abuse.</li> <li>• Everyone takes appropriate action</li> <li>• Relationships are based on mutual respect. Restorative practice is valued by all.</li> </ul>	<ul style="list-style-type: none"> <li>• Students value their learning time and this is reflected in their high attendance and punctuality.</li> <li>• All students, regardless of need, are supported to attend and be on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Students understand how they are developing physically, mentally and socially.</li> <li>• Students appreciate what makes them unique but also celebrate what brings them together.</li> </ul>	<ul style="list-style-type: none"> <li>• Students contribute to college life for the benefit of themselves and those around them.</li> <li>• Students support their local community, charities and the environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Students make use of the experiences Horizon has to offer them.</li> <li>• Students are supported to make informed choices about their future aspirations.</li> </ul>	<ul style="list-style-type: none"> <li>• A culture where:                             <ul style="list-style-type: none"> <li>• Everyone is school ready.</li> <li>• Everyone is work ready.</li> <li>• Everyone is life ready.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A culture where:                             <ul style="list-style-type: none"> <li>• Everyone feels safe.</li> <li>• Everyone feels supported.</li> <li>• Everyone feels valued.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A culture where:                             <ul style="list-style-type: none"> <li>• Everyone is considered.</li> <li>• Everyone is included.</li> <li>• Everyone is developed.</li> </ul> </li> </ul>
<b>Broad Curriculum</b> Key Principles of Curriculum Design SEND Adaptations	<b>Reading</b> Six aspects of Teaching & Learning Assessment, Feedback & Response	<b>Student Pride &amp; Articulation</b> Reading & Mathematical Competencies Outcomes & Destinations Inc. SEND & PP	<b>Praise &amp; Rewards</b> Clear, consistent graduated consequences Character in the Classroom	<b>Role of the Form Tutor</b> Recognise, Report, Record & Refer Restorative Conversations	<b>SEND &amp; Wellbeing</b> Personalised Provision Student Engagement	<b>Character Education</b> Citizenship & RSHE Cultural Literacy & Diversity	<b>Student Voice &amp; Votes for School</b> Supporting Local, National & International Causes Student Council & Democracy in action	<b>Enrichment</b> Student Ambassadors & Leadership Careers & Enterprise	<b>Governance</b> Policy & Practice Finance	<b>Workload</b> Safeguarding Practice Wellbeing: Staff/students	<b>Staff CPD</b> Communication & Engagement Inclusive Practice






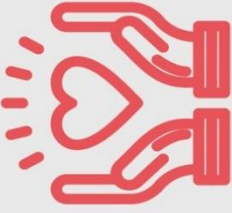
### STRATEGIC GOALS

### DRIVERS

### BEHAVIOURS

Aspiration	Independence	Resilience	Core Values	Pride	Respect	Kindness
<b>Having High Expectations of Yourself</b>	<b>Taking Responsibility For Your Learning</b>	<b>Character in the Classroom</b>	<b>Having a Growth Mindset</b>	<b>Individual Liberty</b>	<b>Mutual Respect and Tolerance</b>	
<b>Democracy</b>	<b>The Rule of Law</b>	<b>British Values</b>				

# Core Values

 <p><b>ASPIRATION</b></p> <p>We aim to be the very best that we can be. We are curious, ambitious and have a strong desire to achieve.</p>	 <p><b>PRIDE</b></p> <p>We are proud to be students at Horizon. We produce work of the highest quality; we have the confidence to celebrate our success; we respect our environment.</p>	 <p><b>INDEPENDANCE</b></p> <p>We take responsibility for our success. We take control of our future.</p>
 <p><b>RESPECT</b></p> <p>We treat others the way we would like to be treated. We celebrate that everyone is different, we are inclusive, and we embrace diversity.</p>	 <p><b>RESILIENCE</b></p> <p>We never give up. We face challenges with confidence and respond positively to feedback.</p>	 <p><b>KINDNESS</b></p> <p>We are thoughtful and considerate to others. We are caring, supportive, friendly and generous in all we do.</p>

## Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

**Please note that it is an offence to apply for a role in a school and/or working with children if you are barred from engaging in regulated activity relevant to children.**

**Please note that an online search will be carried out for all shortlisted candidates. This includes a search on the world wide web and relevant social media sites.**

Please visit: <https://horizoncc.co.uk/safeguarding/>

## Vacancy Details

<b>Role:</b>	<b>Administration Assistant (Safeguarding &amp; Attendance)</b>
<b>Salary:</b>	<b>Grade 3 - £24,790 to £25,183 (Actual salary £17,220 - £17,493)</b>
<b>Hours Per Week:</b>	<b>30 (8.30am to 3.00pm, Monday to Friday)</b>
<b>Type:</b>	<b>Permanent, term time only plus 2 INSET days</b>
<b>Closing Date:</b>	<b>Monday 21 April 2025</b>

We are looking to appoint a professional, enthusiastic and extremely well organised individual to provide administrative support for our Safeguarding, Wellbeing and Attendance team. You must be able to demonstrate exceptional communication skills, in order to provide a first-class service to all stakeholders.

You must also be able to prioritise your workload and demonstrate a high level of IT skills. Experience in the use of Office 365 and minute taking is essential.

Qualifications required for this post are 4 GCSE's or equivalent, including English and Mathematics (Grades 9 to 4, A\* to C) or relevant administration experience must be demonstrated.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for a role in a school and/or working with children if you are barred from engaging in regulated activity relevant to children. Online searches will be carried out for all shortlisted candidates. This includes a search on the world wide web and relevant social media sites.

Horizon Community College reserve the right to close this advert prior to the closing date above.

## Job Description

**SERVICE AREA: Horizon Community College**

**JOB TITLE: Administration Assistant (Safeguarding & Attendance)**

**GRADE: 3**

**EMPLOYEE SUPERVISION: None**

### Purpose of Post:

To provide a first-class administrative support service to the Safeguarding, Wellbeing and Attendance Team.

### Key Areas:

Provide administrative support by scheduling and minuting of parental meetings (including outside agencies). Ensure that meetings are accurately recorded and communicated to all relevant stakeholders following each meeting.

### Duties and Responsibilities:

- Collate and update all information required for new starters.
- Contribute to the planning of Early Help TAF meetings.
- Record students' attendance to meetings where necessary.
- Ensure invitations to meetings are sent out in a timely manner with all stakeholders informed.
- Take minutes during meetings and ensure all administrative tasks are completed prior to the meeting.
- Type minutes and distribute to all stakeholders.
- Ensure the smooth running and timeliness of service.
- Record data and information accurately, collate and provide reports as required for College contract meetings, Early Help meetings and Attendance meetings.
- Ensure GDPR compliance across the department.
- Assist team members to organise, plan and prepare for events, meetings and activities.
- Proof reading of literature and communications.
- Undertake a variety of routine administrative duties to support the team and department.

### Support for the College

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and support to new staff.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.



## Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Desirable)
<b>Relevant Experience</b>	<p>Previous experience working in a similar setting.</p> <p>Experience of providing a customer focused service to internal and external contacts.</p> <p>Experience of working with a range of support agencies</p> <p>Experience in a wide range of administration duties.</p> <p>Experience in the use of Microsoft 365.</p> <p>Experience in minute taking.</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form</p> <p>Application form/interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Education and Training Attainments</b>	<p>4 GCSE's or equivalent including English and Mathematics (Grades 9 to 4, A* to C).</p> <p>Or</p> <p>For those not possessing qualifications relevant administration experience must be demonstrated.</p>	<p>Application form/certificates</p>	<p>Essential</p>
<b>General and Special Knowledge</b>	<p>Knowledge of school-based systems and procedures.</p>	<p>Application form/interview</p>	<p>Desirable</p>

<b>Skills and Abilities</b>	Ability to organise a varied workload	Application form/interview	Essential
	Ability to work on own initiative and prioritise work to given deadlines	Application form/interview	Essential
	Flexibility to support in a variety of roles.	Application form/interview	Essential
	Ability to maintain computerised information systems	Application form/interview	Essential
	Excellent verbal communication skills	Application form/interview	Essential
	Ability to work accurately and methodically under pressure	Application form/interview	Essential
	Ability to respect and maintain confidentiality	Application form/interview	Essential
	Ability to work within and as part of a team	Application form/interview	Essential
	Commitment to the safeguarding and promotion of the welfare of children and young people	Application form/interview	Essential
<b>Additional Factors</b>	A willingness to take part in training and development opportunities as required.	Application form	Essential

**In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.**

## The Application Process

Please read the [Guidance Notes for Applicants](#) before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

**This is an exciting and rewarding role and we look forward to receiving your application.**

For more information about working at Horizon and the fantastic benefits we offer our staff please visit [Working at Horizon](#).

Should you wish to discuss the role further please contact us on 01226 704230.