

# Recruitment Pack



Administration Assistant / Receptionist

July 2024



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.

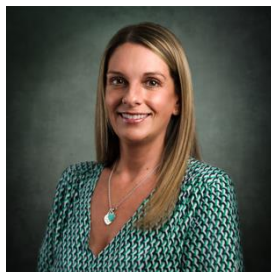
Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- 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>• Enriching 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 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 demonstrate a consistently positive attitude to learning and they embody 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 if all students feel safe.</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 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>	<p>A culture where:</p> <ul style="list-style-type: none"> <li>• Everyone is school ready.</li> <li>• Everyone is supported to work ready.</li> <li>• Everyone is life ready.</li> </ul>	<p>A culture where:</p> <ul style="list-style-type: none"> <li>• Everyone feels safe.</li> <li>• Everyone feels supported.</li> <li>• Everyone feels valued.</li> </ul>	<p>A culture where:</p> <ul style="list-style-type: none"> <li>• Everyone is considered.</li> <li>• Everyone is included.</li> <li>• Everyone is developed.</li> </ul>
<p>Broad Curriculum</p> <p>Key Principles of Curriculum Design</p> <p>SEND Adaptations</p>	<p>Reading</p> <p>Six aspects of Teaching &amp; Learning</p> <p>Assessment, Feedback &amp; Response</p>	<p>Student Pride &amp; Articulation</p> <p>Reading &amp; Mathematical Competencies</p> <p>Outcomes &amp; Destinations inc. SEND &amp; pp</p>	<p>Praise &amp; Rewards</p> <p>Clear, consistent graduated consequences</p> <p>Character in the Classroom</p>	<p>Role of the Form Tutor</p> <p>Recognise, Report, Record &amp; Refer</p> <p>Restorative Conversations</p>	<p>SEND &amp; Wellbeing</p> <p>Personalised Provision</p> <p>Student Engagement</p>	<p>Character Education</p> <p>Citizenship &amp; RSHE</p> <p>Cultural Literacy &amp; Diversity</p>	<p>Student Voice &amp; School</p> <p>Supporting Local, National &amp; International Causes</p> <p>Student Council &amp; Democracy in action</p>	<p>Enrichment</p> <p>Student Ambassadors &amp; Leadership</p> <p>Careers &amp; Enterprise</p>	<p>Governance</p> <p>Policy &amp; Practice</p> <p>Finance</p>	<p>Workload</p> <p>Safeguarding Practice</p> <p>Wellbeing: Staff/students</p>	<p>Staff CPD</p> <p>Communication &amp; Engagement</p> <p>Inclusive Practice</p>






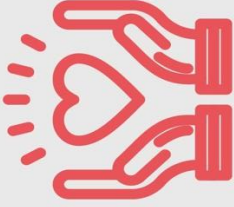
STRATEGIC GOALS

DRIVERS

BEHAVIOURS

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

# 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 / Receptionist</b>
<b>Salary:</b>	<b>Grade 3 - £23,500 to £23,893 (Actual salary £20,133 - £20,470)</b>
<b>Hours Per Week:</b>	<b>37</b>
<b>Type:</b>	<b>Permanent, term time only plus 2 INSET days</b>
<b>Closing Date:</b>	<b>Sunday 14 July 2024</b>

We are looking to appoint a professional, enthusiastic and extremely well organised individual to join our administrative team. You must be able to demonstrate exceptional communication skills, both written and verbal, in order to provide a first-class service to all stakeholders of the college.

You must also be able to prioritise your workload and demonstrate a high level of IT skills. Experience in the use of office equipment, such as printers and switchboards would be desirable, as is the flexibility to cover for colleagues across the wider team of support staff.

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

**Interviews will take place week commencing 15 July 2024.**

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

<b>SERVICE AREA: Horizon Community College</b>
<b>JOB TITLE: Administration Assistant / Receptionist</b>
<b>GRADE: 3</b>
<b>RESPONSIBLE TO: Assistant Principal – Head of Support Services</b>
<b>EMPLOYEE SUPERVISION: None</b>

### Purpose of Post:

To provide a first-class, customer-focused, reception and administrative service for all stakeholders of the college.

### Key Areas of the Role:

- To provide a first-class administrative service to all stakeholders.
- To provide an efficient Reception and information service for students, staff and visitors.

### Duties and Responsibilities:

- Managing the Reception area to ensure that all visitors to the college are greeted professionally, ensuring that College safeguarding procedures are adhered to at all times.
- Deal effectively with external enquiries ensuring that information is relayed accurately.
- Provide a reception service for students including, administering the sale of stationery and other related items to students.
- Record and report student concerns to relevant school teams as necessary.
- Operate the switchboard, ensuring that messages are taken accurately and are relayed to the appropriate recipient in a timely manner.
- Access college and student information in order to deal promptly and efficiently with enquiries.
- Ensure that emails sent to the College are distributed to the appropriate person in a timely manner.
- Sort and distribute post to the appropriate departments/staff members.
- Process all outgoing mail using the franking machine, visiting the post office to take registered mail as required.
- Provide administrative support across the College for parental communications.
- Provide support in Reprographics as and when necessary.
- Input and retrieval of student data from the schools information management system (SIMS).
- Operate the school's communication system to inform staff of issues arising, including emergency situations.

### 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.

**The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

## 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/Minor)
<b>Relevant Experience</b>	Previous experience working in a similar setting.	Application form/interview	Essential
	Experience of working in a busy reception.	Application form/interview	Essential
	Experience of providing a customer focused service to internal and external contacts.	Application form/interview	Essential
	A range of administration skills.	Application form/interview	Essential
	Experience in the use of Microsoft 365	Application form	Essential
<b>Education and Training Attainments</b>	4 GCSE's or equivalent including Maths and English	Application form/qualification certificates	Essential
	Or		
	For those not possessing qualifications relevant administration experience must be demonstrated.		
	Relevant Customer Service training.	Application form/interview	Minor
<b>General and Special Knowledge</b>	Knowledge of school based systems and procedures.	Application form/interview	Minor
	Knowledge in the use of office based equipment.	Application form/Interview	Essential

<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
Professional and clear telephone manner	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.