

January 2023

Dear Colleague,

RE: Administration Assistant (Sixth Form/ Careers) – Temporary Maternity Cover

Grade C SCP 5 – 6 £21,575 - £21,968 pro-rata for 27.5 hours per week, term time (39 weeks) including Inset days

Temporary maternity cover post from 13/03/2023 (or earlier, subject to pre-employment checks) to 22/12/2023, approximately. (The end date may be liable to change as this is a maternity cover post).

Thank you for your recent enquiry regarding the above position. I would like to clarify that the advertised salary: Grade C SCP 5 – 6 £21,575 - £21,968 is for full-time and therefore the salary for the position advertised, over 39 weeks, will be a proportion (pro-rata) of this.

We are seeking to appoint an enthusiastic and highly motivated individual to the post of Administrative Assistant (Sixth Form/Careers), to join our hardworking team here at LCS. We are looking for a candidate who:

- Has the administrative skills required to support the day to day running of the Sixth Form and the Careers Programme in school with particular focus on student work experience.
- Has experience of supervising, supporting, advising and assisting young people.
- Has excellent standards of literacy and numeracy (GCSE or equivalent in English and Maths).
- Is able to work independently but also effectively as part of a team.
- Has a commitment to improve the study habits, academic progress and well-being of young people and a desire to see them thrive.
- Has a willingness to work in a way that is consistent with the ethos of the Sixth Form to provide 'Academic Excellence in a Caring Environment'.
- Has a flexible attitude to work and a willingness to adapt to change

The person appointed to this position will need to be flexible, well organised, professional and have the ability to communicate with staff and students at all levels. They should have excellent IT skills and the ability to adapt to new systems. Please see the Job Description and Person Specification for more details.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to: **jobs@littleover.derby.sch.uk**

Closing date for applications: Wednesday 1st February 2023

Interview date to be confirmed

Information and application forms are available from the school website: www.littleover.derby.sch.uk

Please note, school will only contact successful candidates.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and value diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at:

<https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,



J. Wilding
HEADTEACHER

JOB DESCRIPTION

POST:	Administration Assistant (Sixth Form/ Careers) Temporary Maternity Cover
GRADE:	Grade C SCP 5 – 6 £21,575 - £21,968 (pro-rata)
JIQ REFERENCE NO:	S-7039
JOB PURPOSE:	To work as part of the Sixth Form administrative team to assist in the day to day running of the Sixth Form with particular focus on the productivity and effectiveness of students during independent study time.
RESPONSIBLE TO:	Head of Sixth Form/ School Operations Manager
WEEKLY HOURS:	27.5 hours per week: 9.00 am to 3.00 pm Monday to Friday (half hour lunch each day)
WEEKS WORKED PER ANNUM	39 - Term time, including Inset days

DUTIES AND RESPONSIBILITIES:

1. To work in accordance with the aims and policies of the school.
2. To promote the ethos of the school and be supportive of school activities.
3. To support the Sixth Form Administrator with administrative duties as required.
4. To supervise groups of students working in Sixth Form study rooms to promote a positive learning environment.
5. To provide Careers support, if required.
6. To be responsible for ensuring the Sixth Form study rooms provide a suitable environment for study.
7. Maintain and update the Sixth Form reference/careers library and notice boards etc.
8. To provide cover for the Sixth Form Administrator.
9. To work closely with the Sixth Form Administrator in monitoring attendance and ensuring Sixth Form records are accurate and up to date.
10. To contribute to the systems within the school that monitor the progress of Sixth Form students.
11. To work closely with other members of the Sixth Form team to manage day to day issues that arise.
12. To help in the promotion of young peoples' wellbeing within the school and support their academic achievement.
13. To attend staff meetings and INSET.
14. To attend occasional meetings or activities out of school hours.
15. To participate in training and developmental opportunities.
16. To carry out any other reasonable duties specified by the Head of Sixth Form and/ or Headteacher.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.

PERSON SPECIFICATION
Administration Assistant (Sixth Form/ Careers) Temporary Maternity Cover

	Essential	Desirable
1. Skills and Experience:		
Experience of supporting, supervising, advising and assisting young people.	X	
Experience of working with students aged 16-19 in an educational environment.		X
Experience of working directly with vulnerable children, including safeguarding issues.		X
Understanding of different post 18 career pathways such as university and apprenticeships		X
Good communication skills, both verbal and written.	X	
Able to develop effective relationships with children and those who work with them.	X	
Able to keep good records and contribute to record keeping processes.	X	
Able to work independently and effectively within a team.	X	
Able to maintain confidentiality.	X	
Have a working knowledge of Microsoft packages.		X
2. Qualifications		
English GCSE A*-C or equivalent	X	
Mathematics GCSE A*-C or equivalent	X	
Qualifications or training to work with young people.		X
3. Personal Qualities		
Commitment to improving the study skills and wellbeing of young people and a desire to see them thrive.	X	
Ability to respond positively and calmly, with pupils, parents and others who work with you.	X	
Ability to build rapport with young people.	X	
Willingness to work in a way that is consistent with the ethos of the Sixth Form to provide 'Academic Excellence in a Caring Environment'.	X	
Solution focused approach to work.	X	
Flexible attitude to work and willingness to adapt to change.	X	
4. Other		
Be prepared to undertake other relevant training, as and when required	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.	X	

