



Sutton Coldfield Grammar School for Girls

Application Pack for Administration Assistant

Start date: **November 2024**

Closing date for applications: **9.30 am on Monday 30th September 2024**

Interview date: **Thursday 3rd October 2024**

Permanent Post, 32 hours/week (term time only)

8.00am - 4.30pm (Monday) and 10.00am - 4.30pm (Tuesday - Friday)

(This role is open to applications for job sharing)

Full time equivalent salary range: £23,114 - £24,702

Actual salary range: £17,796 - £19,459

(dependent on skills and experience)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in our vacancy for an Administration Assistant. We are seeking to appoint an experienced, motivated and efficient Administration Assistant who will join our friendly team and assist in the day to day running of the main school office. The role requires reception and main office cover over the core hours of 8.00am – 4.30pm on a Monday and 10.00am – 4.30pm Tuesday to Friday. We are keen to recruit the most suitable candidate(s) for the role and welcome applications for a job share providing the core hours can be covered. Within your application, please express your preference to working either the full 32 hours per week, or as a job share, stating the hours and/or days you would be available to work.

The main office encompasses our Data Manager and Examinations Officer, Attendance Officer and Administrator and 3 Administration Assistants, who provide a welcoming reception, first aid support and varied administration support to the school, including reprographics and examination support.

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. Students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Each individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind, and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge visits to Tanzania and China, ski trips to Italy and Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. There are over 1200 students in the school, including 316 students in our Sixth Form. We continue to be oversubscribed at Year 7 with six form entry throughout Years 7 to 11; many students also choose to join the school in Year 12.

Ranked the 29th best secondary school nationally and 4th in the West Midlands in the recent Sunday Times Parent Power Survey, we have fantastic results (in August 2024: 86% of GCSE grades were 7-9 and 66% were grades 8/9; at A-Level 73% of grades were A*/B and 51% A*/A) and are embedding a culture of development across the whole staff.

There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form most staff meetings and these are led by a variety of colleagues. We are informed by educational research, and focus on developing our questioning, retrieval practice and continuing to refine our approach to assessment. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being.

This [link](#) is to our most recent newsletter to give you a flavour of what has been happening in school. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



Job Description - Administration Assistant

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Responsible to: Data Manager and Examinations Officer

Job Purpose

- To provide full administrative support to the main office and reception team to ensure an effective administrative service operates within school.
- To support the Data Manager and Examinations Officer with arrangements for examination periods.
- To provide First Aid support during busy periods.
- To assist with reprographics requests when required.

Key Responsibilities:

Reception

- Operate the reception desk to control access into the school premises for all visitors, including monitoring the external gates via CCTV, reporting any concerns to a member of SLT as necessary.
- Answer telephone calls, taking messages as appropriate in a polite and friendly manner, being able to use initiative to convey urgent messages to staff and students, whilst maintaining confidentiality.
- Welcome and sign in visitors following procedures on the InVentry System.
- Ensure compliance with safeguarding procedures, assigning relevant visitor lanyards and undertaking documentation checks as required.
- Liaise with the HR Team to ensure that regular visitors are added to the Single Central Record when necessary.
- Resolve queries from visitors, students and staff, forwarding them to the appropriate members of staff as necessary.

Administration and Exam Support

- Use SIMS on a daily basis for school administration, including ensuring accurate student data is maintained, processing changes to personal details as necessary, maintaining the school calendar and inputting data of new year 7 starters.
- Assist with high volume mailings, such as progress reports and communication to parents.
- Advise the Finance Officer of deliveries to the school and distribute as appropriate, in liaison with the Site Team.
- Manage daily post; sort incoming post; distribute to relevant staff pigeonholes; prepare outgoing post for franking, and special deliveries as required.
- Assist with routine administration tasks including data and exam related administration under the direction of the Data Manager and Examinations Officer.
- Maintain an up-to-date register of examination invigilators' contact details and availability.
- Produce timetables for exam invigilation and allocate exam sessions to invigilators in liaison with the Data Manager and Examinations Officer.
- Email exam timetables to the team of invigilators, ensuring they are aware of their start and finish times during exam periods.
- Organise invigilator training sessions and update the Invigilators Handbook in line with legislation.
- Collate invigilator timesheets and forward to the HR, Payroll & Cover Officer to arrange payment.
- Arrange signage for exam rooms and prepare exam boxes for both internal and external examinations.
- Assist with the production of seating plans for internal/external examinations
- Co-ordinate the collection of papers from internal examinations and return completed papers in teaching groups to the Heads of Department.
- Contact students to collect examination certificates if uncollected.
- Assist with the administration of post results services following the summer examinations

Job Description - Administration Assistant

First Aid

- Act as an additional First Aider for the school, responding to first aid incidents (staff, staff and visitors) in accordance with the school policy and procedures.
- Assist with first aid and welfare duties, supporting unwell students in the medical room and liaising with parents.
- Contact parents in the event of a student injury requiring hospital treatment and accompany student to hospital if required.

Reprographics Support

- Help organise, plan and control reprographics workloads and procedures.
- Assist staff with the production of classroom materials, using the reprographics facilities (including photocopiers, binding machine, laminator and scanning equipment).
- Photocopy and produce booklets as required by the school.

General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



Person Specification

Experience	<ul style="list-style-type: none">• Experience of working in an administration role.• Experience of working in a reception environment desirable but not essential.• Experience of working in a school environment desirable but not essential.• Experience of using Microsoft Office (Word, Excel, Outlook)• Experience of administering First Aid in the workplace desirable but not essential.
Skills and Abilities	<ul style="list-style-type: none">• Excellent IT skills, particularly in Microsoft Office Software including Word, Excel and Outlook.• Ability to demonstrate a clear commitment to develop and learn in the role.• Highly organised: the ability to work accurately with strong attention to detail.• The ability to remain calm under pressure and meet deadlines.• Ability to assimilate information quickly and respond appropriately.• Ability to complete data inputting and maintain efficient record keeping systems.• A friendly manner and strong interpersonal skills; the ability to treat people with respect and diplomacy by being supportive, empathetic and understanding.• The ability to work as part of a team and have the initiative to work alone and proactively.• Personal integrity, honesty and sound judgement.• Flexible approach to work, with a keenness to be involved in activities which enhance the reception and administration service.
Qualifications and Knowledge	<ul style="list-style-type: none">• Applicants should have a good standard of general education; a minimum of 4 GCSE passes including Maths and English (or equivalent).• A sound understanding of the principles of confidentiality, safeguarding and child protection.• Knowledge of procedures and legislation relating to confidentiality and data protection, including GDPR.• First Aid at Work Certificate or willingness to complete necessary training.
Training	<ul style="list-style-type: none">• Willingness to participate in further training and development opportunities offered by Sutton Coldfield Grammar School for Girls.





What you can expect as a member of Support Staff at Sutton Coldfield Grammar School for Girls

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

As a member of support staff you can expect:

- The initial support of a Buddy
- Full access to the induction programme
- The support of your line manager
- Guidance for career development through appraisal and professional development
- To be kept informed of issues relating to your job
- An annual review of your overall performance.

As a member of member of support staff, SCGSG expects you to:

- Act in accordance with safeguarding and child protection procedures
- Observe a smart, business-like code of dress
- Follow the school rules and codes of practice, including the staff code of conduct
- Ensure that students observe the rules and codes of practice
- Ensure your public attitude and behaviour gives positive messages to those around you
- Provide effective support for your colleagues
- Promote positive behaviour
- Develop and promote positive relationships
- Support the development and effectiveness of work teams
- Be aware of the aims of the school and the areas being developed in the current School Development Plan
- Reflect on and develop your own practice.

At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.

How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview. Completed applications should be emailed to recruitment@suttcold.bham.sch.uk, and addressed to Dr Barbara Minards, Headteacher.

Deadline for Applications: 9.30 am on Monday 30th September 2024.

Interviews will be held on Thursday 3rd October 2024.

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

**Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mrs Meg Mahoney
Dr Barbara Minards**

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

