



GREENSHAW
LEARNING TRUST



Administrator Recruitment Pack

**ALWAYS
LEARNING**

Dear Candidate

October 2021

Thank you for your interest in the post of Administrator at Blaise High School.

Blaise High School is a disruption free environment which ensures that teachers can teach and students can learn every second of every lesson, day by day. We are committed to our values of Ambition, Inclusion and Collaboration. This means we expect the very best outcomes for all our students and we get there by working with each other and never against each other. We show our ambition in our incredibly high standards from uniform, to our world class curriculum and reading programme. We are a school rich in diversity and we celebrate this daily. All of us believe that all of us can be successful no matter our background or starting point. We collaborate as a teaching team to ensure we are consistently able to improve our practice, as a school to celebrate and have fun together and as an entire community to be sure all of our students are ready to be successful every day. Blaise High School is privileged to be part of the Greenshaw Learning Trust.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

If you would like an opportunity to visit our school, please contact Ms Bristow, PA to the Headteacher on 0117 9030117 or via email bristowj@blaisehighschool.co.uk to arrange a suitable time.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure

How to apply

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.blaisehighschool.co.uk

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application

The school reserves the right to commence the interview process at a time prior to the closing date so early application is recommended. Please note we do not accept CV's.

Closing date: Tuesday 19th October at Midnight Interview date: Week Commencing 1st November 2021

Katherine Brown – Headteacher

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast -response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher Scheme.

Job Description:	Administrator
Responsible to:	Student Services and Reception Manager
Purpose of the post:	To organise and provide comprehensive high-quality administrative support to promote efficient delivery of the purpose and mission of the school.
Grade and time allocation:	Full Time, Term Time only Actual salary £17,598.83 to £19,431.46 BG7 to BG8 (points 8-12) depending on experience 36 hours per week (8.15am – 4.15pm Monday to Thursday 8.15 to 2.45pm Friday)

Main Duties / Responsibilities

Organise and complete a range of administrative and clerical duties. These may include:

1. Respond to a range of routine and more complex written, telephone and 'face to face' enquiries, including referrals from the school's reception service, from a variety of sources (internal / external) either directly or by referral of items requiring policy evaluation to an appropriate colleague/section to ensure satisfactory resolution.
2. Accurate operation of a PC to amend / manipulate / develop: spreadsheets, databases and other computer applications to produce data & statistical information and reports for management as required, in addition to supporting the overall objectives of the team.
3. On an ad hoc basis, compose, type and distribute routine and more complex correspondence. In addition, prepare more specialist/technical draft documents for approval as directed.
4. Carry out analysis and sourcing of data and information and compile information relating to the work of Blaise School, in support of special projects being undertaken within the team and prepare brief reports as required.
5. Undertake general office duties to include: opening and sorting of post; filing; photocopying; maintaining office diary; monitoring/ordering of stationery as required; Cash handling, collection and reconciliation; maintaining a petty cash float as required [amount will vary].
6. As appropriate, dependent on workload and the organisation of the support team, provide guidance and support to colleagues on processes and procedures to complete administrative and clerical tasks. Allocate and prioritise work for colleagues.
7. As appropriate, dependent on workload and the organisation of the support team, complete the reception duties defined by Blaise High School.
8. Ensure secure handling of confidential data and information to comply with school policy and with the data protection act.
9. First point of contact with students requiring support around health and first aid, including:
 - Providing first aid care and guidance
 - Administering and organising medicines
10. Working as part of the wider student support service team to offer advice and support to students on day to day issues, and ensuring the appropriate recording and administration systems are in place including the management of students who are late

11. Undertake the administration for student lockers throughout the year
12. Ensuring clear and timely communication with students, parents/ carers, heads of year and SLT
13. Driving the school minibus.
14. Upholding the values of the school by ensuring we are ambitious, collaborative and Inclusive. Such other duties may be reasonably allocated by your line manager or Headteacher.

General

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees and visitors in premises/work areas in which the postholder is located, to maintain a safe working environment for employees and service users. These practices are defined in the School's Health, Safety and Welfare policy, policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the school and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards
- D. To participate in school initiatives where every person is expected to contribute to learner's progress.
- E. To participate in the school's professional learning programme as agreed.

Safeguarding Children

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Supervision

The post holder will be expected to work with limited supervision to an established work pattern. Variations in work requirements or allocation will be determined by the Head of Department.

Physical effort

- There may be some lifting and movement of resources and equipment but Site Caretakers are available for heavier, specialist and distance movement.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification – Administrator

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

	Essential	Desirable
At least five GCSE's or equivalent, which must include at least a C grade in Maths and English and or qualifications relevant to the post.	•	
NVQ 2 Business Administration Level 2 or above		•
Evidence of personal commitment to CPD.	•	
Paediatric First Aid or First Aid Qualification		•
Previous successful experience of reception / customer service roles.	•	
Previous experience of working with children in an educational setting.		•
Experience of using Information Technology to support the team.	•	
Knowledge of SIMS, Parent Pay, Parent communication tools.		•
Ability to work in a busy office environment with multiple tasks to manage efficiently.	•	
Excellent communication with children, staff and parents/carers.	•	
Possess strong interpersonal skills. Be approachable and professional.	•	
Be dependable, able to follow instructions and respond to management directions.	•	
Have strong personal reliance and conflict resolution skills.	•	
Have a willingness to extend skills through appropriate training.	•	
Have good working ICT knowledge.	•	
Commitment to working within the School's Safeguarding Policy and Procedures.	•	
Commitment to high standards and expectations.	•	
High levels of professional integrity.	•	
The confidence to take risks and do things differently.		•
A passion and desire to drive things forward.		•
Flexibility to undertake any activities within the department.	•	

The Recruitment Process

Applications

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The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Shortlisting

Shortlisted candidates will then be invited by telephone to attend for an interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

Take up post

The successful candidate will take up the post as soon as possible.

Should you require any additional information or wish to visit the school, please contact Jade Bristow, PA to the Headteacher on bristowj@blaisehighschool.co.uk 0117 9030117.

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