



Meole Brace School

Learning - Respect - Success

Applicant Information

Administrator (Cover & Careers)

Temporary Maternity Cover

From January 2024





Meole Brace School

Learning - Respect - Success

December 2023

Dear Colleague

Thank you for taking the time to consider applying for the post of Administrator (Cover & Careers) - Maternity Cover

At Meole Brace School we pride ourselves on our reputation as a successful and vibrant school with high expectations and welcome applications from individuals who share our ethos.

We are seeking to appoint a dedicated professional who is reliable, hardworking and is able to work effectively in a team. The role will require the postholder to be flexible, work using their initiative, have excellent communication skills and be well organised.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk by Friday 22nd December 2023 at 11am.

Yours sincerely,

Mr Alan Doust
Headteacher



Headteacher Alan Doust

Meole Brace School

Longden Road

Shrewsbury SY3 9DW

01743 235961

admin@meole.co.uk

www.meolebrace.com





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our reputation as a successful and vibrant school with high expectations. We are all committed to providing a stimulating and high quality learning experience for all.

We have a wide ranging CPD program and we have individual pathways. In May 2022 we merged with another local multi-academy trust to form the TrustEd CSAT Alliance, which includes 9 schools, 5 of which are secondary schools. We foresee this to be a highly exciting phase for us as it will provide further opportunities to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

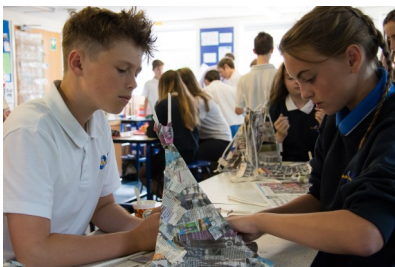
"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

Parent Survey

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

Parent Survey

We are very proud of our school and hope that you will want to join our hard working and committed team of staff.



Advertisement – Administrator (Cover & Careers) - Maternity Cover

Grade and SCP: Grade 6, SCP 8 - 11
£18,696 to £20,104 pay award pending
(£11.81 to £12.47 per hour)
37 Hours Per Week
Term Time Only —Temporary Maternity Cover
Required to start January 2024

At Meole Brace School we pride ourselves on our reputation as a successful and vibrant school with high expectations, and we welcome applications from individuals who share our ethos.

We are seeking to appoint an enthusiastic, hard working and reliable professional to join our friendly, committed team. You must be reliable, hard working, be able to use your initiative, have excellent communication and organisational skills.

Visits to the school are welcomed; please contact Mrs Julie Richards, on 01743 235961, to arrange a visit.

Further information about the school and an application pack visit our website: www.meolebrace.com.

Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: Friday 22nd December 2023 at 11am

Interview date: Friday 12th January 2024

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

Headteacher Alan Doust

Meole Brace School

Longden Road

Shrewsbury SY3 9DW

01743 235961

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Job Description – Administrator (Cover & Careers) Maternity Cover

- ▶ Administrative Assistant (Cover & Careers)
- ▶ Meole Brace School
- ▶ Reporting to: Assistant Headteacher
- ▶ Term time only
- ▶ Grade and SCP: Grade 6 SCP 8-11

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

Purpose of Post

Under the guidance of senior staff: be responsible for undertaking administrative, financial and organisational processes within the school.

To co-ordinate the effective administration of staff cover by managing the day to day short term cover arrangements of teaching and support staff.

To work closely with the school's Careers Lead to provide comprehensive administration support for the Careers function.

Principal Duties and Responsibilities

1. Administration Support - Cover

- ▶ To administrate and arrange cover by managing the day to day short term cover for staff absence.
- ▶ To administer the cover system in accordance with the School's policy.
- ▶ To receive calls and information from staff regarding their absence.
- ▶ To allocate cover effectively, efficiently and fairly ensuring compliance with guidelines.
- ▶ To coordinate the Cover Supervisors ensuring effective use at all times.
- ▶ The induction of new supply or agency teachers.
- ▶ To ensure that cover guidance and agency workers regulations are adhered to.

2. Administrative Support—Careers

- ▶ Provide administrative support to the Careers Leader for the work experience programme, including keeping accurate and detailed records relating to student work experience
- ▶ Provide administrative support to the Careers Leader for post-16 applications, including the tracking and analysis of destination data
- ▶ Provide administrative support to the Careers Leader for our careers programme events, and in doing so, assist the school in achieving the Gatsby benchmarks



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Job Description – Administrator (Cover & Careers)

Cont'd

- ▶ Work with the Careers Leader to ensure accurate and up to date information is available on the School's website
- ▶ Undertake general administration relating to this role and the wider administration team, including Including filing, arranging meetings, data analysis and reports etc
- ▶ Assist with other career-related projects as required

3. Resources

- ▶ Provide general clerical/administrative support e.g. photocopying, filing, faxing, completing standard forms, responding to routine correspondence
- ▶ Maintain manual and computerised records/management information systems
- ▶ Produce lists/information/data as required e.g. pupil data
- ▶ Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- ▶ Maintain stock and supplies, cataloguing and distributing as required
- ▶ Provide general advice and guidance to staff, students and others
- ▶ Undertake general financial administration where appropriate

4. Support for the school

- ▶ To improve support to the First Aid team where necessary
- ▶ To comply with policies and procedures relating to child protection, health, safety and security, SEN/ Inclusion and data protection, reporting all concerns to the appropriate named person
- ▶ To attend relevant meetings and participate in training opportunities and professional development As required
- ▶ To provide support for pupils' emotional and social needs by encouraging and modelling positive Behaviour in line with school policy
- ▶ To adhere to school policy on equality ad diversity

5. Other Responsibilities

- ▶ Be aware of and support difference and ensure equal opportunities for all
- ▶ Contribute to the overall ethos/work/aims of the school
- ▶ Appreciate and support the role of other professionals
- ▶ Participate in training and other learning activities and performance development as required





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Job Description – Administrator (Cover & Careers)

Cont'd

6. Safeguarding

- ▶ Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

7. Data Protection and other statutory responsibilities

- ▶ Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

8. Other Duties

- ▶ Any other duties that the Headteacher feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

9. Review and Signatures

- ▶ This job description is subject to review by the Headteacher in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Staff are required to comply with the Staff Code of Conduct.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition. This job description is current in December 2023, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the school in line with the School Improvement Plan.





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Person Specification – Admin Assistant (Cover & Careers)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">▶ 5 GCSE's or equivalent, including English and Maths▶ NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification	<ul style="list-style-type: none">▶ First Aid qualification (or willingness to undertake)
Work or relevant experience	<ul style="list-style-type: none">▶ 2-3 years' experience of clerical / administrative or relevant specialist work▶ Computer/keyboard skills▶ Ability to take notes	<ul style="list-style-type: none">▶ Experience of working in an educational setting or other relevant environment
Knowledge and understanding	<ul style="list-style-type: none">▶ Very good numeracy and literacy skills	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none">▶ Willingness to participate in training and development opportunities▶ Very good ICT skills▶ Sufficiently fluent in spoken English to ensure effective performance in the role	
Personal Qualities	<ul style="list-style-type: none">▶ Excellent communication skills▶ Ability to relate well to children and Adults▶ Ability to work well as part of a team▶ Flexibility and reliability▶ Ability to maintain confidentiality	



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Person Specification – Administrator (Cover & Careers) Cont'd

	Essential	Desirable
Special Conditions	► Willingness to undertake an enhanced disclosure and Barring Service (DBS) check	