



Elms Bank
School & College



Administrator

Candidate Pack



Part of the

Oak 
Learning Partnership

Administrator

Welcome from the Headteacher

Dear Candidate,

Welcome to Elms Bank! Thank you for your interest in joining our amazing staff team and for taking the time to read about our wonderful school.

Elms Bank is an extraordinary place. Visitors comment on our welcoming atmosphere, happy and successful pupils and our supportive and warm staff team. Our vision is "Excellence for All", and we truly mean that; we are equally committed to both the outcomes of our learners and the professional development and wellbeing of our staff. We are very proud to have continuously maintained an Outstanding Ofsted judgement and were delighted with our latest inspection report in September 2023, which you can read on our website.

Elms Bank is a school with a real sense of community. Our students all have EHCPs and their needs vary hugely. They join one of our five, highly personalised Pathways when they come to us and receive a bespoke education that meets their needs and helps them to achieve their potential. We are incredibly proud of them and celebrate their achievements and successes widely. We use innovative and aspirational strategies to increase their resilience and confidence, to ensure their lives are enriched both now and into adulthood.

We believe that at the heart of a student's success is exceptional teaching, learning and pastoral care. We pride ourselves on our overwhelming sense of family and community, where every staff member leads with integrity and compassion to achieve 'Excellence for All'. Our students are happy and safe and love coming to school.



Administrator

Welcome from the Headteacher

Are you passionate about supporting young people with special educational needs to reach their potential and be the best they can be? Do you want to work in a supportive and positive environment, with colleagues who are committed to ensuring the best outcomes for the children they work with? If so, we want to hear from you.

Elms Bank is a special school for pupils aged 11-19 with a range of special educational needs. Our vision is "excellence for all" and we are determined to support our amazing students to become the best adults they can be.

We are looking to appoint a highly motivated and enthusiastic Administrator who is dedicated to making a difference and supporting young people with complex needs. You will be highly organised and efficient and will form part of a dedicated team of professionals working in a busy office environment.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 766 1597** or by e-mailing **enquiries@elmsbank.oaklp.co.uk** to arrange an appointment.

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk

We look forward to receiving your application. Please visit our school website for further information. **www.elmsbank.co.uk**


Gemma Parkes

Headteacher at Elms Bank School and College



Elms Bank
School & College





"The school and the trust have ensured that pupils' and staff's well-being lie at the heart of all they do".

Ofsted Report,
September 2023.

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Elms Bank School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

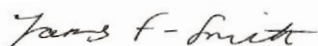
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk



James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





"Pupils enjoy an abundance of rich and exciting opportunities at the school. The school includes and values every pupil. There is a 'can-do' culture where staff ensure that pupils, no matter what their special educational needs and/or disabilities are, take a full and active part in school life."

Ofsted Report,
September 2023

Administrator

Salary: Grade 6, SCP 6, actual salary £22,588 per annum

Hours: 37 hours per week, term time only plus 10 days

Job Description

Normal place of work: Elms Bank School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 37 hours per week term time only plus 10 additional days to be working during periods of school closure.

Monday – Thursday 8.00am – 4.00pm; Friday 8.00am – 3.30pm

Responsible to: School Business Manager

PURPOSE OF THE POST

- To provide an efficient, responsive and high-quality administrative service to the school.
- To be responsible for accurate recording of staff absences for sickness and leave of absence.

DUTIES AND RESPONSIBILITIES

General Office Duties

- To undertake typing, word processing of correspondence, standard letters, reports, publications and other documents as required.
- To provide cover for the other administrative colleagues when required.
- To assist in the arrangements for school events.
- To provide administrative support to SLT and school staff as required.
- To maintain at all times the utmost confidentiality with regards to all reports, records, personal data and other information of a sensitive nature.
- To liaise with stakeholders when required.
- To undertake minuting of meetings and briefings when required.
- To assist with reception duties at busy periods.
- To assist with social media for Elms Bank, including updating Facebook and Instagram.

HR Duties

- To prepare and complete return to work documents and follow up any actions with line managers.
- To monitor all return-to-work interviews and paperwork.
- To produce letters to staff regarding absence as required.
- To be responsible for keeping up to date and accurate files for staff absences.
- To email staff for LOA requests and ensure that accurate records are kept.
- To maintain the cover email account, ensuring that emails are answered in a timely manner.
- To update HR data on school's MIS and software packages.
- To ensure that accurate HR records are maintained for employees.
- To liaise with Trust HR / Payroll as required.
- To assist with referrals to Occupational Health and risk assessments.
- To keep up to date records for staff risk assessment.
- To assist with Induction and training days, setting up rooms, preparing documents, and sending out invites.
- To assist with the recruitment process, liaising with potential candidates, organising tours, sending out invites, and arranging interview days.
- Administer the process for new starters; for example, prepare letters and process all pre-employment checks.

Other Responsibilities


- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be committed to the principles of on-going professional development and to undertake appropriate training as required.
- To undertake any other duties and responsibilities commensurate with the salary or instructed by the School Business Manager.

Administrator Person Specification

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|---|---|--|
| CRITERIA | Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience: | |
| ESSENTIAL | | DESIRABLE |
| <ul style="list-style-type: none">• GCSE Maths and English at Grades 4 / C or above.• Experience of working within Administration.• Experience of working within an office environment.• Experience of working within a team.• Customer Service experience (internal or external). | | <ul style="list-style-type: none">• Experience of working with Management Information Systems.• Experience of working within a school.• ICT Qualification. |
| CRITERIA | Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge: | |
| ESSENTIAL | | |
| <ul style="list-style-type: none">• Ability to communicate verbally and in writing effectively and confidentially with persons at all levels.• Ability to deliver a high standard of customer service.• Ability to deal with situations under pressure in a tactful, calm and confident manner.• Possesses good numeracy and literacy skills.• Ability to work collaboratively and independently.• Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines.• Commitment to continuing professional development.• Demonstrate the ability to operate various software packages i.e. Microsoft Word / Excel / Outlook / Arbor. | | |
| CRITERIA | Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour: | |
| ESSENTIAL | | |
| <ul style="list-style-type: none">• Ability to develop excellent relationships with colleagues, pupils, and parents/carers.• To maintain professionalism at all times.• Demonstrate and promote positive values, and the school ethos at every opportunity.• Able to improve their own practice through observations, evaluations and discussion with colleagues.• Ability to follow instruction / training.• Commitment and understanding of diversity and inclusion. | | |

tions

Resilience

A photograph of two children, a boy and a girl, sitting on bright green chairs and peeking out from behind light-colored wooden panels. The panels are decorated with large, colorful paper stars in yellow, pink, green, and blue. The background is a dark blue wall also adorned with several red and yellow stars. The boy on the left is wearing a black hoodie, and the girl on the right is wearing a black jacket over a white shirt and glasses. A blue jacket is draped over the back of the boy's chair.

“The school makes sure it considers the workload and well-being of staff when it makes decisions or introduces change. Staff feel valued and well supported to carry out their roles effectively.

Ofsted Report, September 2023



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0161 766 1597

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