



Administrator

ORCHARD SCHOOL BRISTOL

part of Trust in Learning (Academies)

Application Pack – May 2022



Welcome Letter

Job Description

Person Specification

Child Protection and Safeguarding

Explanatory Notes/How to Apply



Dear Applicant

Thank you for your interest in the position of **Administrator** at Orchard School Bristol.

We are seeking to appoint a friendly and professional Administrator to join our Administration team working in the school office. The role is full time, term time only, covering the hours of 8am – 4pm, Monday to Thursday and 8am – 3:30pm on Fridays.

This Administrator will need to use our answerphone and email systems, be able to monitor data and keep our information systems and spreadsheets up to date. You will also make phone calls and send texts to parents, as well as completing paperwork.

You will need to have excellent time management, good problem-solving skills, and be efficient in managing systems so that staff can rely on your data being accurate. You will be able to respond efficiently to routine and be flexible to deal with ad hoc requests. You will be committed to teamwork and also able to use your initiative, working independently but knowing when to seek advice. This role will enable you to utilise your organisational, problem solving and communication skills. It's a busy role and you'll never get bored! You will work in our administration office alongside a team of friendly and supportive staff and under the guidance of the Data Manager.

Your area of responsibility will be student attendance. This work is really important to the school – you will make a difference to student achievement by providing accurate information about attendance and punctuality every day, so that our pastoral team can work with parents and students really effectively. Full training is provided, so if you have never worked in a school before, you will be trained on all our systems, so you can carry out your job effectively.

Orchard School is a forward-thinking school, with friendly staff and wonderful young people. We are a mixed 11-16 school serving young people in North Bristol, our students reflect our richly diverse local community. We place no limits on the aspiration of our students. We are a good school, building further success on the core ORCHARD values of being: Open-minded, Respectful, Creative and Curious, Healthy, Ambitious, Responsible and Determined. Our mission statement – inspire today, empower for life – lies at the heart of all that the school does.

We offer:

- term-time work with school holidays
- a bright, happy place in which to learn and work
- a professionally stimulating environment which values the contributions of all staff
- a strong commitment to your professional development
- award-winning staff wellbeing

Please read our Staff Prospectus to find out more about us, and visit our website on www.orchardschoolbristol.co.uk . If you have any questions relating to this role, please contact Emma Snell on e.snell@orchard.tila.school.

I warmly welcome your application.

Julia Hinchliffe, Headteacher

Job Description

Job Title: Administrator

Grade: Bristol Grade 7 (N8-N11)

Responsible to: Data Manager

Job Purpose: To provide an outstanding administration service to monitor attendance and punctuality for students, and work proactively to promote and make a positive impact on student attendance. This role will involve regular communication with staff, students, parents and professionals across the city.

Contract/Hours: Term time only plus inset days/ 37 hours per week.

PART ONE: MAJOR FOCUS OF ACCOUNTABILITIES

Responsibility for:	To include:
Administration duties	<ul style="list-style-type: none"> • Monitor the absence telephone line and email and update attendance registers accurately with the information received • Initiate the first day absence communication system, making phone calls and sending texts, to update attendance registers appropriately • Record information accurately and input data in a time effective way into our management information system • Check and prompt register completion by all staff • Print official registers daily to ensure these are available in the event of a fire • Meet students who arrive late to school each day, identifying patterns and escalating concerns as appropriate, including issuing detentions • Produce letters or information reports as directed • Produce reports on attendance statistics as required • Accurately maintain, record and respond to all student 'Leave of Absence' requests in line with school procedures • Complete local authority 'Child Missing in Education & Pupil Tracking' referrals • Issue Fixed Penalty Notices where appropriate • Prepare documentation for any Court procedures • Meet regularly with each Year Team to discuss emerging patterns of poor attendance/punctuality and identify strategies which will improve attendance for individual students • Assist and check records prior to the Census to ensure data is accurate and up to date; upload statutory data as required • Keep up to date with training and changes to attendance legislation



	<ul style="list-style-type: none">• Represent Orchard at Bristol Attendance Network meetings and play an active role in the school's attendance improvement strategic groups, to contribute to improvement plans
Other Duties	<ul style="list-style-type: none">• Contribute to the Business Administration team by responding to requests for information / support from colleagues and other data users• Work effectively with other agencies or professional bodies such as the local authority, police, youth services, etc to support the pastoral team• Work alongside relevant staff including teachers, senior management, learning support assistants, heads of year, pastoral managers, safeguarding leads and other agency/professional who may be involved with our students, to determine the appropriate level of support needed.• Ensure all information held is kept confidential and secure, complying with Data Protection Act

Generic responsibilities:

Responsibility for duties as listed above, and in addition:

- To follow all school and Trust policies and school procedures
- All members of staff at Orchard School Bristol have a collective responsibility for securing the vision of the school and the benefits of inclusive education
- All members of staff have a responsibility for helping to develop and secure continued improvement for their school
- To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage staff/students to follow this
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring & responsible manner at all times
- To follow all child protection procedures. To ensure that children's safety and wellbeing is never compromised
- To be polite, cooperative and positive when communicating to other staff
- To take an active and positive role in the school's commitment to the development of staff, and their annual appraisal/development procedures
- To work with visitors to the school in such a way that it enhances the reputation of Orchard
- To seek to improve the quality of the school's service
- To present oneself in a professional way that is consistent with the values and expectations of the school
- To use the behaviour reward system effectively and consistently
- To be active in corridors and on duty in order to assist in ensuring students' behaviour is good and they return to lessons calmly and promptly
- To attend INSET training and any relevant courses regarding professional development
- To undertake other duties and activities within the scope of the post as directed by the line manager



Fluency Duty

This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time.

GENERAL INFORMATION

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility;
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act – confidentiality must be maintained at all times;
- The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct whilst working at Orchard School. Members of staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students/pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's position having regard for the need to safeguard students' /pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Members of staff must have proper and professional regard for the ethos, policies and practices of the campus in which they work, and maintain high standards in their own attendance and punctuality.

REVIEW OF PERFORMANCE

The Appraisal cycle will focus on the post holders' job as whole and particular responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

CODE OF CONDUCT

Trust in Learning Academies expect all staff to ensure that their standards of conduct are, at all times, compliant with the Orchard School Bristol Code of Conduct.

Date of Job Description: December 2021

Signed:.....(Administrator)

Person Specification

ESSENTIAL	DESIRABLE
<p><u>Qualifications/Education</u></p> <ul style="list-style-type: none"> Strong pass in Maths and English GCSE (or equivalent) Excellent written and spoken English <p><u>Experience</u></p> <ul style="list-style-type: none"> Experience in using a range of MS Office packages Experience of accurate high-level data input Experience of working independently and accurately without the need for constant supervision <p><u>Skills</u></p> <ul style="list-style-type: none"> Excellent IT and administration skills High levels of organisational skills and initiative Effective problem-solving skills Able to work effectively and sensitively with a wide range of people Excellent communication skills; with all members of school community Very high attention to detail <p><u>Personal attributes</u></p> <ul style="list-style-type: none"> Calm under pressure Hardworking and committed Flexible and responsive to change Positive and solutions-focussed Self-motivated and proactive; keen to learn <p><u>Values</u></p> <ul style="list-style-type: none"> Supportive of the school's ethos, values and community Holds positive attitudes and adopts high standards of behaviour in a professional role Demonstrable commitment to teamwork and whole school improvement Commitment to personal professional development Integrity and sound judgment Insisting on and maintaining confidentiality 	<p><u>Qualifications/Education</u></p> <ul style="list-style-type: none"> Evidence of further/higher level of education <p><u>Experience</u></p> <ul style="list-style-type: none"> Experience of working in data administration/ management in education/schools Experience of working in attendance using school attendance legislation Experience of working with young people Experience working with families and communities in the area that the school serves <p><u>Skills</u></p> <ul style="list-style-type: none"> Ability to analyse data and identify discrepancies and possible outcomes to establish most effective course of action Able to plan and prioritise regular and irregular tasks in a logical manner Evidence of effective data management projects and successful completion Ability to train/share skills with other staff to enhance professional development Ability to speak a community language other than English is welcomed
<p>SPECIAL CONDITIONS: The post holder will be expected to comply with the legislation and school's policy on Child Protection and undergo a Disclosure & Barring Service (DBS) check at an enhanced level.</p>	



Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all of its pupils and students. Each pupil/student's welfare is of paramount importance.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our web site: www.tilacademies.co.uk

The five main elements of our policy are to:

- ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

Safer Recruitment:

Trust in Learning (Academies) is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the most recent Department for Education's 'Keeping Children Safe in Education' Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.



Explanatory Notes / How to Apply

Application Form

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Letter of Application

Your letter of application should be written to the Headteacher and address the person specification points carefully. You should write how and why you feel that you are equipped to fulfil this role noting your experience, skills, personal attributes and values. We are particularly interested to know why you want to work at Orchard School.

Interview Process

After the closing date, short listing will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form and your letter of application, so please read the Job Description and Person Specification carefully before you complete your form.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

Closing Date: Monday 23rd May, 9am

Interview Day: Friday 27th May 2022

Applying: Completed Application Forms should be returned to:
recruitment@tila.school