



Administrator

Application pack



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Principal's introduction

Thank you for your interest in our school and the post of Administrator at Caroline Chisholm School. Our school is a dynamic and heavily oversubscribed all-through academy which covers an age range from 4 to 19. The school caters for over 2000 students across our Primary phase, Secondary phase, and Sixth Form.

We are currently seeking Administrators for our all-through school. The successful candidates will be highly motivated individuals who have outstanding experience and/or potential. Our new team members will be expected to deliver an outstanding administration support service across specific functional areas but with a view to facilitating good administration processes across the whole school.

It is a busy and exciting time at Caroline Chisholm. We are delighted that our long-awaited Ofsted review resulted in a 'Good' outcome with 'Outstanding' in our early years provision. We aim to continue to rapidly improve to become one of the highest performing schools in the Northamptonshire area.

My vision for the school is that it becomes a centre of excellence in developing innovative teaching as well as being a school that focuses on developing success, confidence, and ambition in all our students. It is therefore important that the successful candidate has a passion for education that enables our students to achieve at the highest standards.

If you feel that our school ethos fits your ambitions, we would very much like to hear from you. This position is available immediately or from 01/09/22, new academic year.

Regards,

A handwritten signature in dark ink, appearing to read 'D J' followed by a stylized flourish.

David James

Principal

Digital learning

Prior to the pandemic, the school made the decision to equip all students in secondary phase (Year 7-11) with pen enabled laptops. These devices were rolled out at the start of the 2020-21 academic year.

Students from Y7-13 also have their own dedicated device storage locker.

Students in primary phase, we have a 1 to 2 laptop policy with students having access to a touch enabled laptop.

Sixth form students are expected to bring their own device to school – although devices are provided to students if these are needed.

Classroom based staff are provided with their own device, either in the form of a pen enabled laptop or an iPad.

In total we have around 1900 portable devices managed by the school system, with the addition of another 300 desktop devices managed on the wired network. Giving us a network of well over 2100 devices.

Digital learning has become increasingly used within the school; use of Microsoft Class Notebook is augmented with the use of Microsoft Teams.





Student mobile devices are monitored extensively using the SENSO safeguarding system which allows classroom teachers to monitor students work in real time.

Our digital infrastructure is strong, we have a 2Gb/s internet connection and a state of the art "Wireless 6" network that covers all teaching spaces.

We have a team of 3 specialist and highly trained network technicians who are responsible for IT infrastructure across the school.

There is considerable strength in the school in using and developing the use of digital technology, with each subject area in secondary developing their expertise in how digital technology can be used effectively.



Our school

We are an oversubscribed, academically successful school that strives to develop young people into ambitious, extraordinarily successful, happy, and resilient young adults.

We make learning enjoyable from reception right up to the sixth form. We provide a challenging academic curriculum, coupled with an incredibly supportive pastoral system that values the strengths and talents of the individual student.

Since our opening in 2004, we have progressed as a school to offer both incredible facilities and teaching. In January 2020, we welcomed a visit from Ofsted and were awarded a 'Good' status. They were keen to note that,

“Pupils are well supported for their next steps in education and training. Opportunities for extra-curricular activity are highly regarded. These include a wide range of sports, dance, drama and visual arts.”

Ofsted, 2020

Extra-curricular involvement is not considered an “add on” at our school.

Engagement in sports, the arts, school trips and out of class activities allow us to build the qualities of determination, commitment, courage, compassion, and enterprise that we value as a school.

Our purpose-built, state of the art, all through (4-19) provision makes us school a school for the 21st Century.

You can be assured that we will work hard to look after all students to unlock their potential and provide every opportunity to make their time with us fun, engaging, rewarding and successful – so that they can be the best they can be.



Our vision and values

Our school is a safe, secure, and inspirational learning environment at the heart of our community where everyone is equally valued and respected - a community built on:

Ambition

By developing the school culture, where everyone:

- strives to be the best they can become
- aspires to ambitious goals
- nurtures and supports

Confidence

Where everyone develops self-belief by:

- overcoming challenges
- taking calculated risks
- upholding our shared values

Success

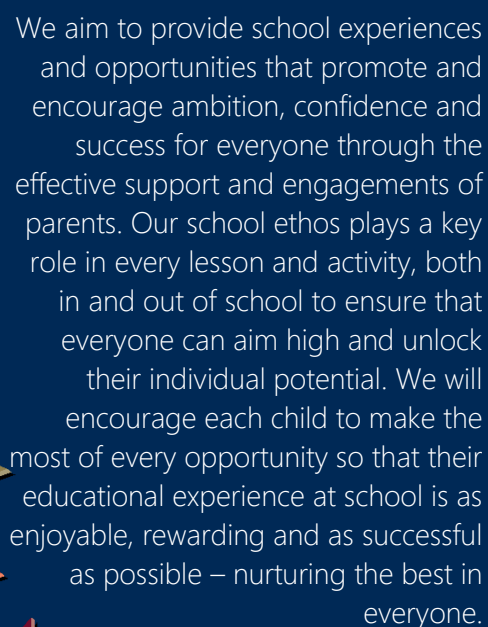
Where everyone is inspired to:

- become a high performing learner
- embrace a range of rich and diverse opportunities
- celebrate achievement in all its forms

Academic attainment across all phases is consistently above national averages and in 2019, 83% of students obtained the expected standards in reading, writing and maths at the end of Key Stage 2. In addition, 78% of students obtained grade 4+ in both English and maths at GCSE.

Our school ethos 'Everyone, Every Lesson, Every Opportunity' carries across all phases of our school. If our ethos fits with your ambitions, we would very much like to hear from you.

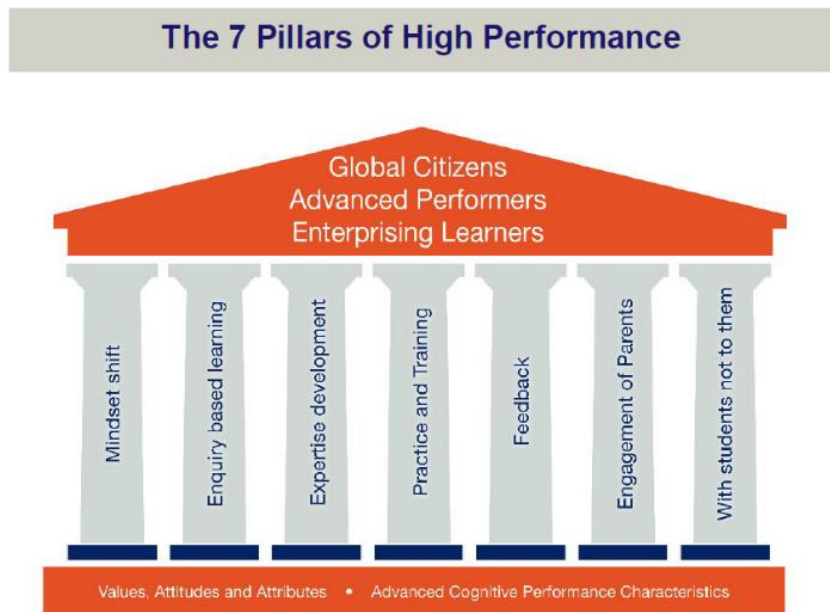
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an Enhanced DBS Disclosure. All applicants should read the school's Child Protection and Safeguarding Policy (which is available on our website) and are required to declare any information, as requested, on the online application form.



We aim to provide school experiences and opportunities that promote and encourage ambition, confidence and success for everyone through the effective support and engagements of parents. Our school ethos plays a key role in every lesson and activity, both in and out of school to ensure that everyone can aim high and unlock their individual potential. We will encourage each child to make the most of every opportunity so that their educational experience at school is as enjoyable, rewarding and as successful as possible – nurturing the best in everyone.

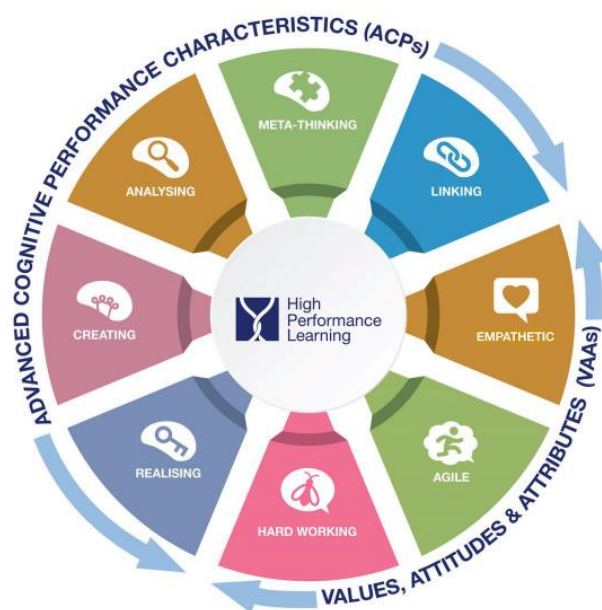
High Performance Learning

Our approach to Teaching and Learning is driven by the "High-Performance Learning Framework". The framework is a practical method for schools and teachers to develop their students' intelligence. At the basis of the framework are the "Advanced Cognitive Performance Characteristics (ACPs)" and "Values, Attitudes and Attributes (VAAs)" that students can develop to become high performers.



The background to the "High-Performance Learning" philosophy is our growing understanding of how to create more high performing students. This requires a decisive move away from expecting only a small proportion of students to be able to achieve academic success and towards expecting high performance to be the norm in the school.

We are proud to be recognised as a World Class School for High Performance Learning (HPL). This award is a prestigious, globally recognised award that celebrates the achievements of schools which are amongst the best in the world. Achievement of the award is a confirmation of the school's ability to provide an exceptional level of education for its students; using the High-Performance Learning approach to enable them to reach high levels of academic performance.



- We believe that everyone in the school, regardless of background or starting point, can achieve the highest academic standards.
- Every member of staff works hard to ensure that students will be equipped with the values, attitudes and attributes that will serve them well in their next endeavours - be that university, apprenticeship, the workplace, and their lives.

Staff joining are given CPD and support to help them implement the High-Performance Learning Framework in their own classroom as part of our induction programme.

How to apply

To apply, please complete the online application form and attach a supporting statement to tell us about your experience and suitability for the post with reference to the attached job description and person specification.

If you have any immediate questions, or you are interested in visiting the school prior to application, please do not hesitate to email Sarah Stowey, Director of HR using email address: sstowey@ccs.northants.sch.uk

Please note that all applications must be submitted by: **27th June 2022**

If you have not heard from the school within 2 weeks of this deadline, please assume that your application has not been successful on this occasion. References will always be requested before interview.

Interview

- Interviews for the post will take place **w/c 4th July 2022**
- The school reserves the right to interview strong candidates at an earlier date to ensure we secure the best person for the post.



Job description: Administration Assistant

Reporting to: Assistant Principal

Salary & hours: Salary 20,043 – 20,444 full time equivalent. Pro rata for 37 hours per week, 39 weeks per year (term time), salary is 17,162 – 17,506 per annum.

There may be additional working days required during the school holidays and these will be agreed separately and paid accordingly.

(A higher salary is paid for those with post 5 years continuous service)

Main purpose

The administrator will be responsible for supporting with a variety of administrative and organisational processes within the school. These are listed under the 'other areas of responsibility' and will be interchangeable with other administration staff as necessary to ensure the smooth operation of the school.

Duties and responsibilities

General administration

- To provide a comprehensive administration service to specific functional areas.
- Compile written notifications as required including letters and emails
- To attend, facilitate and minute meetings as required and undertaking any follow up action points as necessary.
- Communicate information to parents, staff or external bodies as required.
- Manage and support the school with hosting various school events as required
- Carry out any other administrative tasks as determined by the management team of the functional area.

Working with people

- Initiate, build and maintain highly effective working relationships with staff, students, parents and the general school community
- Work effectively as part of the administration team, supporting other colleagues in their roles and participating in relevant training and professional development

Working with information

- Proficient in office equipment: PowerPoint, Excel, SharePoint, Sims
- Assist in the safe and efficient handling of student records where required
- Update manual and computerised record/information systems as required
- Comply with all data protection principles and be aware of GDPR
- Be aware of and comply with policies relating to child protection, safeguarding and health and safety

Working with Resources

- Work effectively with other staff to develop and maintain whole school administrative systems and procedures to ensure an effective administrative service is provided. Such systems and resources will include data protection, communications to parents and use of SIMS, Schoolcomms and other management software as required (training provided as necessary)

- Make use as necessary of the office equipment

Support for the school

- Uphold and promote the ethos, vision and values and high standards of Caroline Chisholm School to all members of the school community and wider community
- Appreciate and support the role of other professionals
- Undertake training required to develop in the role

Other areas of responsibility

- Administration duties for the Inclusion Team
- Support for the Pastoral team through administration of detentions, sanctions, exclusions and rewards as required
- Administration activities for the 6th form team
- Provide administration and support with CPD (Continuing Professional Development) organisation as necessary
- Any other duties as deemed necessary to undertake the administration role
- Read and be aware of school policies and how they work in practice within the school environment

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the teaching post, each individual task undertaken may not be identified
- Employees 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

“Every teacher I have is incredibly passionate in the subject they teach. We engage with them, because they engage us. They want to be with us in the classroom.”

- Sixth Form Student



Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>First aid training (or willingness to complete it)</p> <p>A relevant qualification in administration or experience</p>
Experience	<p>Carrying out administrative tasks</p> <p>Dealing with face-to-face and telephone interactions</p> <p>Working with children or young people</p> <p>Working and collaborating within a team</p>
Skills and knowledge	<p>Good oral and written communications skills</p> <p>Ability to respond quickly and effectively to issues that arise</p> <p>Ability to plan, organise and prioritise to meet deadlines</p> <p>Ability to use own initiative and take action accordingly</p> <p>Excellent attention to detail</p> <p>Ability to use IT packages including word processing, spreadsheets and presentation software</p> <p>Ability to use relevant office equipment effectively</p> <p>Ability to build effective working relationships with colleagues</p> <p>Understanding of data protection and confidentiality</p> <p>Understanding of safeguarding</p>
Personal qualities	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Manages difficult situations effectively</p>

Notes:

This job description may be amended at any time in consultation with the postholder.



Caroline Chisholm School



Ambition Confidence Success
Everyone Every Lesson Every Opportunity