



The Hyde School

Hyde Crescent, West Hendon, London, NW9 7EY

020 8205 8707 020 8200 2950 : office@thehydeschool.co.uk

Headteacher: Siân Morris Deputy Headteacher: Monique Grech



September 2021

Dear Applicant,

Welcome to The Hyde!

We are 'all about the children' at The Hyde. You'll be working in the heart of the school as our Admissions & Attendance Officer. This role has come about as our current Admissions Officer is sadly leaving us after eight and half years at the school.

We are seeking to appoint a committed, enthusiastic and flexible individual who will be a key player in the office. We are particularly keen to meet people with great interpersonal skills and excellent IT capability. We want someone who wants to make a difference and be part of the journey – we will provide you with support, training, guidance and a fun working environment!

Our children are fabulous and have a unique learning experience as they travel through their learning journey at The Hyde. The Hyde school was graded as 'outstanding' at our last Ofsted Inspection in May 2015.

Our school has incredibly well behaved children with fantastic attitudes to learning. The Hyde has a clear vision for school improvement and a successful strategy for making things happen! Our achievements have included:

- Winning the National School Council Speaker Awards
- Representing Barnet in the London Youth Games
- The children do well at sport and win lots of medals in a range of sporting events, including winning the netball league five years in succession!
- Embedding our Urban Adventure Curriculum
- Achieving above National Average outcomes for our children year after year

We have devised an 'Urban Adventure' curriculum that is fun, skills based and relevant to the children. They have a huge say in what they learn. We actively encourage every year group to go on trips, whether it is into London or further afield. Their 'urban adventure' experience aids all aspects of learning and the children simply love it. The progress of learning that the children have made since the new leadership team has been in place (January 2013) has been outstanding.

Life as an academy

Our school converted to an academy in September 2014 and has gone from strength to strength. All teachers and support staff pay and conditions remain and there is actually no difference to how we work on a day to day basis as an academy. We are also NOT part of Barnet's unified pay awards scheme. The main change is how The Elliot Foundation supports us, as our sponsor, and the outstanding CPD opportunities that this brings for all staff. We still buy into Barnet's services, again very little changed here post conversion. The other key change is how our financial management arrangements work. As an academy we get our funding from the Education and Skills Funding Agency and our financial year runs alongside the academic year which is easier to manage and works well.

Staffing Structure and Support

We have an incredibly talented Leadership Team who work with Phase Leaders focusing purely on learning and teaching. I am seconded to our MAT for a day a week as the London Regional Lead for SEND supporting other Elliot Foundation Schools. Our Deputy Head Monique is an Early Years specialist and also works for the



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MAT one day a week. Our team of Assistant Heads lead on the learning and teaching agenda developing their phase teams and middle leaders.

There are huge opportunities for professional development as our Deputy, Assistant Heads and our 'in house' Lead Practitioners offer coaching cycles of support and team teaching experiences. We strongly encourage outreach work and many of us support other schools within The Elliot Foundation and in Barnet, Brent and Herts which also helps to generate extra income.

In March 2020 we were successful at bidding to become an apprenticeship training provider (RoATP) and we now provide apprenticeship training and qualifications for all The Elliot Schools. From April 2020 we have 39 apprentices across 28 schools that we are training. This has generated a £195,000 draw down from the levy for training in its first year. Our small office restructure has provided the much needed capacity to support the increased business and administration that our school now needs as we further develop the apprenticeship programme across our Academy Trust. Highly exciting and no doubt unique for a two form entry primary school!

Next Steps

We are extremely proud of our children and the hard working dedicated team of professionals working at The Hyde. We know we are really making a difference to the children and families in our community and that we are giving them the life chances they deserve. We have enclosed a collection of pictures so you can get a taste of our school. Please also look at our Twitter feed [@thehydeschool.co.uk](https://twitter.com/thehydeschool).

We do hope that you come and see it for yourself, as The Hyde is an outstanding learning community. We were delighted that Ofsted recognised how successful we now are as a school. Your visit to our school will show you that and our children will also tell you the same too! They are so proud of their achievements.

To visit: Visits by appointment, warmly welcomed, email **Megan Brown our School Business Manager** at mbrown@thehydeschool.co.uk or call the office on 020 8205 8707.

How to apply: To obtain an application pack - Email: mbrown@thehydeschool.co.uk or download from our school website.

Applications are being assessed as they are received; the advert will close once a successful candidate has been appointed. This is a rolling advert, our first shortlisting process will be on **Monday 27th September** and weekly after this until the role is filled.

Closing date: Monday 27th September 2021 and then each Monday thereafter until an appointment is made

Interviews: From **Friday 1st October 2021** and fortnightly after that until the post is filled

Email the application to mbrown@thehydeschool.co.uk

To visit, either phone the school office to make an appointment or email Megan Brown at mbrown@thehydeschool.co.uk who will be available to show you round and to answer any questions you may have.

Yours Sincerely,
Siân Morris, Headteacher



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Admissions & Attendance Officer **36 Hours per week, Term Time Only, 39 Weeks** **Actual Salary £18,023 - £18,679** **Required for October 2021 (or sooner!)**

We are a school that shines....come and see for yourself!
Ofsted graded us as outstanding in all areas in May 2015.

Are you looking for the next step in your career? Or are you a new Graduate?
Pick up the phone, come and visit – and meet our fabulous children

The Hyde School is a fast paced two form entry primary school. We are looking to appoint an enthusiastic and highly motivated Admissions & Attendance Officer, to work alongside our busy School Office team and who shares our determination to enable every child to succeed.

We can offer you

- An opportunity to shine!
- A school that is 'all about the children'
- A strong and supportive leadership team who all teach.
- An incredibly supportive and positive working environment with happy, friendly, well behaved children who love coming to school and enjoy learning.
- Exciting opportunities to be part of something unique.
- Outstanding CPD opportunities.
- Supportive and welcoming governors, staff and parents.

Be part of something special.....Come and visit!

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Services (DBS) check.

How to apply: To obtain an application pack - Email: mbrown@thehydeschool.co.uk

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Selection Process and Procedure

Your application should be submitted by **1pm Monday 27th September** to Megan Brown, School Business Manager by email: mbrown@thehydeschool.co.uk

The selection panel will meet on the afternoon of Monday 27th September and complete the short listing process. Shortlisted candidates will be contacted by phone and invited to an initial skills task followed by an interview later in the week.

Interviews will take place **Friday 1st October 2021**

Candidates will be informed of the outcome on the same day as the interview.

Any appointment will be subject to receipt of satisfactory references and to pre-employment checks.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS check.





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JOB DESCRIPTION

JOB TITLE	Admissions & Attendance Officer
REPORTS TO	School Business Manager
HOURS AND GRADE	36 hours (term time only, 39 weeks) Working pattern Monday - Friday, 8.15 - 4.15 Scale Range: point 5-7 Actual Salary £18,023 - £18,679

ROLES, RESPONSIBILITIES AND ACCOUNTABILITY

- 1) **Admissions:** To carry out all aspects of the admissions arrangements for children entering the school. This will include:
- Nursery admissions, Reception admissions and in year casual admissions in line with the admissions code and policy.
 - To liaise with Barnet's admissions team following procedures and meeting deadlines for admitting children and transferring children into and from the school.
 - To follow procedures for removing pupils from roll who leave in year and at the end of a year including secondary transfer arrangements
 - To maintain a spreadsheet for Nursery children re: flexible hours/30 hour codes, ensuring the information is up to date and have full knowledge of nursery waiting lists and pupil numbers
 - Completing pupil verification letters when requested

Accountability:

- To routinely check waiting lists (weekly or more frequently if there are vacancies in year groups) on SAM to ensure that all classes are full as quickly as possible.
 - To ensure that all classes are full as quickly as possible, that parents understand the admission process and meet deadlines
 - Provide support to parents to help them meet these deadlines
 - To ensure that new starter packs are given to all pupils
 - To arrange inductions for new pupils working with a member of SLT
 - To ensure that pupil exit forms are completed where reasonably practical/possible.
 - To ensure that all admission and off roll procedures are adhered to
 - To manage all personal data securely in line with policy
- 2) **Attendance :** To carry out all aspects of pupil attendance and punctuality for the school. This will include:
- To ensure the pupil fire list is ready and printed twice a day
 - To manage all procedures over children who are persistently late including flagging repeated lateness to the Senior Learning Mentor and providing pupil attendance reports where requested
 - To follow procedures for carrying out the late gate /collection duty at the beginning and end of the school day
 - Administer the procedure for parental requests for special leave of absence in line with school policy



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- Carrying through procedures for vulnerable pupils and independent travellers who are not in school where parents have not informed us of their absence. This may include assisting on home visits

Accountability:

- To ensure that all pupil absences are followed up and satisfactory evidence to justify absences are sought and recorded.

- 3) **Pupil Database:** To update and maintain the pupil database (ScholarPack) and run routine reports as requested by the Senior Leadership Team

Accountability:

- To ensure that the correct information for pupils is stored in the pupil database
- To ensure that the relevant statuses/codes are correctly allocated to pupils on the database
- To ensure that parents' details are correct and to check these routinely with a full check annually.

4) Pupil Welfare:

- To support the SENCO by providing a list of children with medical needs and health care plans to ensure that all medical needs are known to staff and that a clear list of children with medical needs is maintained in line with the school policy.
- To maintain a list of first aiders in school and ensure the School Business Manager is aware of when renewals are needed.
- Log and maintain pupil accident reports on a weekly basis
- To routinely analyse accident records (half termly) and report to the senior leadership team any patterns or trends in incidents.

Accountability:

- To ensure that all medical needs are known to staff and that a clear list of children with medical needs is maintained in line with the school policy.

- 5) **School Dinner Arrangements:** Support the Finance Officer with the school dinner arrangements following the procedures for school meals, including:

- To ensure the pupils who are paying for meals are up to date with payments and are not accruing debts
- To collect, sort and record dinner monies, using an Excel based computer program or an alternative dinner money system. Ensure all payments for school dinners are accurately recorded.

Accountability:

- To keep accurate records and be accountable for dinner money paid to the office in line with school policy and procedure


Office Team working practices:

- To work as part of an office team ensuring that good communication and working relationships aid all members of the team and all team members adhere to professional standards of dress, courtesy and efficiency in line with the ethos, work and aims of the school.
- Provide services for the school including, but not limited to, correspondence; communicating with parents/others by phone/email; dealing with visitors to the school and incoming and outgoing messages



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- Ensure security and safeguarding procedures are adhered to
- Maintain a high degree of confidentiality with regards to pupils, staff and their families
- Support the School Business Manager and other senior staff with admin tasks from time to time
- Ensure security procedures are adhered to. Maintain and distribute security passes for staff and visitors. Monitor CCTV screen and ensure all visitors are authorised and documented
- Help with enquiries on the telephone, in person or through email, passing these on to the appropriate members of staff
- Produce individual and general letters of correspondence to parents, photocopying and faxing
- Help maintain school and office equipment such as photocopiers
- Assist with the completion of various Barnet and government returns as necessary
- Ensure good lines of communication at all times
- Provide front of house duties by welcoming visitors and dealing with enquiries when required
- To assist with the organisation of school photos
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection
- Be aware of and ensure equal opportunities for all in line with the Equal Opportunities Policy
- Attend training relevant to duties and responsibilities as outlined in this job description
- Such other duties appropriate to the scope and grading of the post as may be required from time to time
- This job description may be amended at any time after discussion with the post holder



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Person Specification : Admissions & Attendance Officer

Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had that shows how you meet these requirements when you fill in your application form and prepare your supporting statement.

Factors	Essential	Desirable	Assessment
Qualifications	English/Maths GCSE or equivalent training and/or qualifications	A degree qualification or equivalent	Certificates Selection Process
Training	Evidence of Continuing Professional Development.		Application Form Selection Process
Experience	Previous experience of having worked in a school environment	Experience in school admissions	Application Form Selection Process
Knowledge and Skills	Ability to work on own initiative, under pressure and manage priorities Exceptional ICT skills Numeratorate Manage time effectively	Understanding of promoting positive relationships with the wider school community. Able to use the google platform A knowledge of schools/education administration	Application Form Selection Process
Personal Qualities	Highly developed interpersonal skills Commitment to continuous improvement. Ability to work under pressure and meet deadlines.		Application Form Selection Process
Safeguarding	Committed to safeguarding and promoting the welfare of children and expecting all staff to share this commitment		Application Form Selection Process