



**Curriculum Support Administration Assistant**  
**Fixed Term (Maternity Cover) – Term Time plus 5 days**  
**37 hours per week**  
**Scale point 3 - £18,887 (Pro rata)**  
**Information for Candidates**

TCAT RAF00030



<b>Headteacher</b>	Mark Brown
<b>Telephone</b>	01482 826207
<b>Email</b>	<a href="mailto:enquiry@winifredholtbyacademy.com">enquiry@winifredholtbyacademy.com</a>
<b>Website</b>	<a href="http://www.winifredholtbyacademy.co.uk">www.winifredholtbyacademy.co.uk</a>
<b>Address</b>	Leads Road, Hull HU7 4PW



THE CONSORTIUM  
ACADEMY TRUST

September 2022

Dear Applicant

Thank you for your interest in our vacancy for a Curriculum Support Administration Assistant.

At Winifred Holtby Academy we work hard to bring out the best in everyone by providing a learning culture that enables every student to achieve well, be successful and be ready to take on the next stage in their life. We have high aspirations for every student at the academy and we are determined that no child should be left behind. The academy provides a safe and welcoming environment that supports and encourages an ethos of **respect, ambition, achievement**.

We have a wide variety of state-of-the-art facilities which enable our students to achieve their potential. Each area is designed with our students in mind and the majority of our facilities represent what our students will access in the outside world in a working environment. These facilities allow our students the greatest start in their chosen career paths. We are very proud of the work we do but we are not complacent, and we are constantly striving to be better. By working together, we will achieve our aims, provide the best education for every student and prepare them well for life beyond the academy.

We have an exciting opportunity for an energetic and committed individual to join our team.

**Purpose of the role:**

- The post holder will provide assistance to visitors, students and staff in the Academy through the reception
- They will provide routine general clerical, administrative and financial support to the Academy

**To be successful you will have:**

- Proven professional, effective administration experience dealing with general enquiries from both internal and external sources
- Excellent interpersonal skills with the ability to build effective working relationships and influence others
- Excellent communication skills with the ability to accurately communicate at all levels
- Ability to work and multi-task in a fast-paced environment whilst maintaining high attention to detail
- Excellent organisational and planning skills
- The ability to work effectively and professionally as part of the Academy team
- Excellent ICT skills

We need someone who is passionate about making a difference and will promote our core ethos of Respect, Ambition and Achievement. Our pupils and staff are fantastic. If you have the qualities to be part of our team that will take Winifred Holtby Academy on the next stage of its journey, please get in touch.

You will find information about the academy, the role and the application process in this pack. Please visit our website [www.winifredholtbyacademy.co.uk](http://www.winifredholtbyacademy.co.uk) for further information about Winifred Holtby Academy.

Yours faithfully



Mark Brown  
Headteacher

## Our Vision

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**The academy provides a safe and welcoming environment that supports and encourages an ethos of aspiration, achievement, respect.**

We will be the academy of choice for students, parents, carers and staff through academic excellence. All students will make positive progress, which will enable freedom of choice for their progression beyond the academy. By working in partnership with parents, carers and the wider community, we will ensure that students leave Winifred Holtby Academy as independent and resilient individuals.

We are determined to deliver continuous improvement by achieving excellence in all that we do. Our students will be proud of their outcomes, safe and confident in the knowledge that they are equipped with the skills required for life, future learning and employment.

We will embrace diversity through mutual respect for each other and an understanding of our differences. Students are expected to make an active, positive contribution to academy life and beyond. Winifred Holtby Academy's positive reputation will ensure that we are a valued member of the community we serve.

**'Achieving excellence in all that we do'**

## Our Core Values

The academy ethos is built upon the core values of:

### **Respect**

We aim to be considerate and thoughtful towards each other and treat each other with the respect that we expect for ourselves.

### **Ambition**

We aim to foster a culture of ambition amongst ourselves and a desire to achieve great things.

### **Achievement**

We recognise and value effort and determination and celebrate the success that this brings.

# General Academy Information

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## Our History and Context

In 1969 Bransholme High opened its doors for the first time to the children of the newly formed Bransholme estate. In 1988 during a reorganisation of Hull schools it was renamed after the author Winifred Holtby and retained the name when the school moved to new premises on the same site in September 2011. In May 2013 the school converted to Academy status but retained the name Winifred Holtby. In September 2019, Winifred Holtby Academy became a member of The Consortium Academy Trust, setting out on the next exciting stage of our journey, working collaboratively with our partners within the Trust.

Winifred Holtby Academy is a large academy with over 1300 students on roll. We have a positive and engaged student body and a caring, dedicated and talented staff. The school is set in the city of Hull. The catchment area predominantly covers North Bransholme and the surrounding areas.

In September 2011 we moved into our new building. We have a wide variety of state-of-the-art facilities which enable our students to achieve their potential. Each area is designed with our students in mind and many of our facilities represent what our students will access in the outside world in a working environment. These facilities allow our students the greatest start in their chosen further education and career paths. Our facilities include:

- State of the art classrooms and learning spaces
- A Learning Resource Centre
- Specialist Food, D & T and Motor Vehicle Technology suites
- A fully equipped suite of Performing Arts rooms, including a Recording Studio and a Community Theatre
- Air-conditioned ICT suites
- State of the art sports facilities, including a swimming pool, hydrotherapy pool, sports hall, fitness suite, all-weather pitches, rugby pitches / football pitches, outdoor MUGA area, tennis courts, athletic / cricket facilities. All these facilities are available for staff use outside of the timetabled academy day.

In our most recent Ofsted inspection in July 2019, inspectors praised the strong leadership and management of the academy, recognising our improvements and the considerable moral purpose behind our leadership decisions. They also recognised the benefits that student's gain from our broad and ambitious curriculum and the positive attitudes and behaviour of our students in lessons and around the academy. We are confident that our continued focus, drive and determination will result in us becoming a 'good' school when we are next inspected. This is certainly an exciting time to join our team.

The school is a disciplined and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our students are positive and respond well in all aspects of school life. We have strong and consistent systems in place to ensure that teachers can teach, and students can learn, free from disruption.

Staff at Winifred Holtby are known for their caring approach with all students, and we are committed to providing strong and effective pastoral support – we know our students well and treat them as individuals, not numbers. Our established House system creates a sense of belonging, friendly rivalry and healthy competition amongst students and staff. Each Year Group has a dedicated team of pastoral Year Leaders in addition to an Academic Progress Director.

Our staff provide a wide variety of extra-curricular activities beyond the school day, including academic, sport, performance and other community-based activities.

The academy has a strong community ethos, developing close relationships with the world of business and establishing strong links both locally and nationally.

Winifred Holtby Academy is a popular choice for secondary education in the local community. Our annual intake of 270 students is taken mainly from our neighbouring primary schools, with whom we have excellent and close relationships. Each year we are heavily over-subscribed due to the strong reputation we have developed within our community.

We are committed to high quality induction and continuous professional development and learning for all our staff.

# The Consortium Academy Trust

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On 1 September 2019, Winifred Holtby joined The Consortium Academy Trust. The Consortium Academy Trust (TCAT) was formed in September 2017 by the coming together of Cottingham Academy Trust, The Hessle Academy Community Trust and Wolfreton School and Sixth Form College.

The Trust has grown rapidly from the three founding schools and TCAT currently comprises of six secondary schools and three primary schools, as well as an associate member, with a total of approximately 7700 learners and a significant staff team. Our academies include Croyby Primary, Cottingham High School and Sixth Form College, Hessle High School and Sixth Form College, Holderness Academy and Sixth Form College, Howden School, Keyingham Primary, Penshurst Primary, Winifred Holtby Academy and Wolfreton School and Sixth Form College.

Our vision is to be:

***A Trust that promotes academic excellence, where exciting opportunities allow students to excel in all that they do and leave prepared to achieve all their ambitions.***

***A Trust whose schools deliver the maximum potential for progress through inspirational teaching and learning, and outstanding school to school support.***

***A Trust with a leading community role, whose schools are the preferred choice for students, parents and staff.***

Our core values underpin everything we do.

**Aspiration.** We are ambitious and we aim high for ourselves and for others. We believe that we can make a real difference.

**Respect.** We respect ourselves and we respect each other. We respect our diverse environment and the community.

**Integrity.** We are honest with each other and ourselves. We do the right thing for the right reasons.

**Responsibility.** We take responsibility for everything we do. We see mistakes as an opportunity to improve and get things right next time. We do this in an environment where we can take appropriate risk in the pursuit of success.



## Job Description

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**Job Title:** Curriculum Support Administration Assistant

**Pay Scale:** SCP 3

**Work Pattern:** Monday – Friday – 37 hours per week

**Reporting to:** Senior Administrator

### Main Purpose of the Job

The post holder will provide assistance to visitors, students and staff in the Academy through the reception.

They will provide routine general clerical, administrative and financial support to the Academy.

### Main Tasks

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<b>PRINCIPAL ACCOUNTABILITIES:</b> <i>Please note decision making must be included within the Principal Accountabilities</i>	
1.	To promote and safeguard the welfare of pupils.
2.	To provide a professional and effective reception provision, dealing with general enquiries from visitors, staff, pupils and their families to include e-mail and telephone enquiries and signing in of visitors. Provide clerical support such as mail distribution, photocopying.
3.	To act as a first point of contact for pupils and to provide appropriate support. To issue pupil absent passes as appropriate and record this information on the Academy records
4.	To maintain and update pupil records for behaviour management in response to the Academy's behaviour management procedure. To populate the behaviour management reports for the Academy. To use the Academy's text messaging service to inform parents/carers of key information relating to their child.
5.	To co-ordinate and provide pupil services support, including the administration of the Academy's cashless catering system. This includes the provision of issuing catering vouchers for pupils, recording transactions on the cashless catering system and forwarding money to the catering manager and finance.
6.	To produce ID cards for pupils and staff when required.
7.	To provide information for reporting purposes using Microsoft Office applications.
8.	To provide pupils with uniform loans, order, administer and receive payments for pupil stationery through the Academy shop. To record transactions and carry out stock takes to ensure accurate recording of data for audit purposes.

9.	Liaises with local schools, academies, social workers, parents and carers regarding pastoral and attendance issues using Academy Safeguarding protocol.
10.	To ensure a positive attitude to learning amongst pupils around the Academy including challenging any non-compliance with procedures, both within normal working activities and whilst on duties around the site.
11.	To participate in relevant and appropriate training and development as required.
12.	To provide 1 <sup>st</sup> Aid assistance to pupils and staff as and when required (Training will be provided)
13.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Winifred Holtby Academy as an employer and you as an employee of the Academy. In addition to the Academy's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Academy's H&S policy.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the Academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Academy.

**DIMENSIONS:**

**All sections should be completed**

**1. Responsibility for Staff:**

None

**2. Responsibility for Customers/Clients:**

The post holder is responsible for the health, safety and welfare of all members of the Academy.

The post holder is responsible for ensuring good order amongst all pupils.

**3. Responsibility for Budgets:**

Receive payments from pupils for stationery and catering

Record financial payments received on a daily basis within the Academy by the pupils

**4. Responsibility for Physical Resources:**

The post holder will have overall responsibility for the care and maintenance of the areas of delivery and their contents.

**WORKING RELATIONSHIPS:**

**All sections should be completed**

**1. Within Service Area/Section:**

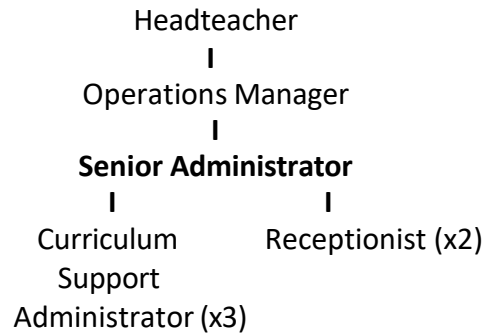
All Academy staff, pupils, parents, governors, the community

**2. With External Bodies to the Academy**

Liaises with local schools, academies and social workers regarding pastoral and attendance issues.



## ORGANISATION CHART:



	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).		X					The post requires the occasional movement of large amounts of documentation e.g., in preparation for Parents evenings.
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).			X				Frequent exposure to negative or challenging situations involving pupils or visitors to the Academy
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			X				Contact with issues relating to individual personal circumstances.

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/ Assessment, P = Presentation		Essential	Desirable	How identified
1.	<b>Qualifications:</b>			
	GCSE or equivalent in English and Mathematics at level 2	X		CQ
	ECDL or Level 2 ICT qualification linked to Microsoft Office or equivalent	X		
	First Aid Qualification		X	CQ
	Fire Officer Training		X	CQ
	Evidence of continued professional development	X		
	<i>Appropriate and relevant experience will be accepted as an alternative to the above essential qualifications.</i>			
2.	<b>Relevant Experience:</b>			
	Proven experience of working in a School/Academy or office environment		X	AF / R
	Experience of using information Management systems e.g., SIMS		X	AF / R
	Financial experience		X	AF / R
3.	<b>Skills (including thinking challenge/mental demands):</b>			
	Ability to deal with variable work situations, analyse situations and plan appropriate interventions to achieve desired outcomes	X		I / R
	Ability to work to tight deadlines in a busy office environment	X		R
	ICT Skills and the use of relevant technologies	X		I / R/T
	An accurate and well organised approach to work	X		I / R/T
	Motivation to work in an environment with children and young people.	X		I / R
4.	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	X		CQ
	A knowledge and commitment to policies and procedures relating to the administration of a business / Academy	X		I / R
	An understanding of why equality of opportunity is the right of each individual.	X		I
5.	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	X		R
	Ability to interact using influencing skills, negotiating, and training in order to achieve desired outcomes	X		I / R
	<b>Written</b>			
	The post holder is required to use written/email correspondence in relation to pupils.	X		AF T
6.	<b>Other:</b>			
	The post holder will be required to work flexible hours due to events/meetings taking place. Must be able to attend parental information / consultation sessions and training events as required.	X		

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.			
7.	<b>Competencies: Not applicable</b>		
8.	<b>Additional Requirements:</b>		
	Provide First Aid and Fire assistance as & when required. (Training will be provided)	X	AF I
9.	<b>Disclosure of Criminal Record:</b>		
	The successful candidate's appointment will be subject to the Academy obtaining a satisfactory Enhanced and Barring list Disclosure from the Disclosure and Barring Service.	X	DBS Disclosure



## How to Apply

Thank you for taking time to read our Candidate Information Pack and we hope that you have gained a useful insight into our academy.

Further information about the school can be found on the academy website  
[www.winifredholtbyacademy.co.uk](http://www.winifredholtbyacademy.co.uk)

### Application Form

An application form can be downloaded from the academy website. Within the personal statement please outline how your skills and experience equips you for this role.

Completed applications should be returned to [enquiry@winifredholtbyacademy.com](mailto:enquiry@winifredholtbyacademy.com) by **Midnight Sunday 2<sup>nd</sup> October 2022**. Please note this date may be subject to change.

### Interviews

Interviews are scheduled to take place during w/c **3<sup>rd</sup> October 2022**. Please note, this date may be subject to change.

*\*Department for Education (DFE) Keeping Children Safe in Education 2021 – Paragraph 194 – It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children.*