



Alsop High School



APPLICATION PACK

ACADEMY:	Alsop High School
ROLE:	General & Student Services Administration Officer
START DATE:	September 2024
SALARY:	FTE £25,119 – 28,770, Actual £23,322.74 - £26,712.66
GRADE:	Grade 4 SCP 9-17



“I have worked at Alsop High School since 2000, when I started my career in education, as a PE Learning Support Assistant. It was working with such a passionate and enthusiastic staff team that inspired me to complete my PGCE and return as a member of the teaching staff in 2002. I have taken advantage of every opportunity and experience Alsop has offered, which has led me into my current role of Assistant Headteacher.

Alsop is a very special and unique school and our students and families are at the centre of all we do. We ensure everyone has the opportunity to be the very best that they can be, both personally and academically. I am immensely proud to work alongside my amazing colleagues to help shape the generations of families we serve within the school community and beyond”.

Kathy Begley

Assistant Headteacher



CONTENTS

PAGE	ITEM
4	Message from Omega Multi-Academy Trust
6	Message from Executive Principal
8	Job description
13	Person specification
15	The selection process
17	Staff benefits & wellbeing



MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Alsop High School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In recent months we have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in every school Ofsted Inspection.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Mr Christian Wilcocks
CEO Omega Multi-Academy Trust



MESSAGE FROM EXECUTIVE PRINCIPAL

It is my pleasure to welcome you to Alsop High School.

I am delighted that you are considering joining our community. Alsop High School is the largest secondary school in the vibrant city of Liverpool, with 1500 students across Key Stage 3-5. We have been at the heart of the Walton community for over 100 years.

As the Executive Principal of this warm and wonderful school, which is part of Omega Multi-Academy Trust, I feel both proud and privileged to lead our mission of 'Achieving Excellence Together.' At Alsop High School, excellence means seeking 1% improvements every day in all that we do, for both staff and students. We are looking for talented, committed and passionate colleagues to join us on this journey to excellence.

New colleagues often highlight the support from others and the team ethos is a real strength of our school. Built upon our three core values of *Ambition*, *Respect*, and *Community* and aligned with the Omega Multi-Academy Trust mission, we strive to provide the best possible school experience for every child and to be the best employer we can be. We consider the workload and wellbeing of our staff to be our greatest resource, which means that we place a high value on managing the amount of work given to staff and ensuring that their overall wellbeing is considered.

I will always expect our staff to treat the children in our care as they would their own. One of my favourite quotes is, "children's learning is not a rehearsal; they never get a second chance." We want ambitious staff who are passionate about maintaining the highest standards every day to ensure that every moment of students learning is as effective and enriching as possible.

We aim to cultivate a warm, family-like work environment and seek to recruit and retain dynamic and inspirational staff who share our vision and commitment. As part of the Omega Multi-Academy Trust, colleagues benefit from strong collaboration, network opportunities and a broad and varied professional development programme at every level. We plan to "train staff so well that they can leave but treat them so well they don't want to."

We can offer flexible working arrangements and a wide range of CPD opportunities for staff. While we love working in education, we recognise its challenges, which is why your wellbeing is always a priority for us, from emotional support to regular workload management.



As part of a trust, we offer all staff exclusive access to our wellbeing and benefits app “Omega MAT Plus+.” This app provides a gateway to a wide range of exciting benefits, including an Employee Assistance Programme with 24/7 health and wellbeing support, access to GP video appointments and discounts and savings at many high street stores and big brands.

We believe that a diverse and inclusive workforce is essential, drawing from a range of talents, backgrounds and experiences and striving to represent the community we serve. Ultimately, it is the children and young people who will benefit the most, so this is the perfect opportunity to work in an innovative and creative school. We strongly encourage all potential applicants to visit us or get in touch for an informal conversation prior to the interview. We are happy to welcome visitors for an informal tour at any time.

I look forward to meeting you.

Yours faithfully,



Mr J Kerfoot
Executive Principal



JOB DESCRIPTION

Job Title:	General and Student Services Administration Officer
Academy:	Alsop High School
Salary:	FTE £25,119 – 28,770, Actual £23,322.74 - £26,712.66
Grade:	Grade 4
Accountable to:	Office Manager, Attendance and Student Services Manager, SLT, Executive Principal
Start date:	September 2024
Closing date:	Friday 5th July 2024
Contract Type:	Permanent –Term time plus 2 weeks (37 hours)

We are a school on a mission and our mission is clear – to provide the best school experience for every child in our school community so that their life chances are transformed. To support us on this mission, we are seeking to appoint a highly motivated, talented, and inspiring General and Student Services Administration Officer to join us at Alsop High School.

PURPOSE

We are looking to appoint an administration assistant to work as part of a team in our busy School office, to undertake administrative duties including reception duties. The core purpose is to provide a comprehensive and efficient administrative service in the main school office, and the Student Services office.



Main Responsibilities

- To work as part of the Office team and support office colleagues whilst contributing to the vision and ethos of the school, and set high personal standards in all areas of work.
- To support general office requirements including filing, laminating, completion of forms, sorting out ingoing and outgoing mail etc.
- To support the reprographics department, including photocopying and stationary orders.
- To undertake typing/word processing tasks accurately and in a quick and efficient manner as required, e.g. to support the Attendance and Student Services Manager, Office Manager, and SLT by producing the range of required Attendance letters and Registration Certificates if and when necessary.
- To maintain and update manual and computerised records / management information systems as required including production of lists / information e.g. Bromcom data.
- To carry out other general administration duties as instructed i.e. taking minutes of meetings and to provide support to the organisation of Open Evenings as necessary.
- To support all arrangements for Curriculum Evenings.
- To support and ensure the smooth running of the school's reception, postal, telephones, stationery and hospitality facilities.
- To enter pupil information into the Bromcom database such as medical, consents, dietary, photograph permission information.
- Filing and archiving of records
- Dealing with, forwarding and responding to emails received by or being sent by school
- Comply with and assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To assist with the management of the school's policies, working with the Deputy Headteacher to ensure that they are compliant; reviewed, updated and approved by Governors before publication on our website. Maintain the spreadsheet to ease of access.



Reception Cover

- To handle outgoing and incoming calls—transferring calls to the appropriate member of staff/ or taking messages
- Ensuring that all enquiries are dealt with effectively and efficiently
- Responsible for visitors entering the school site via the Bio-metic gate system
- Monitoring visitors/students and issue passes, and signing of visitors in and out of school, in according with the school's Safeguarding procedure.
- Ensuring the school's safeguarding procedures are adhered to in relation to visitors, parents, supply staff, extended service providers etc who arrive at the school's Reception area.

Communication Skills

- Form positive relationships with all school related personnel through a calm supportive approach.
- Make accurate judgement of situation and refer to other staff where appropriate.
- Recognise and respect confidentiality of information.
- Share expertise in office procedures



General

- To assist the Office Manager with administration to ensure things run smoothly.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work aims of the School
- Establish constructive relationships and communicate with other agencies / professionals •
Attend and participate in regular meetings
- Participate in training and other learning activities and performance development
- To undertake any other reasonable duty that the headteacher deems necessary to ensure the smooth running of the school.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To work with our principal First Aider to ensure that students and staff have access to assessment and First Aid treatment and that procedures are followed in accordance with school guidelines.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.



“Beginning my teaching journey in Alsop High School is an experience I am truly grateful for. Having been an Alsop student myself, I have always admired the dedication, hard work, and heart of the staff body. Throughout my training year, I was given the utmost support and felt inspired daily. That inspiration is something I endeavour to share with our students. I aspire to create an environment in which all pupils believe in themselves and encourage them to see what I see in them.

The continued professional development from Alsop and Omega Multi-Academy Trust during my ECT year have been invaluable. I have been encouraged and guided to become a reflective practitioner and undoubtedly, this has had a positive impact on my confidence and classroom presence. My experience since joining Alsop High School has enabled me to see the true heart of our school and I am enjoying the privilege of positively contributing in any way I can.”

Eve McArdle

English Teacher



PERSON SPECIFICATION

Academy: Alsop High School

Job Title: General and Student Services Administration Officer

You should be able to demonstrate that you meet the following criteria which are all essential

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

QUALIFICATIONS		
E	5 GCSE's A -C	A
D	Additional qualifications relevant to the post	A

KNOWLEDGE AND UNDERSTANDING		
D	Knowledge of Bromcom	A/I
E	Good knowledge of Microsoft applications	A/I
E	Knowledge of Data Protection requirements (GDPR) and understanding of confidentiality.	A/I

**EXPERIENCE**

D	Experience of working in a school office environment	A/I
D	Previous experience as a Receptionist	A/I
D	Previous experience of working in a busy office environment	A/I
E	Good Experience of using Microsoft Office including Word and Excel to produce documents and work to deadlines to produce accurate documents.	A/I

PERSONAL QUALITIES AND SKILLS

E	Ability to work effectively under occasionally stressful circumstances.	A/I
E	Ability to build and maintain successful relationships with all parties (staff, students, parents and outside agencies) treating all consistently and appropriately.	A/I
E	Ability to use basic communication skills to communicate appropriately and effectively with a variety of parties at a wide range of levels in a sensitive manner adapting to circumstances as required.	A/I
E	Well organised and able to work to strict pre-set deadlines.	A/I
E	Ability to work on own initiative follow detailed instructions.	A/I
E	Excellent attention to detail.	A/I
E	Willingness to undertake training as required.	A/I
E	Ability handle small amounts of cash or equivalent.	A/I

PRE-EMPLOYMENT CHECKS

E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A

GENERAL REQUIREMENTS

E	Commitment to the Trust's ethos and values	A/I
E	Commitment to providing a responsive and supportive service	A/I



THE SELECTION PROCESS

HOW TO APPLY:

If you wish to apply for this post with Omega Multi-Academy Trust, then you should follow the below steps:

- If you would like to discuss this role with a member of the Senior Leadership Team or organise a visit to our school, then please email recruitment@omegamat.co.uk with your request and we will coordinate a mutually convenient date and time to visit.
- Download and complete the Omega Multi-Academy Trust application form from our website.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Alsop High School. CVs cannot be accepted.
- The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: Friday 5th July, 9:00am

Start date: September 2024



“From the first minutes of starting my role as pastoral support officer, Team Alsop has always made me feel welcome, valued and supported. In my role, I count myself lucky to be able to forge excellent relationships with the students and their families. The role brings me great job satisfaction in assisting students to become the best, happiest and most successful versions of themselves.

Alsop has always supported me with my own continuing professional development, encouraging me to take part in both whole school and individual projects and this has given me opportunities to further my own knowledge and expertise in my role. I am proud to be part of such a supportive and caring team of staff, who work tirelessly to ensure the students stay at the center of everything we do.”

Dave Taylor

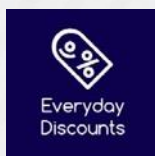
Pastoral Support officer



STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Everyday Discounts

Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



Home Technology

An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



Cycle to Work

An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Octopus Electric Vehicles

An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Health Club Membership

Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK

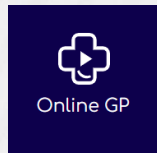


STAFF WELLBEING & BENEFITS



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



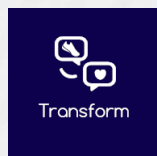
Online GP

Video or phone consultation with a GP at a time that suits you.



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



ALSOP HIGH SCHOOL

Alsop High School
Queen's Drive, Walton,
Liverpool, Merseyside, L4 6SH

Telephone: 0151 235 1200
Email: office@alsophigh.org.uk
www.alsophigh.org.uk

Omega Multi-Academy Trust
Lingley Green Avenue, Great Sankey
Warrington, Cheshire, WA5 3ZJ

Telephone: 01925 988330
Email: enquiries@omegamat.co.uk
www.omegamat.co.uk