



## Job Specification

<b>Post</b>	<b>Office Supervisor</b>
<b>Department</b>	Student Services/Administration
<b>Reporting to</b>	Operations Manager
<b>Liaising with</b>	Students, Parent/Carers, Visitors, Senior Leaders, Directors of Learning, Heads of Year, Teaching and Associate Staff.
<b>Hours</b>	40 hours per week, Monday to Friday
<b>Salary</b>	£21,000 to £26,000 FTE, depending on experience, term time only + 4 weeks.

### **About Rugby Free Secondary School**

We are at the start of a very exciting journey and have worked extremely hard over the last year to create a culture of high expectations across the school, supported every step of the way by our Trust. This has been achieved through the development of strong and positive relationships with staff, students, parents and carers. Our reflective approach means we are always striving to improve in all we do and believe that mistakes are only an opportunity to learn.

Taking a broad holistic approach, we identify the barriers to learning that are likely to affect our students and work relentlessly to address them.

Our aim is for all students in our care to have the capacity to achieve their full potential and for our curriculum to nurture and develop each child's hidden talents throughout their time at RFSS.

It is an exciting time to be working part of the RFSS family and as part of our trust Learning Today, Leading Tomorrow. RFSS opened in 2016, we relocated to our brand-new purpose-built facility in February 2020 and secured 'Good' in our most recent Ofsted inspection (July, 2021).

The road hasn't been smooth, but it is a school committed to providing success for all its students and providing a workplace that supports its staff to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values and we are always looking for dedicated staff who share our ethos and demonstrate our values.

Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

<https://www.rugbyfreesecondary.co.uk/ofsted>

**Our Values are:**

- Kindness – The quality of friendliness, generosity, consideration, honesty
- Collaboration – The belief that working and learning with others will lead to greater success
- Curiosity – A strong desire to know and to learn
- Resilience - The ability to recover quickly and learn from the difficulties we face
- Respect - To appreciate the importance of understanding and admiration for others and self
- Endeavour - The belief that hard work is needed to achieve something we can be proud of

**Key duties and responsibilities**

- To be responsible for the management, operation and support of the main school office and all of its functions including ensuring all aspects of administration are GDPR compliant
- To have full line management responsibility of the main school office team including appraisals and performance management
- To oversee and help cover reception and the medical room during peak times and holiday periods
- Devising and maintaining office systems to deal efficiently with paper and information flow, including whole school reprographics.
- Organising and storing paperwork, documents and computer-based information
- To work cohesively with all other support staff to ensure the smooth running of a school for our students and all those involved
- Support the school's data system by working closely with all relevant staff
- Help create and publish SIMS reports and templates on request
- To help review and develop best practice from other schools and introduce into our school
- General clerical / administrative / filing support / reprographics
- Supporting preparations / administration for School events
- To assist with updating student records and other updates on SIMs
- Communications with staff, students, parents and other external stakeholders
- Administration supporting the functions of admissions, attendance and/or behaviour
- Lead the development and maintenance of the school's records and information systems
- Responsibility for collating information, documents and statistics for reports for SLT, Operations Manager, the Headteacher and the Trust.
- Maintain accurate student records in SIMS.net
- Create data/information and produce reports/information/data as required e.g. behavior management and achievement logs
- Undertake typing and word-processing and complex IT based tasks including mail-merge, manipulation of spreadsheets

- Letter writing for student exclusions, FSM's, school trips, parent pay, etc.
- Provide personal, administrative and organisational support to other staff including word processing, post (incoming and outgoing), telephones and reprographic services where required
- To provide administrative assistance in the maintenance of medical records and assist with the administration of medicines as required
- Provide organisational support for school events and school meetings including room bookings, refreshments and resources in line with events in the school calendar
- To maintain the school calendar, website, and other school social media accounts
- General filing, copying and shredding as required
- Support with creating displays for the classrooms and corridors
- To ensure that everyone is dealt with in a courteous, professional, calm and friendly manner
- To ensure strict confidentiality in all areas of work
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records)
- GDPR – act as assistant GDPR champion and undertake all necessary training

### **Admissions**

- To be responsible for the full admissions cycle at RFSS and ensure that:
  - admissions process for primary to secondary transfer (Year 7) is managed effectively, which ranges from initial enquiry to student acceptance and entrance in the School
  - To use SAM and liaise with Warwickshire LA to complete the Year 7 and in-year admissions procedure – this includes (not limited to): applying criteria to applicants, ranking applications, keeping up-to-date with first, second and late round offers.
  - To work with SLT, Head of Year 7 on all admissions-related matters
- Oversee the in-year admission process, from receipt of the application through to refusal or the student joining the school
- Arranging school tours for prospective students
- Arranging testing for prospective students
- To be responsible for the maintenance and management of the school electronic admissions application process – transfer of CFT files, student / safeguarding files.
- To oversee the administration for Admissions Appeal arrangements

### **Leavers**

- Taking leavers off role – once confirmed the student has started at their new school / further education
- Sending CFT, student, safe guarding files on to the new school
- Assist in completing and admission paper work

Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### **Professional Development**

- To take responsibility for personal continuing professional development.
- To take part, as appropriate, in the Trust professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

### **Safeguarding**

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy.
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders.
- To consider at all times what is in the best interests of the child.
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- To take action to enable all children to have the best outcomes.

### **General responsibilities of all Rugby Free Secondary School Staff:**

- To support the Trust's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To remain confidential at all times.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professional conduct.

Rugby Free Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm, and sense of humour to take us forward in this exciting curriculum area then please get in touch.

To arrange a visit to school or for an informal discussion with the Operations Manager, please call Baljit Mander, on 01788 222060 or email; [baljit.mander@rugbyfreesecondary.co.uk](mailto:baljit.mander@rugbyfreesecondary.co.uk)

To apply, please

- use the quick apply function on the TES website; <https://www.tes.com>
- via our school website; <https://www.rugbyfreesecondary.co.uk/job-board>

We reserve the right to withdraw this vacancy at any time.

**Closing date for applications: Tuesday 19<sup>th</sup> October 2021**

**Interview date: 20<sup>th</sup> and 21<sup>st</sup> October 2021**

*Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.*

This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.