



Hazel Wood
High School



Pupil Services Administrator

Candidate Pack



Part of the

Oak



Learning Partnership

Pupil Services Administrator

Welcome from the Headteacher

Dear Candidate,

I am the Headteacher of Hazel Wood High School and, during my time here, I have overseen a necessary period of considerable change since becoming a part of a Multi-Academy Trust in April 2019.

I am immensely proud of our most recent Ofsted inspection, which graded Hazel Wood High School as "Good" in all areas. This outstanding achievement is a testament to the dedication, hard work, and commitment of our exceptional staff, students, and parents/carers who collectively contribute to our school's success. The Ofsted report commends our school for its calm and purposeful learning environment, carefully thought-out programme that promotes personal development, good student progress, and positive school ethos. Our talented and passionate teaching staff consistently go above and beyond to provide stimulating and engaging lessons, having high expectations and fostering a love for learning within our students. The report highlights the outstanding support and guidance our staff provide to every student, ensuring they receive the tailored attention they deserve.

The cumulative impact of all our school improvement work has resulted in us being the most improved school in our area. Attainment and progress indicators at Key Stage 4 have dramatically improved and our Progress 8 score is now above average; student numbers are healthy across all year groups, attendance levels have dramatically improved, and exclusions are falling. Our school has a good reputation for being caring and inclusive and is highly regarded by its local community. We have high expectations of our staff and a great emphasis on pupil care, which includes a particular focus on outstanding quality teaching and learning, with the aim of achieving excellent outcomes for all students. At Hazel Wood, we place emphasis on effective behaviour management and high-quality teaching, and we support staff to actively apply these within the classroom every day. This, in turn, facilitates the students' ability to understand and meet our expectations.



Pupil Services Administrator

Welcome from the Headteacher

We believe that all our students deserve the very best education that we can provide, and our teaching staff aspire to raise the standards and quality of teaching and learning. This is encouraged through inspiring, and supporting, colleagues with bespoke CPD; and by ensuring that best practice is shared and embedded. Having the right team in place is essential to this. Therefore, we are seeking to appoint an exceptional Pupil Services Administrator to help us continue this work.

You will be highly motivated and committed to pupils' wellbeing. You will have excellent communication skills and have the ability to develop positive relationships with our pupils and their families. The successful candidate will manage First Aid procedures across the school. You will have excellent administrative skills, a methodical approach, and display outstanding attention to detail.

As a part of the Oak Learning Partnership, we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Hazel Wood High. This appointment will form a key element in the next phase on our journey to outstanding. If you would like to join our excellent team, then we would like to hear more about you.

Visits to the school, prior to application, are both welcomed and encouraged. Please contact the school on **0161 797 6543** or by e-mailing **enquiries@hazelwood.oaklp.co.uk** to arrange an appointment.

I encourage you to visit our website to discover more about our values, ethos, and the amazing work we do at Hazel Wood. **www.hazelwoodhigh.co.uk**

I hope that when you have read the information enclosed, you will be encouraged to apply for this important post. We look forward to receiving your application.

We ask that you do not send CV's, please complete and send your application form to hr@oaklp.co.uk

Paul Greenhalgh
Headteacher at Hazel Wood High School





"Pupils are happy to attend this school. They wear their uniform with pride. Leaders have high expectations of pupils' behaviour. In the main, this ensures a calm and purposeful learning environment for pupils. Pupils benefit from being part of a diverse and respectful school community".

**Ofsted Report,
March 2023.**

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Hazel Wood High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





“Leaders have identified the important knowledge that they want pupils to know and remember. They have ordered learning carefully to allow pupils to build their knowledge logically over time. Teachers are experts in their subjects, and they use their subject knowledge well to devise appropriate learning activities for pupils. Teachers’ consistent application of leaders’ behaviour policy means that learning is rarely disrupted by poor behaviour”.

Ofsted Report,
March 2023.

Pupil Services Administrator

Salary: Grade 6, SCP 6, £23,893, pro rata salary, £20,103 (including First Aid allowance £263.76 per annum)

Hours: 35 hours per week, term time plus 5 days

Closing Date: 9.00am, Monday 4th November 2024

Job Description

Normal place of work: Hazel Wood High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: Monday to Friday 8.30am to 4.00pm

The post is 35 hours per week term time plus 5 additional days to be worked during school closure.

Responsible to: School Business Manager

PURPOSE OF THE POST

- To manage school wide First Aid procedures.
- Work collaboratively with all staff and parents in order to support pupil wellbeing.
- Ensure school systems are maintained and act as a point of contact for pupil and parental enquiries.
- Assist in the provision of a full range of administration duties to support the work of the central administration team and School Business Manager.

DUTIES AND RESPONSIBILITIES

First Aid

- To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To be responsible for storing and administering prescribed drugs which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded.
- To organise Vaccinations throughout the year, liaising with the immunisation team.
- To enter all student medical information into Arbor, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- Liaise with Business Support Administrator to annually audit medical data including gathering information about pupil health conditions via the School's annual Data Collection as well as when they start in year 7 and ensuring this is recorded on Medical Tracker and Arbor.
- Maintaining the Medical Tracker system, including recording all incidents in a timely and accurate manner and carrying out data analysis to identify trends and inform practice. As well as updating the system based on information gathered through School MIS and Data Collection Checks.

- Ensuring that Incident/Accident Forms are completed by the relevant members of staff, as and when required.
- To monitor and update the School's accident log, including details of injuries, and to report to School Business Manager to ensure that any required RIDDOR reports for accidents at work are made, and data is reviewed for patterns etc.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- Manage the Staff First Aid Rota, ensuring that First Aid provision is available at all times.

Pupil Administration

- To use the School MIS Intouch system to send messages to parents as and when required.
- To manage Parent Pay to set up School Trips, school equipment, refunds and deal with parent queries.
- Respond to all queries from pupils, staff and parents as and when required.
- Ensure all pupil information regarding behaviour, safeguarding, emotional wellbeing and pastoral care is recorded and shared as appropriate.
- Produce lists / information / data as required i.e. student timetables, class lists etc.
- To assist the Business Support Administrator in the production of pupil reports and statistical information.
- Maintain an accurate record of Free School Meal pupils and ensure Arbor is updated regularly.
- To produce and distribute Free School Meal Vouchers for Supermarkets, Uniform and Holiday Activities on a half term basis.

Administration

- Undertake general administration duties, including photocopying, filing, emailing and scanning.
- To assist in the arrangement for school events.
- To provide administrative support to SLT and school leadership staff as required.

Other

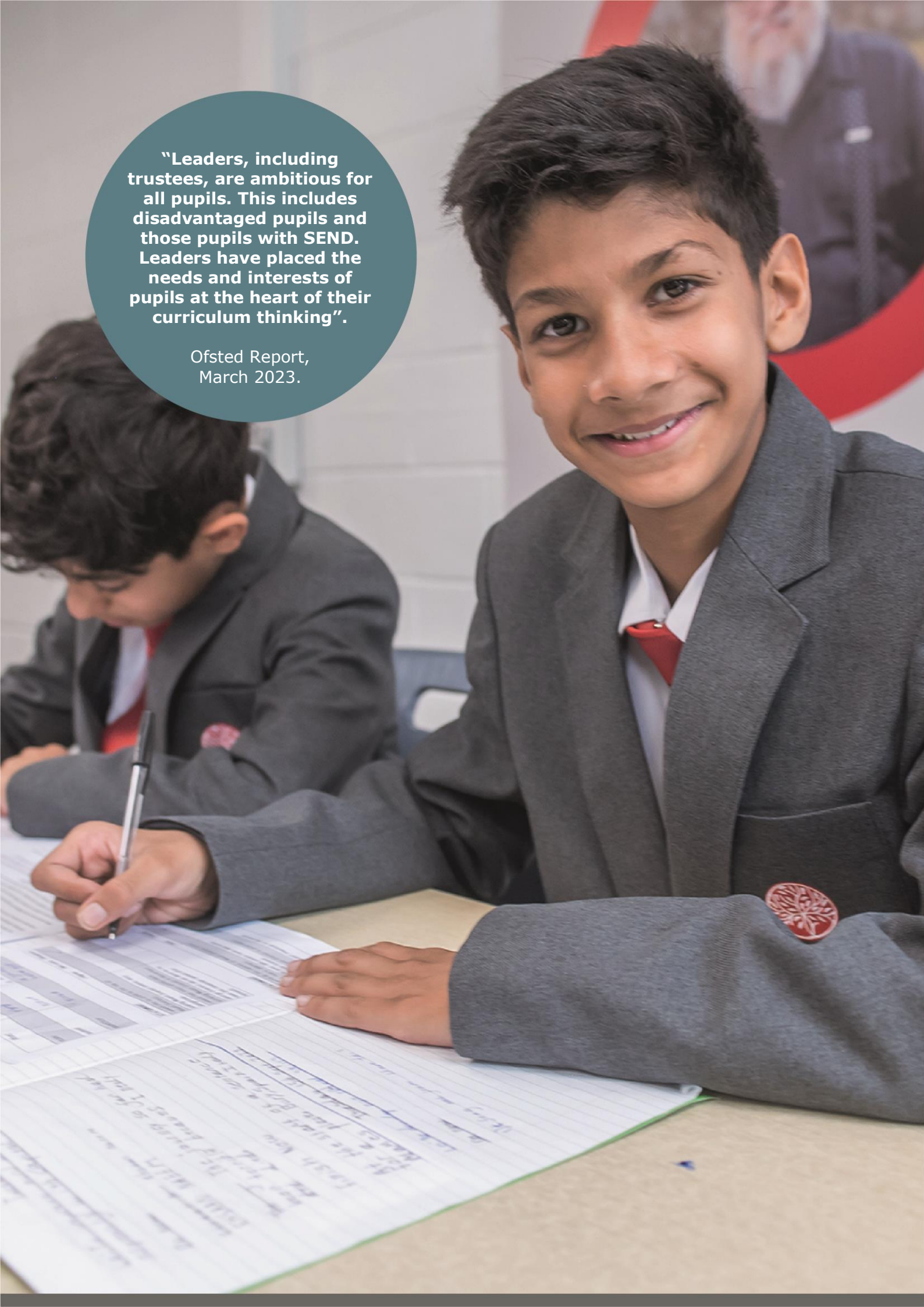
- To work flexibly to meet the changing needs of the Trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Follow the school ethos and values of respect, responsibility and aspiration.
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures.
- To maintain the utmost confidentiality at all times in line with GDPR, with regards to all reports, records, personal data and other information of a sensitive nature.

Pupil Services Administrator Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		
<ul style="list-style-type: none"> • GCSE Maths and English at Grades C or above (or equivalent) • Experience of Basic First Aid • Previous experience of working in an office environment, dealing with members of the public • Proven administration experience 		
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Ability to communicate verbally and in writing effectively and confidentially with persons at all levels • Ability to deliver a high standard of service • Ability to deal with situations under pressure in a tactful, calm and confident manner • Ability to work collaboratively and independently • Able to work flexibly in order to create effective solutions • Self-motivation and personal drive to complete tasks to the required timescales • Flexibility to be able to adapt to changing workloads, demands and new school challenges • Ability to work occasional evenings to provide Reception cover for school events 		<ul style="list-style-type: none"> • Demonstrate the ability to operate various software packages i.e. Microsoft Word and Excel
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none"> • Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. • Self-motivation and personal drive to complete tasks to the required timescales and quality standards. • The flexibility to adapt to changing workloads demands and new school challenges. 		

“Leaders, including trustees, are ambitious for all pupils. This includes disadvantaged pupils and those pupils with SEND. Leaders have placed the needs and interests of pupils at the heart of their curriculum thinking”.

Ofsted Report,
March 2023.





Hazel Wood
High School

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enquiries@hazelwood.oaklp.co.uk

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