



Hazel Wood
High School



Pupil Services Administrator Candidate Pack



Part of the

Oak



Learning Partnership

Please visit our school website for further information.
<https://www.hazelwoodhigh.co.uk/>

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.

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. Every student at Hazel Wood high School is challenged to achieve outcomes in line with the top 20% of students nationally, who have the same starting points, and we are determined not to settle for mediocrity. At Hazel Wood, we have high expectations around behaviour and learning, and we support staff to actively apply these in the classroom, every day. With a consistent and supportive approach for all staff, this facilitates the student's ability to understand and meet our expectations every day.

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 thank you for reading through our application pack and considering us as the next step in your career.

The cumulative impact of all our school improvement work has been recognised both by our Ofsted Monitoring visit after academisation, and by many external agencies who have worked with us. Attainment and progress indicators at Key Stage 4 are improving; student numbers are healthy across all year groups, attendance levels have dramatically improved and exclusions are falling. After some significant restructuring, we are as financially secure as anyone can be at the present time. This is an exciting time for the school, our students and our staff.

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 of our transformation. 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 the HR Department at **Enquiries@hazelwood.oaklp.co.uk** to arrange an appointment.

I hope that when you have read the information enclosed that you will be encouraged to apply for the post. We look forward to receiving your application. Please visit our school website for further information.

<http://www.hazelwoodhigh.co.uk>

Paul Greenhalgh
Headteacher at Hazel Wood High School





"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."

**Member of our Admin Team
at Hazel Wood High
School**

Pupil Services Administrator

Salary: Grade 6, SCP 6, actual salary £18,424

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

Closing Date: 9.00am, Monday 27th March 2023

Required for as soon as possible

The Trust, on behalf of Hazel Wood High School, are seeking to appoint a highly motivated and enthusiastic Pupil Services Administrator who can join a team of professionals.

You will:

- Have the ability to deliver a high standard of customer service
- Have the ability to communicate with people from all walks of life
- Have excellent time management skills with the ability to maintain effective administrative systems
- Be able to work constructively as part of a team, understanding school roles and responsibilities and your position within these
- Have self-motivation and personal drive to complete tasks to the required timescales and quality standards
- Have the flexibility to adapt to changing workload demands and new school challenges

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond. Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.



How to Apply

Closing Date: 9.00am, Monday 27th March 2023

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please do not send CVs. Applications should be completed via our vacancy portal:

[Vacancies at Oak Learning Partnership \(oaklp.co.uk\)](https://oaklp.co.uk)





"Hazel wood is a fabulous place to work. We are like one big family. Not only do we have amazing pupils and families, we also have the opportunity to develop ourselves and take part in professional development which prepares us for future roles. The Senior Leadership Team are really supportive and we are encouraged to share our ideas in order to make our school a better place."

Teacher at Hazel Wood
High School

Pupil Services Administrator

Salary: Grade 6, SCP 6, actual salary £18,424

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

Closing Date: 9.00am, Monday 27th March 2023

Job Description

Normal place of work: Hazel Wood High School, although you may be required to work at any other school within the Trust.

Normal working hours: Monday to Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm.

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

KEY 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 SIMS, 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 annual audit of 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 SIMS
- 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, 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 the SIMS 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 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
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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	<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	DESIRABLE <ul style="list-style-type: none">• Demonstrate the ability to operate various software packages i.e. Microsoft Word and Excel

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, which is a member of Oak Learning Partnership Trust.

Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of world-class schools who transform the lives of young people. The shared principles of our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

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.

One of our shared principles is '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 with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we are a values driven organisation and we are passionate about doing things in the right way with deep integrity.

If you want to make a difference to young people, want to work in a values driven environment, and this role applies to you, we would love to hear from you.

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership



oaklp.co.uk



Our Shared Principles

We expect all staff at Oak Learning Partnership to embrace our Shared Principles:



Values-Driven

We are a deep-rooted values-driven organisation and we are passionate about working with integrity and honesty, showing respect and kindness for everyone while ensuring we deliver the best education for our pupils. We understand that by creating environments with strong core values everyone thrives.

All of our schools have their own core values which are taught and lived. These are important to us as they feed into our values-rich wider trust family. We also recognise that each school's core values are an important part of their individual identities.



An Exceptional Education for All

Central to our vision as a partnership of schools is our aim to run exceptional schools which deliver excellent outcomes for all learners. We are an organisation which is a beacon for strong inclusive practice. We share a common language around the curriculum and pedagogy. Our schools tailor their approach according to their context. We provide a framework of educational support centrally which helps our schools in their improvement journey. The staffing structure allows us to be flexible in the models of support which we can offer, and we can create new models of support that work for individual schools.



Identity and Individuality

We are passionate about working in partnership as a group of schools, working together to increase capacity and creativity for all. We recognise the collective benefits that this collaborative approach brings. We are also committed to each of our schools having autonomy in many aspects of their work and we are resolute that each school will retain its own identity and protect its history. Leaders in our schools are well-supported and we understand that their autonomy and accountability are vital factors in securing the strong performance of their schools.



Our People Matter

We ensure that our people are highly valued. We are committed to developing people at all levels. Whilst experience and qualifications can be important, our priority is recruiting people who want to make a difference, who share our values and vision, and who have the right attitude. We invest in the professional development of our people, offering opportunities across our schools. We value all of our people; our passion for inclusion is reflected not only across learners but across staff and we ensure that we support their well-being.



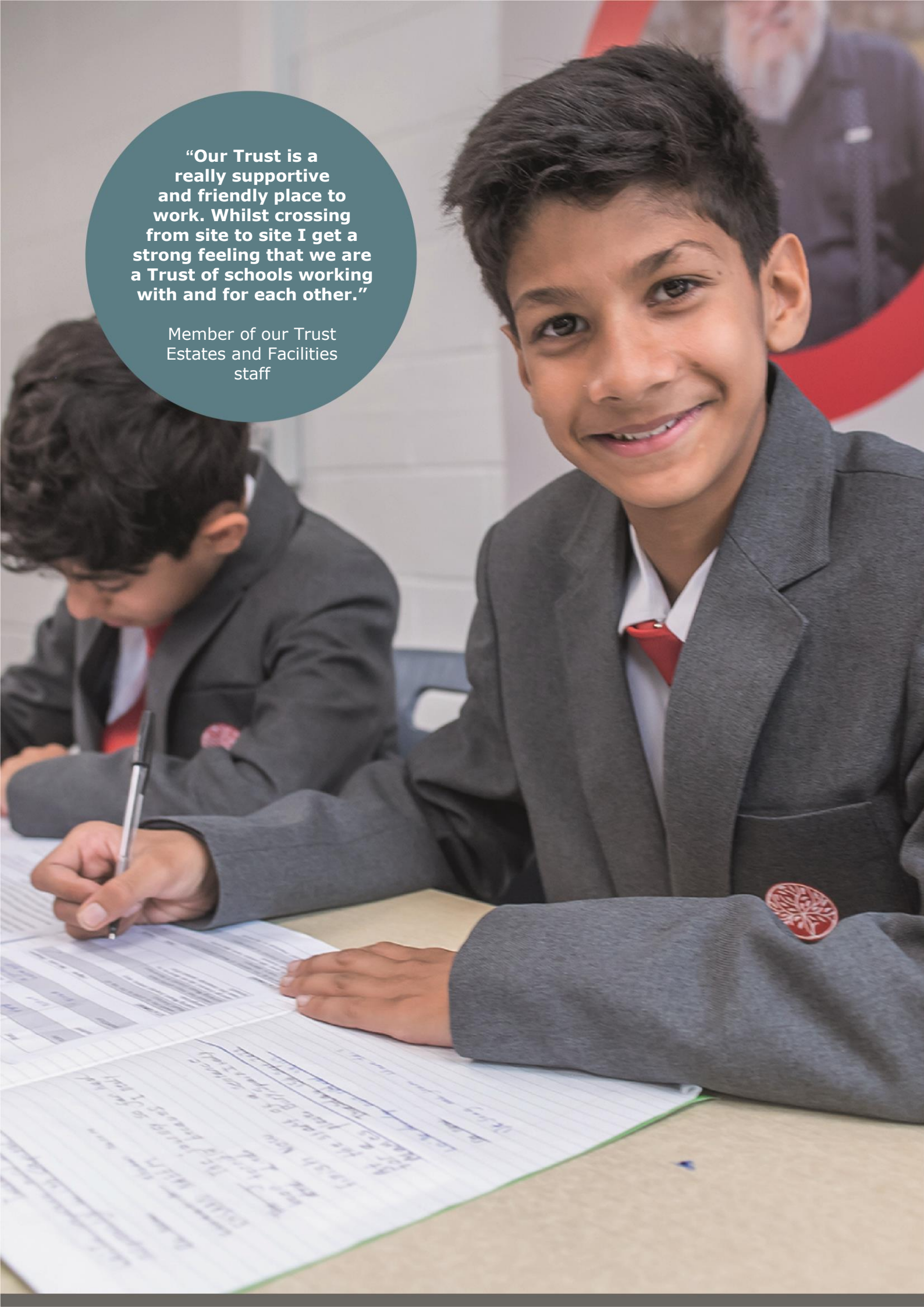
Collaborate with Purpose

Our strength comes from our alliance of primary, secondary and special schools and we look to learn from one another. Our schools are committed to collaboration both within our group of schools and outside, and where approaches are having an impact these are shared and applied to other contexts within the partnership. Our schools actively support one another and so all benefit from the partnership. Strong central systems provide high quality support for all schools.



Focus on Impact

We concentrate on the things that work rather than merely ticking boxes. We recognise that more often than not, keeping things simple and doing them consistently well makes the biggest difference. Our centralised support around business functions allows school leaders to focus on their core purpose - delivering an exceptional education.



“Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other.”

Member of our Trust
Estates and Facilities
staff

At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

Staff Benefits



CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



Tech Scheme

Tech scheme through techscheme.co.uk



Cycle Scheme

Cycle scheme through cyclescheme.co.uk.



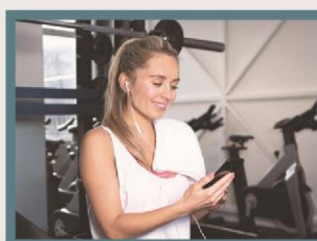
Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



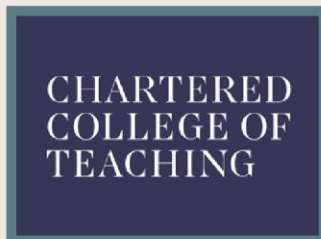
Medicash Extras

Exclusive discounts available on shopping, travel, entertainment, and more.



On Site Parking

On site parking is available for staff with level access to the building.



Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.



O2 Open

O2 Open offers discounts on Airtime and Devices for all Oak Learning Partnership Staff.



Hazel Wood
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Bury
Lancashire
BL9 7QT

0161 797 6543

recruitment@oaklp.co.uk

www.hazelwoodhigh.co.uk



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