

# TIBSHELF

## COMMUNITY SCHOOL



# RECRUITMENT PACK

OUR GUIDE FOR  
PROSPECTIVE EMPLOYEES

"AIM HIGH"



[www.tibshelf.derbyshire.sch.uk](http://www.tibshelf.derbyshire.sch.uk) - 01773 872391

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## Information about the school

Tibshelf Community School opened on a brand new £17m purpose built site in November 2013. We were inspected by Ofsted (September 2021) and were judged to be a 'Good' school in all categories.

We are a popular, over-subscribed, 808 strong 11-16 school serving a rural area of North East Derbyshire. We draw students from a geographically dispersed catchment area of nine villages. The official PAN is 150 students per year group but numbers are well above this in all year groups. The proportion of students from minority ethnic groups is very low and significantly below national averages. 30% of the intake are 'disadvantaged' and are supported through Pupil Premium funding; 43 pupils have an EHC Plan, including a number of pupils with ASD. The school's deprivation index is very close to the national average, but it is in the top third within Derbyshire LA and contains a number of wards with extremely high levels of deprivation. Prior attainment data suggests that students are close to national average.

## Student Achievement

Ofsted September 2021 said:

*"There are high expectations of every pupil at Tibshelf Community School. Teachers and leaders are ambitious of what pupils can achieve academically and how they can develop personally. Pupils have very strong relationships with staff at the school. There is a feeling of family and community which is evident, and pupils say they are happy and feel safe".*

## Key Stage 4 Examination Results

	2019%	2020% *	2021% **	2022%	2023%
<b>English and Mathematics 'Standard Pass'</b>	69	67.8	76.7	73.8	62.4
<b>English and Mathematics 'Strong Pass'</b>	41	50.6	60.2	51.2	39
<b>EBacc 'Standard Pass'</b>	26	27.6	36.9	32.9	16.5
<b>Attainment 8</b>	44.39	49.56	52.7	49.15	44.53

\* These results were based on Centre Assessed Grades

\*\* These results were based on Teacher Assessed Grades

## Ethos

Ofsted also commented that 'the values of tolerance and respect were a core part of the school's ethos' and we seek to promote these at every opportunity. We believe that children learn best when they are happy, secure and well-motivated. Student safety and well-being is central to all that we do. We offer all our students a wide range of opportunities both within and outside the taught curriculum and we are fully committed to doing this within a framework of support and inclusion. Students feel safe and secure and enjoy their education as evidenced through their high levels of attendance and participation. Our aim is to build on this and create a genuinely

dynamic and innovative learning community based on high expectations and aspirations.

### Governing Principle

"Working together to make our school even better."

### Mission

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21st century.

### We Aim High Through Our Unrelenting Focus On

1. The Learner is at the heart of everything we do
2. Learning is exciting, engaging and inspirational
3. Working together as a professional community to ensure best outcomes for all

### Looking Ahead

I am highly ambitious for the school and its community. I sincerely believe that we can make our school even better. We are absolutely committed to attracting the very best staff to Tibshelf and fully supporting their ongoing professional development, with improving the quality of teaching and learning, our core purpose.

If you are excited at the prospect of playing a key role in this, we look forward to hearing from you.

Visits to the school prior to application are both welcomed and encouraged. Please contact Mrs Johnston-Shaw to arrange an appointment.

[recruitment@tibshelf.derbyshire.sch.uk](mailto:recruitment@tibshelf.derbyshire.sch.uk)



**Lucie Wainwright**  
Headteacher

## Our School Improvement Plan

**Alta Pete: Aim for the Highest**

**Governing Principle:**

**"Working Together To Make Our School Even Better"**

**Mission:**

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21<sup>st</sup> century.

**We aim high through our unrelenting focus on:**

**The Learner is at the heart of everything we do**

We aim high through our 'I can' culture building a climate of resilience to create independent 21<sup>st</sup> century learners  
We aim high by having excellent practices for facilitating mental health and well-being  
We aim high through developing an innovative KS3 curriculum that stretches, challenges and prepares independent learners for the increased demands of KS4  
We aim high through developing a relevant KS4 curriculum that is accessible for all and develops independent learners as lifelong learners  
We aim high to ensure that all learners achieve their potential and that all gaps are closed  
We aim high through having the highest expectations of ourselves, each other, our school and the community

**Learning is exciting, engaging and inspirational**

- 2.1 We aim high through creating exciting, engaging and inclusive learning spaces
- 2.2 We aim high through challenge in our teaching to enable learners to be aspirational and make significant progress
- 2.3 We aim high through every lesson being challenging, exciting and engaging for all students
- 2.4 We aim high through ensuring that all our parents know what learning looks like at Tibshelf
- 2.5 We aim high through excellent professional development to ensure that all staff are experts in subject knowledge
- 2.6 We aim high by collaboratively working to deliver learning that enables students to be independent, reflective and resilient

**Working together as a professional community to ensure best outcomes for all**

We aim high by being cutting edge with new initiatives and legislation  
We aim high through professionalism at all levels with a 'no excuses' culture  
We aim high through using expert staff to develop others and actively promote an 'open door' culture  
We aim high through collaborative working to highlight potential CPD  
We aim high by ensuring that we have 'excellent' strategic and operational resourcing by having all staff (including Governors) in the right jobs with the right skills and specialist knowledge supported by outstanding CPD  
We aim high through a rigorous Performance Management system linked to accountability and school improvement  
We aim high by developing consistently excellent leadership at all levels across the school  
We aim high through high quality of services and products  
We aim high through safe and secure working environments  
We aim high through recognising the health and wellbeing of our staff to enable effectiveness, high levels of productivity and innovation

## Staff Health and Wellbeing

We recognise the importance of ensuring that all staff at Tibshelf Community School enjoy a healthy work-life balance in order to ensure they can not only provide the best teaching and learning outcomes to our students, but that the school can promote a culture of progress and wellbeing at all levels.

We work hard offering a variety of initiatives, services and events to provide a well-rounded sense of wellbeing. A happy working life and career at Tibshelf Community School is supported by some of our key wellbeing initiatives including:

- Whole Staff Induction programme
- 1-1 personalised performance management/appraisal system
- Mentors for ECTs
- Exemplary CPD programme
- Leadership Development Opportunities
- Celebration Events
- Sports & social events
- Dedicated department bases for teaching faculties
- On-site parking
- Laptops with secure home-school access for all teaching staff
- Extended access to school during our wider opening hours
- Access to the canteen and dining facilities

In addition to the above, all staff members have access to complimentary medical and wellbeing support services available 24 hours a day / 7 days a week including (but not exhaustive):

- Nurse support service
- Emotional support and counselling
- Workplace assessments
- Occupational health referrals for access to Physiotherapy and workplace adjustments



## The Application Process

<b>Closing date:</b>	Wednesday 12 <sup>th</sup> June 2024
<b>Proposed interview:</b>	W/c Monday 17 <sup>th</sup> June 2024
<b>Start Date:</b>	As soon as possible

You can apply via TES or Derbyshire County Council's website alternatively send your completed application form to [recruitment@tibshelf.derbyshire.sch.uk](mailto:recruitment@tibshelf.derbyshire.sch.uk). If you would prefer a paper copy of the form, please contact reception.

If you are short-listed, you will be emailed with the arrangements for the interview.

Unfortunately, if you have not been contacted prior to the interview day, your application has not been successful on this occasion.

*Tibshelf Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff and volunteers are required to undertake a criminal record check via the DBS before they can be appointed.*

**Unfortunately, due to Safer Recruitment regulations, we are not able to accept a CV.  
Please note if you are shortlisted for interview, there may be online checks.**

## Job Profile

<b>Post:</b>	School Business Assistant
<b>Pay Range:</b>	Grade 5
<b>Base:</b>	Tibshelf Community School
<b>Responsible to:</b>	School Business Officer (Admin Manager)

### Specific Responsibilities:

<b>Personnel Specification:</b>	To assist in the provision of administrative support within the school in a broad range of activities, where co-ordination, interaction and awareness of related activities are important.
<b>Job Summary:</b>	To provide school business support to employees, pupils, parents, governors and other stakeholders as and when required.
<b>General Duties:</b>	<ul style="list-style-type: none"> <li>• To provide an efficient, friendly, proficient and professional service at all times offering an extensive clerical/administrative service to the required standards.</li> <li>• To provide a reception service for both personal and telephone callers, including the answering of routine enquiries and the operation of appropriate equipment.</li> <li>• To provide a comprehensive reprographics service within the school setting to all stakeholders.</li> <li>• To reschedule daily activities to ensure that priorities are met.</li> <li>• Administer First Aid as and when required.</li> <li>• Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.</li> </ul>

As a School Business Assistant, you will be responsible and accountable to the School Business Officer (Admin Manager) for:

### Key result areas include:

- To work flexibly within a broad range of functions within the school and to provide support for a range of stakeholders.
- It is essential for the post holder to demonstrate an ability and commitment to undertake a comprehensive range of duties within the general level of responsibility of the post and to respond positively to alternative and improved methods of working.
- To develop, create and maintain documents and record systems in accordance with standard formats and school requirements.
- To provide information and guidance as required.
- To undertake straightforward data analysis and research.
- To monitor and replenish stock by placing orders in line with the school's financial procedures.
- To maintain electronic and manual filing systems, document management and record keeping and undertake associated tasks including data entry.
- To support the communication process to ensure smooth running of the school including face to face, email and minute taking with all stakeholders.
- To provide an efficient, friendly, proficient and professional service at all times offering an extensive clerical/administrative service to the required standards.



- To provide a reception service for both personal and telephone callers, including the answering of routine enquiries and the operation of appropriate equipment.
- To provide a comprehensive reprographics service within the school setting to all stakeholders.
- To reschedule daily activities to ensure that priorities are met.
- To compile statistics and information for use by the school.
- To make routine arrangements and bookings and prepare straightforward materials for and provide support at events and activities, including some evening events.
- Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

#### Applicable to First Aiders Only:

- To administer first aid treatment and under instruction any further treatment required.
- Provide practical medical and welfare support to students and staff showing empathy and calmness at all times.
- To escalate any student welfare concerns immediately.

### **General Responsibilities:**

Job holders at this level carry out a range of tasks using knowledge of processes and procedures, with awareness of other activities as they relate to the job.

They plan and organise own work on a daily/weekly basis, operating within well defined processes. They may be responsible for a specific area of work from start to finish, ie, aware of when and how tasks are to be undertaken, taking responsibility for completing work and meeting deadlines. Communication and interaction is primarily concerned with giving and receiving information.

#### **Confidentiality and Disrepute**

You are required to maintain an appropriate standard of confidentiality at all times regarding any information you come into contact with pertaining to students, staff, volunteers or governors.

You are required to not partake in any action which the school deems to bring the school or any of its stakeholders into disrepute.

#### **People Management**

May co-ordinate the work of a small team.

#### **Equality and Diversity**

Act in accordance with the school's and Local Authority's Equality and Human Rights Policy.

#### **Health and Safety**

Ensure own compliance with school's Health and Safety Policy/Procedures and that of any resources you have responsibility for.

Some duties may have specific exposure to noise (ie, reprographics) and some may have specific requirements for physical effort, such as storing of equipment.

#### **Risk Management**

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

#### **Safeguarding**

Adhere to the school's safeguarding policy.

## NOTES:

- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.
- To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade Union representation will be welcomed in any such discussions.

## Person Profile

<b>Job Title:</b>	School Business Assistant	<b>Ref: SCH091S</b>
<b>Section:</b>	Administrative & Pastoral	
<b>Job Family:</b>	Business & Public Services	<b>Job Grade: 5</b>

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in an office environment</li> <li>• Experience in using IT software including Microsoft packages</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school environment</li> <li>• Used to dealing with a range of stakeholders</li> <li>• Updating website content</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates of achievement</li> <li>• Probing at interview</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Organisation skills including prioritisation</li> <li>• Communication skills both written and oral</li> <li>• Listening skills</li> <li>• Ability to interpret information/data</li> <li>• Literacy and numeracy skills</li> <li>• Accuracy and attention to detail</li> <li>• Ability to undertake all routine office practices</li> <li>• Ability to comply and work with school procedures and policies</li> <li>• Good IT skills including word processing, spreadsheets and databases</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Knowledge of statutory policies and procedures affecting schools</li> <li>• Working knowledge of Arbor and/or other Management Information Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Probing at interview</li> <li>• Testing at interview</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• To work effectively with different people across difference areas</li> <li>• To follow instruction and complete work unsupervised</li> <li>• To exercise and promote customer care</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Probing at interview</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Levels of literacy and numeracy may be tested.</li> <li>• IT Qualification and/or Word processing</li> <li>• NVQ Level 2 in Administration or equivalent</li> <li>• Professional development</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3</li> <li>• First Aid at Work Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates of achievement</li> <li>• Testing at interview</li> </ul>

## Workplan

<b>Job Title:</b>	School Business Assistant	<b>Ref:</b> SCH091S
<b>Section:</b>	Administrative & Pastoral	
<b>Job Family:</b>	Business & Public Services	<b>Job Grade:</b> 5

### Reception

- Be part of the reception team
- Receive email messages and relay them to the appropriate member of staff in accordance with the agreed procedure.
- Ensure all visitors to the school, are signed in and signed out, including staff and students
- Ensure outgoing mail is processed following procedure
- Provide a first point of contact for visitors to the school, responding to their enquiries, informing the appropriate member of staff of their arrival and ensure they are collected
- Receive, monitor and re-direct as appropriate, all incoming telephone calls, maintaining confidentiality at all times
- Organise distribution of deliveries, ensuring premises staff are notified immediately
- Maintain reception and visitor waiting area, ensuring it is clean and tidy

### Administration

- Provide administrative support to Faculties and the Senior Leadership Team as and when required
- Ensure that accurate, relevant and timely messages are sent out to Parents/Carers via the dedicated school messaging system/s
- Monitor the dedicated school messaging system/s and ensure incoming messages are relayed to an appropriate member of staff to be dealt with
- All members of the administration team are trained on roles and duties undertaken by other members of the team, to enable efficient and effective support in times of workload peaks or streamlined cover in times of absence
- Maintain room bookings, ensuring they are accurate and up to date
- Maintain the school website

### First Aid

- Be part of the First Aid team, following policy and procedures at all times
- Distribution of medicines adhering to policy and procedures

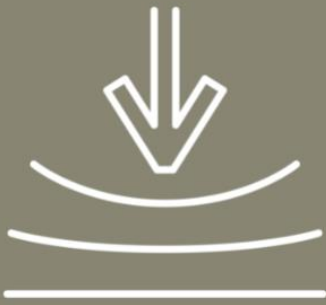
### Other

- Assist with and attend when required, school events within normal working hours and outside normal working hours
- Comply with the requirements of Health and Safety, other relevant legislation (Data Protection/Child Protection) and school documentation to include assisting with the fire evacuation system
- Maintain appropriate records for all areas of the role
- Maintain minibus diary bookings and ensure drivers are legally compliant by completing annual driving licence checks and ensuring that their permits remain valid



TIBSHELF COMMUNITY SCHOOL

# CHARACTER VALUES



Resilience



Respect



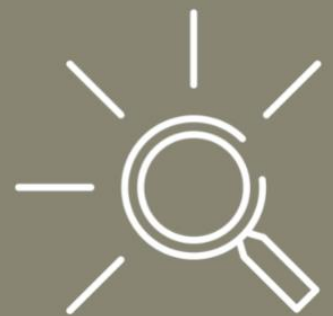
Positivity



Integrity



Community Spirit



Curiosity

