



# Fitzharrys School

Abingdon Learning Trust

SEND ADMIN ASSISTANT  
RECRUITMENT PACK  
September 2023



## About

# ABINGDON LEARNING TRUST

**From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.**

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

***We believe in investing for all of our futures.***

## OUR VALUES

**QUALITY** to create an outstanding learning community, including strong leadership and governance

**OPPORTUNITY** to provide the best opportunities for all children to reach their full potential

**COLLABORATION** to support a shared commitment and dedication to learning

**AMBITION** for continual improvement and to strive for excellence in all we do

**COMMUNITY** To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



## JOB DETAILS

**POST OF:**

**AT:**

**COMMENCEMENT:**

**CONTRACT TYPE:**

**SALARY:**

SEND Admin Assistant

Fitzharrys School

As soon as possible

Permanent, part-time, 18 Hours per week, term time only plus 5 Inset Days

Support Staff Grade 6 point 8

£11.81 per hour (actual salary £9,512)

# Letter from the CHAIR OF LOCAL GOVERNORS

**On behalf of the Local Academy Board, I would like to thank you for applying to work at Fitzharrys.**

We are extremely proud of what the school has achieved under its current head, Will Speke. If you join the school, you will find a strong sense of common purpose among your colleagues; a commitment to widening the opportunities available for young people; a sense of ambition reflected in the great results that our GCSE and A level students achieve; and, of course, a group of youngsters who embody the school's key values of trust, decency, sincerity and truthfulness.

As governors we are a mixed group, comprising parents, members of the local community, employers and staff: mixed in background, but all united in our support of the school's professional staff and all ambitious to make the school an excellent place to work and an excellent place to be a student.

We believe that our support, and the challenge we provide, are part of what makes Fitzharrys a good school.

We hope you will be inspired to work here and will want to be part of Fitzharrys' journey to becoming an outstanding school. You will receive good support, and opportunities provided for professional development outside the school, without the anonymity that you might experience in a larger trust.

We look forward to your application.



# Introduction to FITZHARRYS SCHOOL

**Fitzharrys is a fantastic school where students are given an array of opportunities to develop, thrive and achieve high aspirations. Our superb team of staff are committed to helping every student reach their full potential. They work with care and expertise to bring the very best out of our students. This is evident in the enthusiasm, focus, and achievements of our students.**

There is real warmth in the welcome you receive when you join Fitzharrys. The sense of pride and belonging is evident in the school, as is the support and challenge. We want our students to be the very best they can be, and we do everything we can to make that happen.

Our Ofsted report, consistently strong results, high attendance, and impressive behaviour for learning all illustrate the ethos of Fitzharrys. We pride ourselves not only on our students' academic and extracurricular achievements, but also on their approach to every challenge and opportunity; integrity is a key characteristic at the school.

We have high aspirations for our students, and our clear approach to teaching and learning, through our Fitzharrys Lesson Standard, ensures consistent high-quality teaching in every subject area. Students study a carefully designed curriculum, balancing skills, knowledge and understanding.

Staff and students see that the biggest opportunity is in their learning, yet the wider opportunities we provide for students are exciting, engaging, and enhance the personal development of our students. This includes school productions, sports tours, ski trips, the Duke of Edinburgh award, and our school camp. Fitzharrys students have the chance to develop and progress both in and out of the classroom.

Our social media pages and events calendar give a sense of what our students achieve and the opportunities they have; we are incredibly proud of what our students accomplish from year 7 through to year 13.

We always welcome people to come and visit us. Meeting our staff and students will give you a real insight into what our great school has to offer.



## Job

# DESCRIPTION

### SEND Admin Assistant and Administrative Assistant

**JOB PURPOSE:**

To support teaching and learning by providing high quality administrative support as part of the SEN team and the Admin Team.

**MAJOR AREAS OF RESPONSIBILITY:**

- A. Daily support to the SENCo, SEN team and the Central Team
- B. Contribute to the planning, development and organisation of support service systems/procedures/policies

**KEY TASKS:**

- A1. Responsibility for providing personal, administrative and organisational support to the SENCo and SEN team.
- A2. Provision of additional support to the Central Team for administration and organisation.
- A3. Leadership of and act as first call for first aid and medicals.
- A4. Record students signing in and out of school.
- A5. Manage arrangements for hospitality for staff parent teacher consultation evenings.
- A6. Ensure events are booked into appropriate rooms using the on-line systems.
- A7. Manage the outgoing post as required
- A8. Liaise with SLT to ensure all suspension paperwork is produced, completed and recorded
- A9. Liaise with Transition Team to produce paperwork for the transition of new Year 7 students
- A10. Assist with school displays
- A11. Manage manual and computerised record/information systems for SEN data
- A12. Analyse and evaluate data/information and produce reports/information/data as required
- A13. Responsibility for organising Annual Review schedule: invite parents, outside agencies and collating teacher, student and parent comments. Completing Annual Review paperwork and distributing
- A14. Responsible for writing and updating student profiles and distributing as appropriate
- A15. Maintaining record of provision maps for students on SEN register
- A16. Minute taking at SENCo, TAC, TA team and parent meetings and distribution of documents
- A17. Complete and submit complex forms and returns, including those to external agencies
- A18. Responsible for applying for exam access arrangements for students identified by SENCo, and informing others of those arrangements
- A19. During mock and external examinations, work with the exams office to ensure arrangements for identified students are in place, ie laptops, scribes, etc
- A20. Assist exams team with printing reports and preparing certificates if required
  
- B1. Operate relevant equipment/ICT packages (Bromcom, Microsoft Office suite of programmes, Provision Map)
- B2. Provide advice and guidance to staff, pupils and others
- B3. Monitor and manage stock, cataloguing resources and undertaking audits as required
- B4. Undertake research and obtain information to inform decisions
- B5. Comply with school policies and procedures relating to safeguarding, health and safety and GDPR, and report all concerns to an appropriate person



- B6. Be aware of and support diversity and inclusion, ensuring equal opportunities
- B7. Contribute to the overall ethos/work/aims of the school
- B8. Establish constructive relationships and communicate with other agencies/professionals
- B9. Attend and participate in regular meetings
- B10. Participate in training and other learning activities and performance development and required
- B11. Recognise own strengths and areas of expertise and use these to advise and support others

**OUTCOMES:**

The outcomes that are associated with this role are to work as part of the Learning Support team who:

- Are consistent in their practice
- Share good practice with other team members
- Act as role models for all learners

The outcomes associated with the specific role are:

- Effective communication
- An individual and team belief that all students can learn and develop
- An ethos where problems are minimised
- Effective teamwork where everyone is treated with dignity and respect
- Students feel confident and are included
- Students with specific literacy challenges make progress.

**ACCOUNTABILITY:**

The Administrative Assistant and SEND admin assistant is accountable to the SENCo for SEN role and to the Office Manager for all other elements of the post.

**Safeguarding**

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

\* Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.



# Person

## SPECIFICATION

SPECIFICATION	ESSENTIAL
<b>Education/ Training</b>	<ul style="list-style-type: none"> <li>Educated to at least GCSE standard</li> <li>Good numeracy and literacy skills</li> <li>Good keyboard skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Administrative experience</li> <li>Working as part of a team</li> <li>Dealing diplomatically, tactfully and sensitively with colleagues in a busy environment</li> <li>Experience of Customer or Client Facing roles</li> <li>Use of computer and IT equipment</li> <li>Liaison with public via face to face communications and telephone contact</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>Effective interpersonal skills, displaying confident and friendly approach</li> <li>Ability to work effectively and efficiently under pressure</li> <li>Ability to use initiative, to work pro-actively and time manage workloads</li> <li>ICT literate in word processing, excel spreadsheets, use of Outlook and Microsoft applications</li> <li>Good communicator, orally and in writing</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Good organisational skills, highly motivated</li> <li>Flexible, patient and adaptable manner</li> <li>Commitment, enthusiasm and energy</li> <li>Excellent timekeeping</li> <li>The ability to prioritise</li> <li>To pay meticulous attention to detail</li> <li>To be innovative and proactive</li> <li>Willingness to undertake training</li> <li>Willingness to try new approaches</li> <li>Understand need for confidentiality</li> <li>Respect and support ethos of school</li> </ul>







QUALITY  
OPPORTUNITY  
COLLABORATION  
AMBITION  
COMMUNITY



## Terms of APPOINTMENT

**The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.**

**The appointment is for as soon as possible and is part-time, and permanent.**

Fitzharrys School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here: [Policies - Fitzharrys School](#)

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

## How to APPLY

The application window opens on 18 September 2023 for a two-week period, with applications to be received by 12 noon on 3 October 2023.

To apply, an application form and applicant monitoring form should be downloaded from [Vacancies - Fitzharrys School](#), completed and sent to: [recruitment@abingdonlearningtrust.org](mailto:recruitment@abingdonlearningtrust.org)

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements..

Please do contact Will Speke, Headteacher, by email to [head.4127@fitzharrys.oxon.sch.uk](mailto:head.4127@fitzharrys.oxon.sch.uk) or by phone on 01235 520698 for an informal discussion about the role.

**We look forward to receiving your application.**

