The HENRY BEAUFORT School

At The Henry Beaufort School, there are no limitations to success.

www.beaufort.hants.sch.uk

Senior Administrative Assistant

Scale: *Grade C £19,265-£20,290 FTE*

Actual Salary £13,703-£14,432

The post is for 30 hours per week

40 weeks per year (Term Time plus 1 weeks)

Permanent Contact

Closing Date: Monday 16th May 2022 (noon)

Priors Dean Road
Harestock
Winchester
Hants SO22 6JJ
TEL *01962 880073*
FAX *01962 883 667*

May 2022

Dear Applicant

Thank you for requesting the details of this post.

The Henry Beaufort School is at an exciting stage in its development.

The school was delighted to receive a very positive Ofsted report in May 2017, confirming that the actions being taken by the school are resulting in "a culture of continuous improvement".

When I came into teaching my focus was entirely on being an outstanding practitioner. I wanted, perhaps expected, all my students to be inspired by literature and appreciate the value of English as a vehicle to a wide range of careers. My somewhat missionary zeal was soon tempered by the reality of the day job! However, I never lost faith in the need to inspire my students with my teaching, in rejoicing when they made progress and being determined that making progress was a basic right for all of my students.

This fundamental vision as a teacher has continued to guide me through my career and as a Headteacher it has become central to the vision I have for the school. However much of my time is taken up with the responsibilities of a Headteacher, there is still for me, nothing that matches the privilege of being in a classroom environment. There is no more important role in school than that of being a teacher. It is this principle that guides all the appointments made at The Henry Beaufort School namely putting outstanding practitioners in front of our students.

We are very proud of the 'culture of continuous improvement' that has been maintained since our Ofsted Inspection in May 2017. We are a Top Ten school in Hampshire [DfE Performance Tables 2019]. However, we are not complacent, we know that such a culture can only be maintained through our hard work and determination to secure positive outcomes for all of our young people.

We operate a five year curriculum model with the options process starting in Year 8. We believe this gives all of our young people the opportunity to secure the best possible outcomes, academically and in terms of their personal growth. Cultural Capital opportunities throughout the five year model will be integral to this success and this will ensure that we continue to offer a broad and balanced curriculum throughout these five years.

Please look carefully at the Role and Responsibilities that accompany this vacancy. Selecting the right person to become part of our team is our challenge. I do hope that you will want to be that person.

I look forward to receiving your application.

Sue Hearle
Headteacher

BACKGROUND INFORMATION

The History of our Name and Crest

The Henry Beaufort School was opened in September 1971. The school bears the name of a Bishop of Winchester who died in 1447. Henry Beaufort was Bishop of Winchester and three times Chancellor and is buried in Winchester Cathedral. He was a highly regarded representative of his country abroad.

Henry Beaufort was also a man of great wealth but he gave large amounts to charity, including rebuilding Winchester Cathedral and enlarging St Cross Hospital. We consider our students to be members of the wider community and it is hoped that all of them will aim to be good representatives of the school 'abroad' – both in the locality and further afield. It is also hoped that they will share what good fortune they have with other members of the community. For these reasons the school governors chose the name of Henry Beaufort for the school. The school crest represents Beaufort Castle in Anjou, France, from which Henry Beaufort took his name.

In order to echo this connection with other countries and cultures, and looking forward to other European links through our International School award, European cities have been chosen as names of the seven faculties. Each of these cities has a connection with the curricular team to which it is linked.

The Henry Beaufort School Vision Statement

We are proud to be an inclusive comprehensive school. We understand that young people today have many pressures placed upon them from an early age. Our role is to create a happy, stimulating learning environment that gives every child the confidence and resilience to face these pressures head on.

We have high expectations of all of our students. At The Henry Beaufort School there are no limitations to individual success.

We acknowledge the fundamental role that we play in the academic and moral education of young people.

We celebrate the success of our students at every opportunity and take delight in the buzz and energy around the school site well beyond the official ending of the school day.

We do not accept mediocrity or complacency. We understand the challenges that accompany our role as educationalists and we continue to work to find ways to refine and improve our practise. This is underpinned by our aim to be outstanding in everything that we do.

Five Year Curriculum

We pride ourselves on providing opportunities for every student to follow a broad and balanced curriculum.

We know that success comes from enjoyment and engagement. Our confident curriculum narrative is based around our teaching of key concepts, prioritising depth over breadth and ensuring knowledge and understanding is gained in each subject, at each stage.

Our core curriculum of Maths, English and Science, is complemented by the study of a possible twenty different options subjects, from which students choose four to study to GCSE level. This range of choices ensures that there are opportunities for all; we are ambitious for all of our students to study a range of challenging academic subjects alongside vocational routes.

Our curriculum aims to give our students the skills and experience they need in order to access the next stage of their education, and realise their potential.

Curriculum Map

Please see the table below for allocation of hours for each subject in each year group.

Our options process starts in Year 8 and students begin their GCSE studies in Year 9.

Hours per fortnight	English	Maths	Science	History	Geography	RE	Relationship & Sex Education	Languages	Technology Rotations	IT	PE	Art	Drama	Music	Option Block A	Option Block B	Option Block C	Option Block D	Total
Year 7 September 2020	6	6	6	3	3	2		6	4	1	4	3	3	3					50
Year 8 September 2020	7	7	7	3	3	2		6	4	1	4	2	2	2					50
Year 9 September 2020	8	8	8			2				1	3				5	5	5	5	50
Year 10 September 2020	9	9	9				1				2				5	5	5	5	50
Year 11 September 2020	9	9	9								3				5	5	5	5	50

The school day and organisation

The school day is compressed, running from 8.30 am until 2.40 pm, with a fifteen-minute morning break and a half-hour lunch break.

Curriculum Extension Activities

A wide range of curriculum extension activities take place from 2.40pm to 4.00pm daily, as well as during evenings and weekends. A high percentage of students and staff participate in these activities.

Our Home Learning Club is a particularly successful feature of wider extracurricular provision. It is based in the Library each day, where children who want to do homework are supported by our Librarian. We have over half the school visiting this club each year.

Pastoral Organisation

Heads of Year take overall responsibility for attendance, behaviour, rewards, sanctions and progress of their respective year groups.

Head of Year 7- **Mr Matthew Coe**
Head of Year 8 - **Mr Christian Janes**
Head of year 9 - **Mr Charlie Naisbitt**
Head of Year 10 - **Mrs Alison Taggart**
Head of Year 11 - **Mrs Holly Briggs**

The Senior Leadership Team Structure

Headteacher
Miss Sue Hearle

Senior Deputy Headteacher
Mrs Joanna Scott

Assistant Headteacher
Mr Andy Applin

Assistant Headteacher
Miss Eleanor Shelton

Bursar
Ms Alison Caplin

Extended Leadership Team Structure

Head of Year 11 & Senior Teacher
Mrs Holly Briggs

Head of PE & Senior Teacher
Miss Emma Colebourn

Academic Leader English & Senior Teacher
Miss Verity Gist

Teacher of Drama, Head of Year 8 &
TLR Holder – Marketing / Website
Mr Christian Janes

Teacher of PE, Head of Year 7 &
TLR Holder – Work Experience / Parent Events
Mr Matt Coe

ACCOMMODATION & RESOURCES

Our Building And Facilities

The School consists of eight main buildings around the central administration block (Winchester). The facilities include a Library, Information Technology Suites, a Media suite, eight Science Laboratories, a Beacon Arts Centre which has excellent Drama facilities, Art Studios, and Music rooms, a Gymnasium and Sports Hall, Design and Technology Workshops, Learning Support and Hearing Resource Base. For outdoor sports and athletics there is an extensive area of grass as well as hard playing surfaces. The Sports Hall is used for Whole School Assemblies and also affords facilities for a wide variety of sporting activities. The Library is available for use by students at all times of the school day and is equipped with all the latest technology. Students may book in to use any facilities not otherwise in use, to assist their work.In addition, all these resources, including the computers, are available for use at certain times after schoolfor a variety of other activities.

In April 2004 we opened an on-site day nursery, Henry's Kindergarten. This benefits the local community as well as having places reserved for Henry Beaufort staff. With the support of the Football Association, an Artificial Grass Pitch with floodlight facilities was built for school and community use.

Continuous Professional Development

The school prides itself on the opportunities it creates for staff development. All staff receive an annual review as part of performance management and training needs are identified from the objectives set for each member of staff.

Training can take the form of external courses, or in-house, in-service training. The school's aim is to develop and promote the use of its own expertise in developing staff, thereby offering further opportunities for professional development through the training of others. We also participate in the Learn Alliance training programmes from ECT to Middle Leadership courses. Subject Leader network meetings take place each term and involve subject leaders from schools within the local area. We work closely with The Westgate School undertaking a number of joint initiatives. This includes a very successful Aspiring to Senior Leadership course.

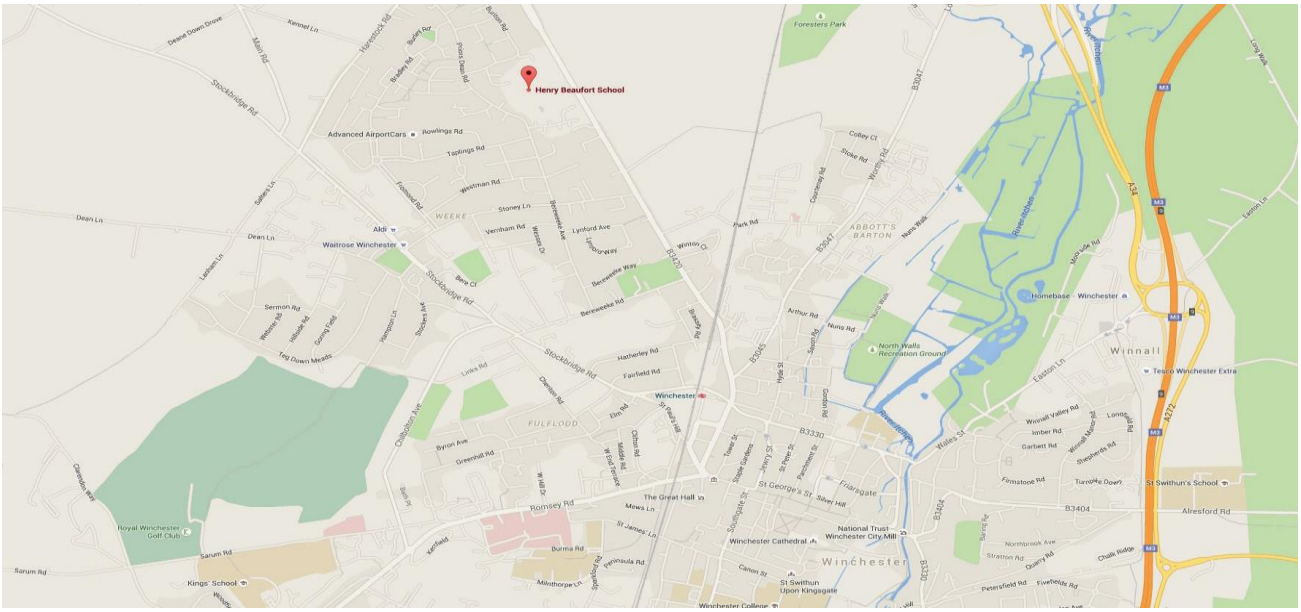
All new staff receive a weekly meeting from key colleagues in the school across the first term. This supports our new colleagues to become familiar with our routines and ethos.

Equal Opportunities

It is acknowledged that Hampshire County Council is an Equal Opportunities employer. The school will do its utmost to meet this requirement. In pursuing this policy in support of the aims of the school, we recognise that:

- **diversity amongst staff should be viewed positively**
- **in all staff appointments, the best candidate should be appointed, in line with The Equality Act 2010.**

HOW TO FIND THE SCHOOL



The Henry Beaufort School is situated to the north of the city of Winchester, set in extensive grounds off Priors Dean Road. There are good road and rail links with the M3 running close to the city and Winchester's main rail station being on the Waterloo line is only an hour from London.

Hampshire Local Authority – Information

Staff in Hampshire schools feel part of something larger than themselves and their individual schools. There is a buzz of professional people talking to each other about their jobs. They show their passion for what they do.

Working in a school in Hampshire will be the first step to you experiencing a strong supportive network of a family of schools working with one aim in mind, embedded in the Children & Young People Plan, that each and every child really does matter.

When you work for Hampshire, you can expect:

- **support from experienced and knowledgeable educationalists via Hampshire Inspection and Advisory Service (HIAS)**
- **networks and supportive links for ECT, subject specialists and SENCOs**
- **curriculum centres stocked with resources to assist with subject planning and knowledge**
- **a vast range of professional learning programmes and resources for each stage of your career, via Hampshire Teaching and Leadership College (HTLC) – these can focus on evolving your teaching practice, developing your skills to enable you to step into a leadership role and supportive courses for SEND students**
- **working in partnership with Teaching Schools and Initial Teacher Training providers**
- **great wider professional support services for leaders to help leaders with issues**
- **a supportive approach to collaboration and partnership working instead of being isolated, regardless of your school status**
- **Local Authority support for schools working together to provide opportunities for you to have wider experiences working in different schools or across more than one school**

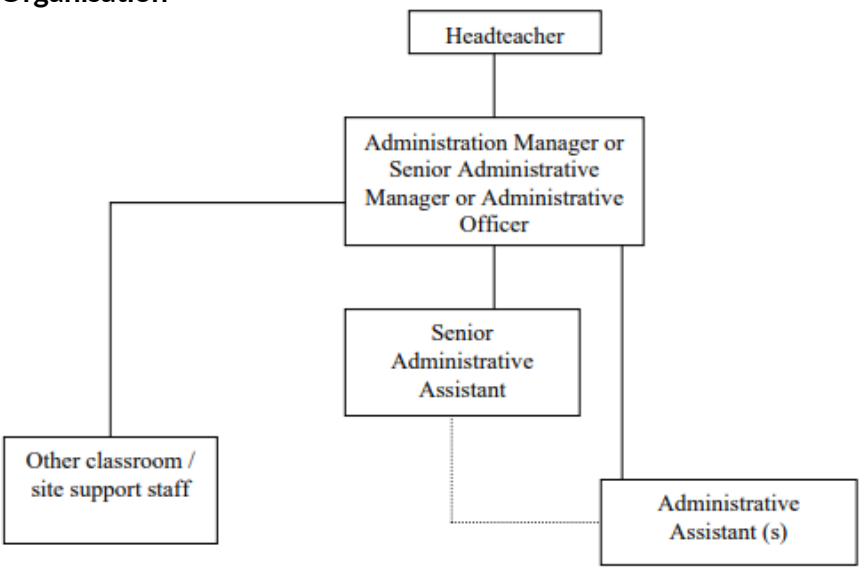
Further information on Children's and other services provided by Hampshire County Council can be found on the Hampshire website: www.hants.gov.uk

JOB DESCRIPTION

Role Profile

Role profile ref:	02126
Department/Section:	Education – Schools
Role Title:	Senior Administrative Assistant (Generic)
Reports To - (Supervisor/manager's role title) :	Administrative Officer or Senior Administrative Officer or Administration Manager
Role Purpose: (why the role exists)	To develop and implement a comprehensive, effective and efficient administrative support service to meet school requirements.

Organisation



Role Requirements

Accountabilities	Accountability Statements	% of Time
Customer Service	• Develop and maintain a system of information and contacts (mainly within the local school network), to enable provision of information and advice to colleagues and parents/pupils/visitors	25
Administration / Finance support	• Use manual and computer based information to compile and draft financial reports	60
Staff Management and Teamwork	• Prioritise work/tasks for Administrative Assistant(s)	5
Welfare	• Undertake welfare support to pupils including provision of first aid where appropriate • Administer medication as required	5
Corporate and statutory initiatives - equalities/health and safety/e-government/ sustainability	• Comply with relevant legislation eg Health and Safety	5

Job Description

Senior Administrative Assistant
Reports to: Cath Mourant, SENDCO

We are looking to appoint a Senior Administrative Assistant for our Additional Learning (SEND) Team and Resource Provision to start as soon as possible. The successful candidate will provide administrative support for our SENDCO and The Head of
Resource Provision.

This role is 30 hours per week, Monday to Friday, 40 weeks per year. Hours to be worked daily 8.30am – 3pm. (Half hour unpaid lunch break - 1 additional week to be worked in the school holidays)

You will need:
• Excellent administrative and organisational skills
• Excellent ICT skills (Microsoft Office)
• Knowledge of SIMS (or similar database)
• An ability to use your own initiative and work under pressure
• Good interpersonal and communication skills
• A good sense of humour and the ability to work as part of a team
• Initiate and organise paperwork for all Annual Reviews, Looked After Child Personal Education Plans, record dates, monitor and collate all reports used in the process.
• To undertake word processing, data entry, school communications and other documents.
• To operate SIMS (School Information Management System) in order to access and update information from student records. (Training in the use of SIMS to be provided if required.)
• To undertake routine clerical duties, make and receive telephone calls, organize and monitor diary and calendar, attend meetings and take minutes.
• Personal Assistant duties for SENDCO and Head of Resource Base
• To carry out photocopying, filing, circulating minutes and agenda.
• To maintain stock and order resources as required and keep records of orders.
• To maintain and update student files.
• To provide safeguarding admin support directed by the Designated Safeguarding Lead (DSL).
• In conjunction with the Personnel Assistant, administer the recruitment process from application to employment.
• To be willing to undertake further training and development as the need arises.
• To undertake any other reasonable tasks under the direction of the SENDCO or Head of Resource Base.
• Liaison between Additional Learning Team, Teachers in school and the Resource Base.
• Keep Hampshire Transport taxis for students based in the Hearing Impaired unit, informed of changes to school dates and times.
• Liaison with external agencies and parents.

APPLICATIONS

Applications should be addressed to the Headteacher. To apply please complete an application form, available from our website www.beaufort.hants.sch.uk/workwithus and return to recruitment@staff.beaufort.hants.sch.uk

Schedule of appointment

Closing date for applications: Monday 16 May 2022 (noon)
Interviews: Friday 20 May 2022

Return Address

The Henry Beaufort School
Priors Dean Road
Harestock
Winchester
Hampshire
SO22 6JJ

or email applications to: recruitment@staff.beaufort.hants.sch.uk
For further information, please contact Claire Hodge SENDCO, by email: Claire.Hodge@staff.beaufort.hants.sch.uk

The Henry Beaufort School is committed to safeguarding children.
All successful candidates will be subject to a Disclosure and Barring Service check (formerly known as a Criminal Records Bureau check) along with other relevant pre-employment checks.