



Student Services Administrator
June 2023



NEWLAND SCHOOL FOR GIRLS

Cottingham Road, Kingston Upon Hull, HU6 7RU
Tel: 01482 343098 Fax: 01482 441416 E-mail: nsg_admin@thrivetrust.uk
www.newlandschool.co.uk
PRIDE ASPIRE EXCELLENCE



Headteacher: Vicky Callaghan

Dear Candidate

Newland School for Girls is a diverse, highly aspirational and academically high achieving school. We are rightly proud of being all-girls, serving and educating young ladies in Hull for over 100 years. We encourage every student to have high aspirations and the ambition to succeed.

We offer a unique educational experience in the city and girls who are part of our school become part of the strong network of Newland Old Girls, within the city and beyond. We promote the traditional values of respect, care for each other and self-discipline, while celebrating the school's diverse talents, abilities and cultures. Our students work together in a well-ordered, harmonious and happy community drawn from all cultures and backgrounds across the city.

We place a high value on care and nurture to enable all our students to make rapid academic progress and grow into caring and responsible young adults. Our students have a keen appreciation of moral values, a lively sense of purpose and a justified pride in themselves. They value highly the support they receive from teachers, the challenge they receive in lessons and the tolerance and respect all students have for each other in their school community. We have high levels of attendance and punctuality. Our students are successful, personable and motivated to learn. "Students' good behaviour and highly positive attitudes to learning are underpinned by good promotion of spiritual, moral, social and cultural education." We place a high value on the development of character alongside, a student's ability to achieve excellent examination results.

Newland is a school you can teach in. It is not without its challenges but we work hard as a staff team to ensure consistency and rigour in the education and support we provide. We are invested in the work we do and the impact we have collectively. Every employee is a part of that team and contributes to the outcomes of the students.

I hope that your research has enabled you to see what we have to offer and that by applying you want to be part of this success culture.

Yours sincerely
V Callaghan





Welcome to Newland School for Girls

Newland SFG is an 11-16 all girls Academy with a partial brand new BSF building linked to our 1900's listed building.

We have approximately 700 students on roll. We are a very popular school in the city with many parents hoping for a place for their child.



Newland School for Girls, Cottingham Road, Kingston upon Hull HU6 7RU
Telephone: 01482 - 343098 Email: jobs@thrivetrust.uk



Examination Results 2023

2023 has been a fantastic year for Newland. Despite the national issues surrounding the reduction of grades awarded to bring results in line with pre COVID grades, Newland has continued to showcase the strength in depth across all subjects.

Key Stage 4 GCSE Results 2023

Performance Measure	2023/24
Attainment 8 Score	43.6
4+ inc Maths and English	56%
Ebacc Entry	77%
Ebacc APS	3.89



Newland School for Girls continues to provide the highest quality education for its students. 25% of all grades awarded this year were at a 7 or better and 4%, significantly higher than the national average, of all grades awarded were at the top level, Grade 9. As a school we are rightly proud of our students' achievement.





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



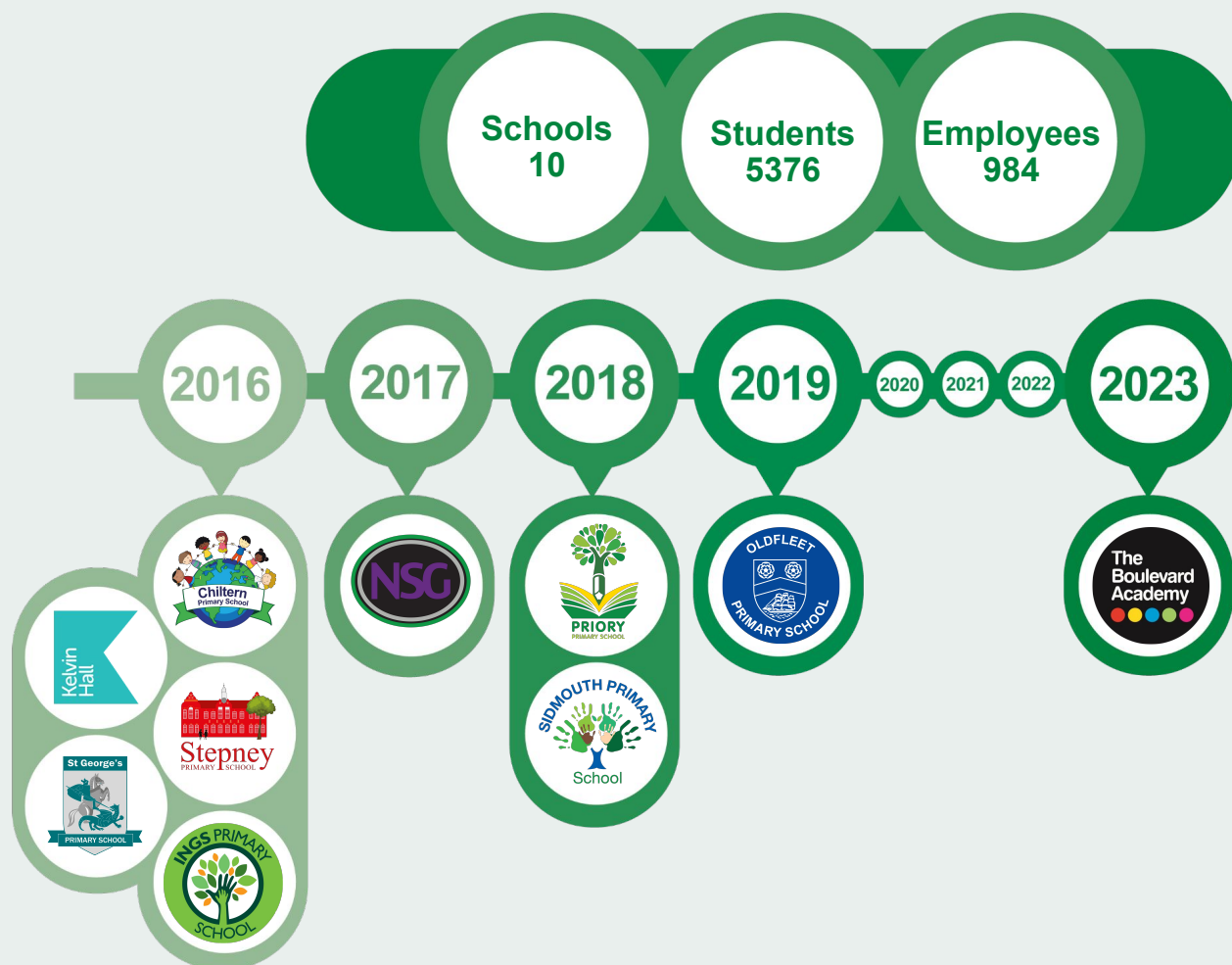
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our **Thrive Charter** here...



Our Journey so far...



Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Student Services Administrator (Job Share)
Salary: Grade 3 Scp 3-5, £10,341- £10,688
Hours: 20 hours per week: Term Time only + 1 day
Monday-Friday 11.30am -3.30pm
Required as soon as possible

The Thrive Co-operative Learning Trust is responsible for nine schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

Newland School for Girls are seeking a Student Services Administrator to work in our Student Services reception area at Newland School For Girls.

We are seeking an enthusiastic, self-motivated individual. The successful applicant will be providing routine first aid support, issuing and updating uniform stock as well as routine administrative duties associated with the post. You will have good communication and IT skills and take pride in your work. You should have a calm and supportive manner as this is a front-facing role with students. A knowledge and commitment to safeguarding and promoting the welfare of children and young people is essential, as is a first aid qualification or commitment to be trained and deliver first aid.

Newland School for Girls will offer you:

- An inclusive, successful school and Outstanding Multi Academy Trust to work in.
- Friendly, motivated and enthusiastic students.

Closing date: Friday 14th June 2024, 3:00pm

Interviews: Friday 21st June 2024

Should you wish to have an informal and completely confidential discussion or visit to the school remotely, please contact Helen Edwards, PA to Headteacher / Office Manager via the email (edwardsh@thrivetrust.uk) or telephone Newland School for Girls [01482 343098](tel:01482343098).

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#), an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



Job Description

Post Title	Student Services Administrator
Grade	Grade 3
Location	Newland School for Girls
Reporting to	Safeguarding Officer

Purpose of Role

Under the instruction/guidance of senior staff: provide general administration and support to the students and school.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To act as first port of call for First Aid incidents, looking after sick students, liaising with parents/staff etc.
3. Maintain First Aid kits around school.
4. Input and collate accident information into the accident reporting system.
5. Input medical information onto Arbor where appropriate.
6. Assist with student welfare duties including liaising with the pastoral team
7. Provide general clerical/admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
8. Maintain manual and computerised records/management information systems and produce lists/information/data as required, e.g. Input Behaviour data and produce behaviour reports. Vivo system.
9. Undertake word-processing and other IT based tasks. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets)
10. Operate Uniform & Rewards shop within school, maintaining adequate stock levels.
11. Liaise with Senior Staff (patrol) re lunchtime detentions
12. Provide general advice to staff, students and others
13. Supervise student toilet areas near student services during lesson time and immediately before and after school.
14. Issue late slips to students and sign students out of the school building during the school day, following a parental phonecall/check.
15. Deal with lost property.
16. The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	NVQ Level 2 or equivalent in Business or Administration or willingness to work towards	✓		AF, CQ
	Grade 4 or above (or equivalent) in English	✓		
	First Aid Qualification		✓	AF, CQ
Relevant Experience	Experience of working in a reception/customer facing environment	✓		AF, I
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	The ability to work independently and use initiative	✓		AF, I
	Basic IT skills, including the use of Microsoft Office, Google documents & email	✓		AF, CQ
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Excellent oral and written communication skills	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



How to apply



Application forms can be downloaded from our website and should be returned to people@thrivetrust.uk by the closing date below.

Should you wish to have an informal and completely confidential discussion please contact Linda Iveson via email on ivesonl@thrivetrust.uk if you would like to arrange a visit to the school, please contact via email (edwardsh@thrivetrust.uk) or telephone Newland School for Girls 01482 343098.

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