

Appointment of School Administrator

APT&C Grade 4

193 Term Time Only - £16,560 – £17,192

37 hours per week

Dear Applicant

Thank you for taking an interest in this position at our school. The information provided is intended to help you decide if we are a school you would like to join. I would also encourage you to look at our website ([www.gshs.org.uk](http://www.gshs.org.uk)) which contains information that will give you a flavour of our achievements and ethos.

George Stephenson High School is an 11-18 Trust School of 1204 students, 112 of whom are in the Sixth Form. We also have 36 guest pupils in the Sixth Form from our collaborative partner school. We have 134 staff, 80 of whom are teachers, 54 are associate/support staff. Our school has a really positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning in everything we do. I genuinely believe the support, care and welfare of our students is second to none. This school is and will always be a fully inclusive school which puts the students at the very centre of all that it does. We want it to be a school that is always a happy, safe and enjoyable place to be. Further to that we want the school to be at the very heart of the local community and to become the school of choice of all who live here.

At George Stephenson High School, we believe we offer the best education possible for all of our young people, as well as a warm and friendly atmosphere. We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people. We strive to achieve this through providing excellent teaching, fostering the very best relationships, having a personalized and enriched curriculum, having the highest aspirations for all of our students and developing strong partnerships. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. We are a popular, inclusive and oversubscribed school that is central to our community. The roll has grown from 850 in 2010 to over 1200 today. We are delighted that we will be oversubscribed again next year (for the fifth consecutive year) and have welcomed 228 new students into Year 7 in September.

The level of communication with and support from parents is excellent. We have a regular and well-attended Parents Forum and a wide range of evening Parental Engagement events are held. Attendance at Parents Evenings was over 80% last year – this figure has increased every year for the last five years. Over 500 parents filled in the survey we administer on these evenings and the results were very positive indeed. 97% feel their child is happy here, 98% feel they are both safe and make good progress, 99% feel they are well taught here, 98% feel the school is well led and managed and over 95% would recommend our school to another parent. We are delighted that so many parents are choosing our school and are so positive about it and we believe that this shows a great deal of support from our local community.

Our most recent Ofsted inspection was in November 2019 and we are delighted to report that they judged our school to be Good overall, and indeed Good in every single category. We believe that this is a real testament to our students and staff and to how hard we have all worked and how committed we are to providing the best possible educational experience for all of our students. Staff, students, parents, carers and governors all play their part and this report is a reflection of the effort, enthusiasm and determination that they display every day. In the report, Ofsted say that “staff have high expectations for pupils and each other. This is a key ingredient of the school community. During lesson visits, pupils were attentive and respectful. There are strong relationships between teachers and pupils. As a result, pupils have achieved better examination results in a wide range of subjects since the previous inspection”. The care, guidance and support that we provide for our young people was again praised, with Ofsted saying that “staff are well trained to look after and care for pupils. They understand the school’s safeguarding procedures. They are aware of the need to share any concerns with appropriate people. They do so in a timely manner. Pupils know there is always somebody to talk to when they need help. Pupils know how to keep themselves safe.”

They said lots of positive things about the relationships in our school, saying that good relationships and mutual respect exist between students and staff and that our young people are keen to learn and behave well. They also said that the behaviour of students is good, that they manage their conduct well, both inside and outside of the classroom and that they know what is expected of them. As we have always said, our students are a credit to us all and we continue to be immensely proud of them. Inspectors also stated that the care and guidance we offer our students is strong and that we prepare students well for life after school. As a result, the percentage of students going onto successful careers or further education is well above the national average. Personal development, behaviour and welfare were all identified as real strengths of the school. Indeed Care, Guidance and Support at George Stephenson High School have been graded as good or outstanding in our last four Ofsted inspections. This is a result of our pastoral guidance systems in school, the aim of which is to support the learning and development of each individual student through the encouragement of regular attendance, punctuality, good study habits, good behaviour and a positive attitude, and by the monitoring of progress, regular target setting and celebration of achievement.

The school is organised into year groups which are split into a number of separate tutor groups. Each year group has a full time non-teaching Guidance Manager who stays with the year group from Year 7 to Year 11 and so gets to know every student very well. Guidance Managers are generally the primary point of contact for parents wishing to discuss progress or problems with the school. They support the work of the form tutors and deal with difficulties referred to them by the tutors or subject staff, as well as recognising and rewarding all positive aspects of students’ life in school. Each year group is also supported by a teaching Achievement Support Coordinator who acts as a mentor to students of all abilities.  The tutor groups, under the leadership of the Guidance Manager, remain together with the same form tutor through years 7 to 11, meeting for registration periods daily, and in some subjects are taught as a class group in the younger years. A strong sense of coherence and team working is developed over these years. The form tutor has day to day responsibility for our students’ welfare whilst they are in the school and have a very important role to play in helping them to settle into their new school. They also closely monitor and track their academic progress, support them to reach their targets and help detect and solve any problems which may arise.

The contracted hours are 37 hours per week with a weekly working schedule of Monday to Thursday 8.30am – 4.30pm and 8.30am – 4.00pm on a Friday. You will have an unpaid lunch break of 30 minutes each day.

This is an interesting and demanding post, but one which will give the right candidate an opportunity to be part of a committed and dedicated team, whose prime aims are the continuing improvement and development of the school and the support and encouragement of its students. If you are someone who loves learning and is committed to working with students who need your encouragement to succeed and would like to work with colleagues who are friendly, committed and very hard working, then we would be delighted to receive your application.

We have made real progress recently and are proud of what we have achieved so far. However, we know that we have the capacity to improve still further, and our work continues to focus on improving practice in the classroom. We are a forward-looking school, committed to giving our students the best possible educational experience. Although increasingly successful, we are not a complacent school. There are many aspects that we can improve further, and our challenge is to do this without compromising our existing strengths. George Stephenson High School is a great place to work, with fantastic staff and talented students. I took on the Headship of this wonderful school in September 2009 and am truly very excited about the future. I hope you are enthused by the enclosed information and choose to apply.

Please submit a letter of application (no more than two sides of A4) and a completed application form for the attention of Mrs Sarah Fitton (Headteacher’s PA) by noon, Monday 11th July 2022. Interviews will be held on 15th July 2022.

May I take this opportunity to thank you for your interest in our school.

IAN D WILKINSON

Headteacher

Role: **School Administrator**

Responsible to: Business Manager

Contract: 193 Term Time Only (8.30am – 4.30pm Monday to Thursday, 8.30am – 4.00pm Friday)

Salary Details: Grade 4

Job Evaluation Code: JE code AG2

**Main Duties of the Post**

Under the instruction/guidance of Business Manager, to provide secretarial and administrative support to the whole school and working as part of a team.

**First Aid and Administering Medicines**

1. Attend to the students who are injured.
2. Administer first aid to students and staff within the competencies of the First Aid Certification to be held by the post holder.
3. To administer the distribution of prescription drugs.
4. To maintain a register of students, as necessary, attending the School’s First Aid facilities and recording their needs and provision, then provide information and statistics as appropriate to the Business Manager at the end of each term.
5. Ensure when students are sent out of school for medical reasons, they have the appropriate person’s or permission from their carer/parent.
6. Attend emergency medical incidents wherever they occur in the school and undertake whatever action necessary to stabilise and assist the casualty, which may include calling the emergency services.
7. Travel in ambulance to hospital as required by the school.
8. Contact parents following incidents where emergency services have been called to support an individual and follow up any hospital visits, ensuring parents and appropriate school staff are kept informed of the individual’s progress.
9. To be take part in the school’s first aid duty rota, additionally supporting at key peaks in the day other duty staff (at every break and lunch times).
10. Monitor and maintain a register of students who have medicines in school and ensure the relevant documentation is fully completed. Supervise the taking of these at the appropriate time, checking expiry date/dosages and make sure they are always secure.
11. Follow the School policy and procedures on the administration of medicines within schools.
12. Ensure that First Aid kits and supplies are always stocked. Be responsible for First Aid kits used for field trips.
13. Ensure medicine cabinets, fridge, and cupboards are always locked and handle computer data in a strictly private and confidential manner.

**Secretarial and Administration**

1. To undertake typing and word-processing accurately and in a quick and efficient manner as required by school staff.
2. To provide general clerical/administrative support e.g. photocopying, filing, completing standard forms, responding to routine correspondence.
3. To undertake typing and word-processing of correspondence, curriculum booklets, reports, handbooks, etc. and other IT based tasks.
4. Contribute to the smooth running of the school office; use initiative and manage role with minimal supervision.
5. Main duty holder for Parentmail communication.
6. To maintain school minibus booking diary.
7. To provide administrative support for summer schools, out of school activities, school productions and other miscellaneous events.
8. To order office stationery supplies and medical supplies.
9. To maintain manual and computerised records/management information systems.
10. To compose, type and distribute meeting notes, routine correspondence, and reports.
11. To take notes at meetings and staff briefings.
12. To undertake Main Office reception duties, answering general telephone and face-to-face enquiries, attending to visitors and students.
13. Arranging school photographs and dealing with administrative aspects relating to ordering and distribution.
14. To assist in arrangements for school trips and events.
15. To assist with catering cashless administrative duties.
16. To undertake routine administration in relation to school lettings and other uses of school premises.
17. Attending meetings and training sessions as required and assisting with major School functions e.g., Open Days, presentation evenings.

**Visitors Reception (Cover for Receptionist)**

1. To be the first point of contact for visitors to the school, extending a warm welcome to callers – including parents, visitors, contractors and delivery staff.
2. To ensure that visitors to the school are received courteously and punctually.
3. To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages as required.
4. To follow safeguarding procedures by issuing passes and lanyards to visitors, ensuring that visitors are signed into the school and checking DBS information for visitors.
5. Communicating with parents regarding all aspects of school life, receiving and passing on information between parents and teachers in a timely manner with minimum disruption to lessons.
6. To ensure that the reception area remains tidy, and that literature and forms are updated and replenished as necessary.
7. To receive and sign for all packages and deliveries.
8. To record and post all outgoing mail.

**Reprographics (Cover)**

1. Receiving printing/copying requests and fulfilling orders submitted using reprographic equipment.
2. Fixing routine issues, e.g. paper jams, user-generated errors (wrong paper size etc);
3. Maintaining and managing all stock including finalising and placing orders for new materials and paper.
4. Undertaking regular, basic maintenance, including changing toner, and safety checks on all School reprographic equipment.
5. Arranging for repairs of equipment, as and when necessary, to ensure smooth operation of all equipment.
6. Dealing with the service departments of suppliers to ensure service requirements of machinery are met.
7. Ensuring that the School’s Reprographics Room is maintained in a tidy and ordered appearance.

**Resources**

1. Operate relevant equipment/ICT packages (e.g., word, excel, databases, spreadsheets, Internet).
2. Maintain stock and supplies, cataloguing and distributing, as required.
3. Undertake general financial administration e.g., processing orders.

**Confidentiality**

All employees are required to maintain confidentiality regarding any information about students and employees.

**Disclosure and Barring (DBS) Checks**

This post is required to undertake an Enhanced DBS check.

**Role Description**

This role description is subject to review and change from time to time.

**Agreed that the Job Outline is a fair and accurate statement of the requirements of the job.**

**Job Holder ……………………………………… Date ……………….…………...**

**Line Manager …………………………………… Date ……………………...…….**

# PERSON SPECIFICATION

# School Administrator

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| **Area** | **Criteria** | **Requirement** |
| **Skills/ Knowledge** | * Certified First Aider (training will be provided on appointment)
* Outstanding keyboard/typing skills
* Effective use of ICT packages
* Excellent literacy/numeracy skills
* Use of relevant equipment/resources
* Knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Ability to relate well to children and adults
* Ability to work constructively as part of a team: understanding school roles and responsibilities and your own position within these
* Excellent organisational skills
* Ability to identify own training and development needs and co-operate with means to address these
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| **Qualifications and Training** | * At least RSA II Typewriting or equivalent
* NVQ Level 2 or equivalent qualification or experience in relevant discipline
 | DesirableEssential |
| **Experience** | * Experience of providing excellent clerical/ administrative work
 | Essential |
| **Personal Qualities** | * A ‘can do’ attitude and willingness to work with others to find solutions to problems
* Strong interpersonal communication and listening skills including a good telephone manner.
* Responsible attitude, reliable.
* Strong work ethic and hands on approach
* Self-motivated
* Team player
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