



Role	Admin Apprentice
School	Weston Secondary School
Hours	37 Hours a week, term time only. (Part time hours will be considered for the right candidate) Fixed term for 18 months
Salary	£9.50 per hour
Closing date	30 th August 2024
Interview date	September 2024
Start date	October 2024

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

‘What about Sam’

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our pupils at the heart of our decision making.

JOB/PERSON SUMMARY:

- To undertake a variety of administrative and clerical procedures to support the efficient running of the school’s HR and Marketing functions

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Promotes consistently high expectations of all students and ensure they are ‘ready, respectful and safe
- Demonstrates high quality administrative and communication skills

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers’ Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the linked documents on our website, www.westonsecondary.co.uk:

- Headteacher’s welcome
- Job description
- Person specification
- Benefits of working at WSS
- Application form

These can also be found at www.hamwic.org. Please return the completed Application form to Mrs Annie Mewett, hr@westonsecondary.co.uk

Applications will be reviewed as they are received. An early application is advised with interviews possibly being arranged in advance of the closing date. Weston Secondary School reserves the right to make an appointment before the closing date.

SAFEGUARDING:

All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE EDWIN JONES PARTNERSHIP

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Job Description

Your role

- To undertake a variety of administrative and clerical procedures to support the efficient running of the school's HR and Marketing functions.

Key Responsibilities

- To draft and type a variety of correspondence, reports, minutes and other documents as required;
- To answer the telephone, receive visitors to the school and deal with routine enquiries;
- To welcome visitors to the school, ensuring that all relevant security and signing-in procedures are followed
- To maintain office systems and records, including confidential items;
- To use computer systems (e.g. Bromcom, MCAS) to input details, manage data, run reports and make returns as required;
- To liaise with other school staff and outside agencies/organisations, in respect of a varied range of issues, as appropriate;
- To assist with the design, preparation and production of documents including the school prospectus, parent newsletters etc;
- To provide welfare support to the students of the school. This may include undertaking minor first aid duties, assisting children with personal hygiene and notifying parents when children are ill;
- To provide curriculum support to the teaching staff, including photocopying, preparation of materials and a stationary record;
- To undertake personnel and financial administration as required, or to support other members of the team in carrying out these functions;
- To carry out any other administrative procedure, within the responsibility level of the post, as directed by the Headteacher or School Business Manager.

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS;
- contribute as a member of the WSS Team to aspects of school life which enhance our community;
- attend and contribute to staff meetings and INSET days as required;
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk;
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy;
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students;
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times;
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role.

Professional development

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required;
- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met;
- regularly review your own practice and set personal targets in consultation with your line manager;
- take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner (all WSS staff have access to the full suite of training available from The National College);
- maintain accurate and up-to-date professional development records on your Bromcom file;
- develop effective working relationships and network with local, national and digital agencies to ensure that you are at the forefront of developments within your field of expertise;

- disseminate best practice further to CPD opportunities made available to you.

NB.

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

Headteacher/line manager's signature	
Date	
Postholder's signature	
Date	

Person Specification

Qualifications and training	Essential	Desirable
<ul style="list-style-type: none"> Excellent literacy/ numeracy skills: minimum requirement grade C+ in GCSE English and Maths 	✓	
<ul style="list-style-type: none"> First Aid qualification 		✓
Experience/employment record	Essential	Desirable
<ul style="list-style-type: none"> A good understanding of business administration and several years' practical experience of administrative processes An understanding of issues related to inclusivity and social mobility within education 	✓	
<ul style="list-style-type: none"> Experience of working with secondary aged children (11-16) Experience of working with children with Special Educational Needs and Disabilities (SEND) Experience working in a school set in an area of deprivation Ability to analyse and interpret a variety of data Ability to communicate effectively to a range of audiences, through good written and oral communication skills 		✓
Personal qualities, skills and attributes	Essential	Desirable
<ul style="list-style-type: none"> High expectations of all students Excellent communication skills A positive role model who creates a good first impression Ability to motivate, inspire and challenge students Confident ICT user Ability to plan, prioritise and organise self and others Commitment to raising standards Calm, adaptable, dependable, resilient and reliable Collaborative and a good team player Commitment to further own professional development A commitment to promoting and safeguarding the welfare of young people Has 'presence' around the school Able to follow direction and accept challenge and feedback in a positive and productive way An understanding that getting better never stops Ability to be flexible and cope with interruptions in workload Experience of cash handling 	✓	