



Our Ref: NM/REH
November 2023

Administration Assistant

Dear Colleague

Thank you for your interest in the permanent post of Administration Assistant, worked over 5 days Monday to Friday (3hrs and 12minutes per day), 16 hours per week term time only plus 1 teacher education day (TED). The salary is paid at Scale SC3, points 5 - 6, £8,770 to £8,917 (full time equivalent £23,500 - £23,893 per annum). To commence as soon as possible, you will provide administration support across the school and a key aspect of this role will be to provide accurate, timely administration for the burgeoning Additional Needs departments.

Christopher Whitehead Language College is an 11-18 school 'in pursuit of excellence' in all areas of its community's life. Near to the cricket ground, on the west bank of the River Severn in Worcester, it is a larger than average, inclusive and community-focused comprehensive school with approximately 1510 students. In the last five years, the school has enjoyed a huge rise in popularity amongst the local community and is still proud of outstanding student behaviour.

In our latest 2018 Ofsted inspection, personal development, behaviour and welfare was judged as 'outstanding'. We were delighted to be re-awarded the prestigious Inclusion Quality Mark Centre of Excellence in July 2023.

Please read the job description and person specification on the following pages. As well as being experienced and motivated, you must be enthusiastic in your support of our hard working and successful school.

If you wish to apply, please complete the application form detailing your knowledge and experience and submit by email only to recruitment@cwlc.email. **Please do not send a CV.**

The deadline for receipt of completed applications is 10.00am on Thursday 7th December 2023. Interviews will be held on Wednesday 13th December 2023.

Please would you ensure you provide email addresses for your referees and perhaps alert them to this fact.

As I will only be contacting short-listed candidates, I would like to thank you for your time and effort, and if unsuccessful, wish you well in your future career.

I look forward to hearing from you.

Yours sincerely

Neil S Morris
Headteacher

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.

Job Description

Post Title:	Administration Assistant
Terms & Tenure:	16 hours per week, Monday to Friday (3hrs 12mins per day), Term-time only + 1 TED, Scale 3 points 5 - 6
Line Manager:	Headteacher's PA / HR Manager
Staff Supervised:	None

Purpose of the Role

The post holder is to provide administration support across the school as and when required and is to prioritise workload in line with direction from the line manager. A key aspect of this role will be to provide accurate, timely administration for the burgeoning Additional Needs departments.

Main Duties and Responsibilities

The list is given as a guideline only and is not exhaustive. Other tasks and activities relevant to the main headings should also be considered acceptable. A degree of flexibility is, therefore, considered essential.

- Word processing for a range of college staff.
- Maintain manual and computerised records, maintain and use college data bases associated with the position.
- Carry out photocopying, filing, emailing, complete and collate routine forms.
- Produce lists, information and data as required.
- Any other matters commensurate and appropriate to the position as defined by the headteacher and governors.

General and review

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school.
- Promoting high standards of student behaviour inside the classroom and around the school generally, following the school's behaviour policy.
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately.
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by CWLC and government policy.
- Being aware of all matters of health and safety related to the working environment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

Christopher Whitehead Language College and Sixth Form has a strong commitment to achieving equality of opportunities in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Christopher Whitehead Language College and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the

Disclosure Barring Service, Children’s Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

As part of our recruitment processes, in accordance with statutory guidance KCSIE 2022, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Person Specification

	Essential	Desirable	Method of Assessment
<p>Qualifications and Training</p>	<p>5 GCSE / O Level including English and maths</p> <p>Ability to touch type/copy type</p>		<p>Application form Certificates</p> <p>Application form Interview References</p>
<p>Experience and Knowledge</p>	<p>Considerable experience in prior administrative position(s)</p> <p>Demonstrable experience of processing routine and accurate data using a range of ICT applications including Microsoft Word and Excel and manual systems</p> <p>Demonstrable experience of using email</p>	<p>In a secondary school setting</p> <p>Experience of using SIMS.net</p> <p>Experience of using databases</p>	<p>Application form Interview References</p> <p>Application process</p>
<p>Personal Qualities and Additional Factors</p>	<p>Excellent interpersonal skills</p> <p>Ability to work under pressure and meet deadlines</p> <p>Ability to deal sensitively and appropriately with confidential information</p> <p>Good organisational skills</p> <p>Commitment to work as part of a team</p> <p>Willingness to work flexibly and provide cover and support across the team</p>		<p>Application form Interview References</p>