



Administration Officer

Salary: Band C (point 4 - 6)

22 - 32 hours per week (negotiable)

Term time only plus 3 days

Closing Date: 9.00am Monday 17th April 2023

Interview: w/c 24th April 2023

Start Date: ASAP depending on notice



Your future is bright.

When schools collaborate, Incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together**.

What could we do, together?

David Lord, Chief Executive Officer



Why Brooksbank School?

In Autumn 2022, the Brooksbank School Joins Together Learning Trust, a highly respected local multi-academy trust. We are a close family of local schools, including Honley and Ryburn Valley High School, Ryburn Sixth and three primary schools. Being part of a supportive trust brings many benefits to the school, staff and students.

Working in collaboration supports our schools to be better. Through the professional development of leaders and staff, effective curriculum development, robust quality assurance, mutual support and great governance.



Administration Officer

Job Description



Responsible to:	Administration Lead
Responsible for:	N/A
Scale/Salary	Band C (point 4 – 6) Term Time Only plus 3 days (up to 32 hours per week)
Main Purpose of the role	<ul style="list-style-type: none"> To provide an efficient and compliant administration service as directed to meet the needs of the school
Main Duties & Responsibilities	<ul style="list-style-type: none"> Sort and distribute incoming post To undertake general clerical work such as drafting letters, photocopying, laminating, filing and record keeping in line with current GDPR requirements. To produce letters home regarding specific behaviour incidents and ensure that these are also recorded on the school's information management system. Working with the Admin Lead, set up and maintain student records, (primarily) on the MI system, including admission, EHCP and other relevant data from previous schools. Ensure MI system correct before Census collection. Working with the Admin Lead, complete year-end routines and updating documentation and systems as required. Maintain student data following ad hoc request (email, MCAS etc) and annual data collection exercise. Update student records with specific notes / queries if required. To co-ordinate all administration tasks related to Transition (Year 7 & Year 12). To liaise with feeder schools and transfer schools in order to maintain reliable cross – transfer information. To support with all the administration tasks (letters, lists and liaison with Finance etc) relating to all school trips To organise and facilitate parent/carers consultation evenings including creating the appointment schedules using bespoke software. Liaising with Student Services Lead, prepare routine attendance letters as required. Provide administrative support to Pastoral, SEND, Sixth Form and curriculum Teams. To provide support to the Reprographics section To co-ordinate and support the SEND assessment process including <ul style="list-style-type: none"> – updating student profiles, collection of information and preparation for Annual Reviews – Send referrals to various therapy services – Uploading reports to local authority – Update / maintain Medical Needs Booklet Complete letters and references when requested including proof of age letters, and low attenders. Support the Pastoral and Curriculum teams in ad hoc administration as required including preparing and maintaining displays (liaising with the Comms Team.)
School Specific Duties	<p>Provide administrative support to Sixth Form Team – including the following:</p> <ul style="list-style-type: none"> Year 12 application processes – including organising interviews for internal and external candidates, offer letters and enrollment. Ensuring student choices fit into the timetable Co-ordinate and timetable student enrichment programme

	<ul style="list-style-type: none"> • Ensure MI system correct before Census collection – particularly Autumn. <ul style="list-style-type: none"> • Update course information, programme aims, learning aims • Prepare and administer all paperwork required for Discretionary & Vulnerable Bursary students • Maintain Bursary payment records and liaise with the Finance Team to ensure that correct payments are made. • Co-ordinate C6 students and associated paperwork • Keeping Year 12 Work Experience paperwork and placement database up to date • Organising various events throughout the year, including UCAS convention, Sports Days, results and sixth form taster days
Expected Behaviours	<ul style="list-style-type: none"> • Undertake other duties and responsibilities of an equivalent nature as may be required by the line manager. • Be able to work collaboratively as part of a team • Develop positive working relationships with colleagues • Communicate clearly, respectfully and professionally with pupils, parents, colleagues and visitors • Work with his or her line manager to develop and implement a professional development plan • Use feedback and personal reflection to improve his or her own working practices • Where relevant, maintain first aid accreditation • Understand how the role supports the quality of teaching and learning • Understand the roles of external agencies and how to work with them as required • Use IT hardware and relevant software packages efficiently and effectively as required to fulfil your role. • Retrieve and share the various types of information required by the post holders specific role • Be able to competently use items of office equipment, such as the photocopier, and keep up to date with developments and changes to such equipment • Maintain filing systems, (both paper and electronic), efficiently and in accordance with current systems and processes • Ensure that documents are prepared and data is entered into IT systems accurately and on time • Answer telephones promptly and with a respectful and professional manner • Be familiar with all policies and procedures that are relevant for the role • Know where to get help and support • Know the limits of the role and when to refer people or issues elsewhere • Maintain confidentiality at all times • Understand your role in safeguarding and act on any safeguarding issues in accordance with school procedures • Maintain a safe working environment for yourself and others
Other specific duties	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	

Administration Officer

Person Specification



THE
BROOKSBANK
SCHOOL

To be assessed through application, reference, interview and certificates

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
A good general education with pass grades (C/4) in English and Maths	/	
Experience		
Experience using IT products such as Microsoft Excel, Word, Outlook and Sharepoint	/	
Experience of working in an office environment	/	
Experience of prioritising workloads effectively	/	
Experience of working in a school environment		/
Skills and Abilities		
Excellent organisational skills and attention to detail	/	
Demonstrate good judgement	/	
Ability to work under pressure and to multi-task	/	
Able to build relationships with stakeholders (students, colleagues and parents)	/	
Able to plan, manage and prioritise own workload	/	
Think creatively to anticipate, identify and solve problems	/	
The ability to communicate effectively (either written or verbally) with a range of audiences including parents and the wider school community	/	
Personal Attributes		
Good up to date knowledge and skills, including GDPR regulations	/	
Good ICT Skills	/	
Professional	/	
Ability to work in a team and get the best out of people	/	
Achieve challenging professional goals	/	
Determination to succeed and have the highest possible expectations of self and others	/	
Ability to work under pressure	/	
Sensitive to the needs of others	/	
Supportive	/	
Sense of humour	/	
Vision, imagination and creativity	/	