



The Earls High School Administrative Assistant Candidate Pack



**STOUR VALE
ACADEMY
TRUST**

Welcome



Dear applicant

The parents of Halesowen have been sending their children to The Earls High School for well over three hundred and sixty years.

We started as a small grammar school and the proud traditions of high standards in behaviour and high expectations of academic progress have stayed with us in the school's present form as a thriving, innovative comprehensive school.

At The Earls High School, we believe that people really do matter the most; our school is made a very special place by the students and staff who come here together to learn.

If you share our values and our commitment to developing students who have the skills and attributes to thrive in their next steps, we look forward to your application.

A handwritten signature in blue ink that reads "Jamie Fox". The signature is written in a cursive style with a large, sweeping initial 'J'.

Mr Jamie Fox
Headteacher

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Join our team

In common with all schools, the main reason to join our organisation is to make a difference to the lives of young people. Having said that, choosing the right school for the next stage in your career is a critical choice.

So why choose The Earls High School?

1. **We are fortunate to have fantastic students who are keen to learn and ambitious in their plans for the future.** They have great relationships with the staff in school and in January 2020 OFSTED rated behaviour at the school as good.
2. **Staff wellbeing is at the forefront of our thinking.** We are serious about ensuring that there is a healthy work-life balance for staff. We have recently achieved The Carnegie Mental Health Award for Schools this year in recognition of our work in this area. Examples of how we support wellbeing are:
 - Appraisal is rooted in research and development rather than performance targets and graded lessons.
 - Staff are trusted to do their work with autonomy and without intrusive, high stakes Quality Assurance. There is no requirement for staff to submit lesson plans.
 - There are minimal written reports and data capture is limited to three times per year.
 - Marking and feedback policies are developed at a faculty and minimising workload is a critical element of our approach in this area.
 - Directed time is well within the 1265 hours.
 - Flexibility is supported, many staff are part-time at school.
 - We have a generous approach to supporting family life, with requests for leave supported without question.
 - School counsellors and Mental Health First Aiders are available for everyone.
 - Staff are discouraged from sending emails outside of normal working hours.
 - Our administrative support is excellent.
 - There is a comprehensive induction package for new staff joining us.
 - All teaching staff are provided with a laptop.
3. We have a clear vision for learning at the school and have a well-developed training plan so that all teachers are able to research, learn and develop their practice.
4. The school is popular in the local community and is oversubscribed. This, along with effective management of resources, means that the school is very stable financially.
5. We have a friendly, welcoming atmosphere and we are very proud of our school. Our staff turnover is low, and we provide many opportunities for progression and career advancement in the school and across our Multi-Academy Trust.

Applicant information

The Governors are seeking a friendly, approachable and enthusiastic Administrative Assistant to join our great team.

We are looking for someone that is flexible, with a high level of organisational and good IT skills that has a professional and personable demeanour and is willing to work across all non-teaching areas of the school. The role will include support for (but not limited to), Finance, HR, Examinations, Data Management Pastoral and Learning Support Teams whilst also working on student reception a day per week. The role is 35hours per week term time only, 38 weeks in total.

The Administrative Assistant reports to the Administration Manager and is part of the Admin and Resources Team who provide main and student reception cover, resources, library support and admin services to the school. The team currently comprise of seven members of staff. To be successful in this role, potential candidates will need to have a friendly and confident manner and be able to work across all areas of school in a collaborative manner. Willingness to undertake first aid training is also required.

The Earls High School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

Application closing date 9am 19th June 2024

Interview date Friday 21st June 2024

How to apply Please complete an application form and return to hr@earls.dudley.sch.uk by the closing date.

Job description

JOB TITLE:	Administrative Assistant
GRADE:	Grade 3 35 hours per week term time only (38 weeks) £18,089 (- 5 years' service) £18,499 (+ 5 years' service) Pay award pending
REPORTS TO:	Administration Manager
Main purpose of role	To provide administrative support through undertaking key tasks which require some generalist skills and knowledge.
MAIN ACTIVITIES:	
<ul style="list-style-type: none"> • School reception duties, supporting incoming and outgoing calls, including the accurate recording and delivery of messages. • Outgoing mail – ensuring that all outgoing mail is stamped and recorded. • Issuing and recording of late slips for students. • Telephoning parents of students after second day absence. • Receiving, recording and distribution of parcels and bulk deliveries. • Assist with the making of refreshments. • Provision of first aid care when suitably qualified. • Support for other staff with administrative tasks and the production of learning resources, examination scrips, and data tasks • Covering for absence of support staff colleagues when necessary. • Any other duties deemed reasonable and necessary by the Administration Manager. 	
SUPPORT FOR SCHOOL	
<ul style="list-style-type: none"> • All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working. This includes covering reception at times of high levels of activity, staff absence or lunch cover. • Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person • Contribute to the overall ethos/work/aims of the school! • Participate in training, other learning activities and performance development as required! • Attend and participate in meetings as required. • Any other duties commensurate with the duties/responsibilities/grade of the post 	
GENERAL CONDITIONS	
<ul style="list-style-type: none"> • This post is subject to the DBS checking process. • The exact focus of the role will be decided at school level and will take account of the administrative needs of the school and the development needs of the member of staff. • Working 35 hours per week, Term-Time only (38 weeks) 	

Person Specification

		Ascertained by
Experience	Proven experience of clerical/administrative/work.	AF/ I /T
Qualifications /Training	NVQ Level 2 in Business Administration or relevant subject or equivalent qualification.	AF/ I /T
	Good numeracy and literacy skills.	AF/ I /T
	Willing to undertake the relevant training as required	AF/ I /T
Practical skills	Effective use of ICT package	AF/ I /T
	Good keyboard skills	AF/ I /T
	Ability to use relevant technology and equipment	AF/ I /T
	Excellent communication skills both in person and on the telephone, being polite and welcoming	AF/ I /T
Personal qualities and attributes	A Knowledge of Equality & Diversity issues.	AF/ I /T
	Ability to understand and relate well to children and adults	AF/ I /T
	Able to work as part of a team, understanding school roles and responsibilities and own position within these	AF/ I /T
	Ability to identify own training needs and willingness to participate in training and development opportunities	AF/ I /T
	To comply with the school's commitment to the protection and safeguarding of children	AF/ I /T

About the school

About the School

As a school we are extremely proud of our badge, you will see it everywhere around the school. We are proud because it sums everything that we believe in. The motto on the badge says 'Ut Fili Lucis Fiatis' and it means 'to become children of the light', and that is the reason we exist as a school. We believe that every young person who walks through our doors has enormous potential. Our staff work hard to help students to reach their best and become enlightened, or as our motto says, become children of the light.

Everyone at The Earls High School supports students to make as much academic progress as possible so that they are equipped for the next stage of their education or career. We believe that it is our duty to help them develop character too, so that they can communicate effectively, have the resilience to carry on when things get difficult, work effectively as member of a team and develop their leadership skills. We want students who leave us to be kind, compassionate and caring individuals; people who will support and help their neighbours and make a significant positive contribution to Halesowen or whatever community they choose to live in.

If we develop these three qualities in the young people who choose to come to our school, we can feel content that we have done our job well.

How do we achieve this at The Earls High School?

In everything we do we are guided by our core values of Excellence, Care and Partnership. This can be seen in:

- **Great teaching.** We have a stable, dedicated and experienced group of excellent teachers who work hard to improve the learning of the students. We have a clear understanding of how children acquire knowledge and skills and the professional development of our staff is a crucial part of our success.
- **A rich and diverse curriculum.** We teach a full range of subjects from Year 7 to 9 and students then choose the subjects that they will specialise during Year 10 and 11. We give student the widest range of choices so that they can focus their learning on subjects that they enjoy and are good at.
- We have **high expectations** of our students. We will give lots of support, but we expect the students to make good decisions and to work to the best of their ability in every aspect of their learning. Even if dance or science or geography is not their favourite subject – we still expect students to try their hardest.
- **Extra-curricular** activities are an important part of life at our school. Every September we hold our Freshers' Fair for the new Year 7 students where they can sign up for orchestra, choirs, samba band, sports teams, dance companies, drama club, science club, history and chess club to name but a few. There is also a myriad of leadership opportunities: The Duke of Edinburgh Award, joining our Junior Leadership Team, becoming Head Boy or Girl, the Bushcraft experience, not to mention the opportunities they have to represent their house.

- **The Earls Gold Award** is our way of developing students as confident, accomplished individuals. It gives them a framework to demonstrate that they have a positive attitude to their learning but also recognises their contribution to their community, their commitment to developing their own health and well-being and their engagement in cultural activities. You see students wearing their 'Gold' flashes with pride; it shows us that they are students who are becoming well-rounded individuals.
- We put a huge emphasis on the **care** of our students to ensure that they are safe and happy at school. We have a large pastoral team and great form tutors who will support students so that they can learn effectively at school. Like any school, there are rare incidents of bullying, but we deal with these quickly and effectively.
- **Partnership** is also vital in so many ways, especially the partnership between the school and parents. Research has shown that a parent's efforts towards their child's educational achievement are crucial – often playing a more significant role than that of school or the child. When we have high quality staff at school, supportive parents and motivated students the results can be absolutely stunning.

Does our approach work?

Our exam results suggest it does. The attainment of our students is well above average and they also make good progress here.

But more than this, if you spend time in school you will see happy, safe, confident students who attend well. We know that our students will thrive when they leave us because they are so well prepared for their next steps. We also know that students make friendships and build relationships here that will last a lifetime.

Please don't take our word for it though, as a prospective member of staff, you are warmly invited to visit The Earls High School to see for yourself. We look forward to meeting you

Safeguarding statement

The Earls High School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

The Designated Safeguarding Lead (DSL) is Mr Paul Ramage, Senior Deputy Headteacher. Other staff trained in child protection are listed below.

The Earls High School has policies and procedures in place to deal effectively with child protection and safeguarding issues, which include tackling radicalisation and extremism, together with recording and monitoring processes.

To promote a safe environment for students, The Earls High School employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks.

All staff are trained to a level appropriate to their safeguarding responsibilities ranging from basic awareness for all, to Level 2 for key staff. Other safeguarding training is attended by relevant staff and governors. The training is monitored and comprehensive records kept by the DSL.

All concerns are passed through members of staff who are trained as 'Designated Child Protection Officers' in school in compliance with the HM 'sharing of information' guidance March 2015. Staff are required to report any causes of concern to the school safeguarding team. Referrals are logged and monitored to make sure that they are followed up appropriately.

Student attendance is monitored closely and concerns shared as appropriate with parents/carers, West Midlands Prevention Service, Social Care and the school Safeguarding team. The Earls High School works effectively with other agencies and parents/carers when necessary to safeguard young people.

If you have any serious concerns about your child, another student or a member of staff at Earls High School please do not hesitate to contact the Designated Safeguarding Lead (DSL) who will be able to provide you with the best advice and help using the appropriate degree of confidentiality.

Earls High School Designated Safeguarding Lead:

Mr Paul Ramage, Senior Deputy Headteacher

Other staff trained in Child Protection:

Deputy DSL: Mr Joe Toulson

Year Team:

Lower School: Ms Julie Bryant

Middle School: Ms Fiona Aston

Upper School: Ms Emma Tatton

Stour Vale Academy Trust

About Stour Vale Academy Trust

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently eleven member schools, five primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

Our Vision and Values

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES



INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

SVAT.ORG.UK

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will **create the difference together**.