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SMITHILLS SCHOOL

SUCCESS FOR ALL

**Senior Administrator
Candidate Information**



OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY



Welcome to Smithills School

Thank you for expressing an interest in the position of Senior Administrator. This is a wonderful opportunity to join our successful, over-subscribed 11-16 school at an exciting stage of our journey.

We are a large secondary school, a single Academy Trust, situated in the heart of Bolton. As Headteacher I am fortunate to work alongside our talented staff, pupils, families and community partners. Our school is a very special place where we respect individuality, diversity and difference. Every child who joins us is encouraged to achieve and every adult who joins our team is given the opportunity to contribute.

Our values of Excellence, Independence and Community are evident in all that we do. They combine to ensure our vision of 'Success for All' is achieved.

September 2023, two weeks into my headship, the school was judged as requires improvement for Quality of Education and Leadership and Management, but good for Personal Development and Behaviour and Attitudes. Ofsted commented 'pupils are warmly welcomed and quickly settle into school life', we have 'high aspirations for pupils' achievement' and 'staff feel happy and proud to work' at the school. They remarked that we are on the right track with the changes we are making, we simply need more time to implement and embed them.

Our pupils are at the heart of everything we do. We are committed to developing and nurturing every child, providing the very best standards of education through a strong, knowledge rich curriculum, which is built around our expectations that all pupils will develop their depth of understanding across a wide range of subjects, securing an ambitious education for all. We also offer our pupils a wealth of cultural experiences, broadening horizons and developing self-esteem which provides them with the skills to make positive contributions to society, now and in the future.

We are committed to the continued professional development of all our colleagues and take our responsibility to develop leaders of the future seriously. We are equally committed to staff wellbeing: we provide a package of support to help all colleagues achieve a happy work life balance and we have a thriving wellbeing group that initiates real change in school.

If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Carolyn Dewse
Headteacher



Why work at Smithills?

As a team, we value every member of staff – from the site team to middle leaders, from teachers to SLT, from canteen staff to teaching assistants, from pastoral staff to IT support. We know that every person on our staff is crucial to the strategic development and the operational work of our school. As such, we promote well-being and prioritise manageable workloads in the following ways:

- SLT are supportive and highly visible around our site
- Teachers have their own classrooms
- We are committed to the Education Staff Wellbeing Charter
- Staff wellbeing is prioritised with free access to our swimming pool, gym, 'Friday football' and all sports centre activities during the week and at weekend
- The Staff Wellbeing Team includes broad representation from teaching and associate staff
- This team meets at least every half term, capturing staff voice and responding with concrete actions
- Teaching staff typically have above the national expectation of 10% of Planning, Preparation and Assessment (PPA) time
- Every teacher has a protected Professional Development hour every fortnight
- CPD is a regular feature of our calendar and includes teaching and support staff
- Opportunities for career development are embedded in our structures and systems
- Early Careers Teachers thrive in a supportive and caring environment. They have access to a broad and individualised programme of professional development
- As part of our commitment to continuous professional development all staff are encouraged and supported to undertake further study
- Internal applications for a range of roles are actively encouraged
- Data entry points are kept to a minimum for each year group
- Every department has high quality 5-year curriculum plans in place
- Departmental marking policies have been designed to actively reduce marking workload
- All teaching staff have an iPad/laptop
- The correction system is centralised
- Lunch duties are paid
- Reprographics is centralised

Most of all, though, we offer something which a bullet point list cannot capture: our staff and students are friendly and fiercely loyal to our school. Our school is a community and we are proud of that.

'Leaders at all levels carefully consider the impact of any changes that they make to school systems which may affect the workload and well-being of staff'.

OFSTED
September 2023

We encourage you to come and see our school for yourselves. Please contact the Headteacher's PA, Chris Shaw on 01204 842382 ext. 104 or c.shaw@smithillsschool.net to arrange an appointment. A member of SLT will be only too happy to show you around.

Closing date for applications: Friday 10th January 2025 at 9.00am

Interview date: W/C 13th January 2025



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Senior Administrator

Permanent Position – 37 hrs per week over 5 days Term Time Only

Salary: Grade D pt 6-11 £25,183 - £27,269 (Full time all year)

Actual salary approx. £21,052 to £22,796

Job Description

Primary Purpose of the Job

To assist the Office Manager to provide administrative and organisation support in school to ensure the school fulfils its primary purpose both effectively and efficiently.

Responsible to: Office Manager

Principal Responsibilities

Provision of an effective and efficient administrative support service within school, working to agreed quality and performance standards to deliver an efficient administrative and front of school reception service for customers.

Provide clerical support to organise, manage and maintain the use of information systems, including general typing and maintenance of data within SIMS, creation of report templates as required and assistance with the production and collation of pupil reports.

Main Duties and Responsibilities

1.	Organisation To contribute to the development and implementation of administrative services.
2.	To manage and provide support to users of administrative services.
3.	To organise, support and maintain the use of information technology systems and software.
4.	To assist the Office manager and in their absence, deputise to ensure the use of systems through the Office manual are adhered to.
5.	To contribute to the scheduling, organisation and co-ordination of activities, resources and events, e.g. student services, school trips, meeting venues, etc.
6.	To deliver and co-ordinate a reliable reception service and develop customer relationships.
7.	Ensure SIMS is kept up to date downloading LA Admission files and liaison with Pupil Services.
8.	Administration To plan and manage your work to meet specified deadlines and requirements.
9.	To be responsible for the research, preparation and presentation of information.



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10.	To provide advice and support for the development and implementation of quality and information.
11.	To produce Parent Evening and other whole school letters via mail merge, collate and distribute (post or batched for classes)
12.	To maintain and use databases including SIMS.
13.	New Intake – Collate all information on Year 7 enrolment forms, ensuring the data required is complete, correct and uploaded onto SIMS
14.	To design, create, prepare and produce a range of complex documents from various sources and to specified deadlines.
15.	Responsibility for student services – including the receipt, recording and processing of payments in line with financial procedures. Ensure that any student cashless catering loans allowed are repaid timely or pro-actively recovered.
16.	Receive and deal with incoming calls as appropriate, taking accurate messages as required.
17.	To produce holiday/absence letters as instructed by the Attendance Office.
18.	<p>Ensure visitors to the school are welcome and managed professionally and courteously.</p> <ul style="list-style-type: none"> • Ensuring compliance with the schools safeguarding policies in relation to all visitors to the school. • Deal with general enquiries from teachers, pupils, parents. • To issue exit permits, working alongside with the Attendance Office via the school Share point System. • Assist with pupil first aid/welfare duties liaising with First Aid • To scan fingers/thumbs for new starters. • To log daily detentions on school spreadsheet and send messages to parents • To log all confiscated items • Issue of passes to pupils as and when required • Monitoring and Ordering of stationery
19.	Manage and administer lost property and pupil mobiles/watches handed in for exams.
20.	<p>Resources</p> <p>To manage and organise the ordering, storage and distribution of specified goods and services.</p>
21.	To manage Free School Meals on SIMS so it reflects current eligible pupils and produce reports are requested. Run weekly report from Bolton Council (Monday) and to update SIMS with free school meals
22.	To photocopy, re-produce and distribute complex documents including pupil reports.
23.	<p>Responsibilities</p> <p>To work effectively with other team members to contribute to improving the work of the team.</p>
24.	To build effective working relationships, both within the School and with partner agencies, in order to develop effective services.



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25.	To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, GDPR, confidentiality and data protection, reporting all concerns to an appropriate person.
26.	Contribute to the overall ethos, work and aims of the school.
27.	Appreciate and support the role of other professionals.
28.	Attend and participate in relevant meetings as required.

The roles and responsibilities in this job description may change and/or evolve in a reasonable manner over time

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Person Specification

Skills and Knowledge		Method of Assessment
1.	Demonstrate the ability to develop, implement and maintain quality administrative services to customers.	Application Form / Interview
2.	Demonstrate the ability to work effectively as part of a team and under own supervision using initiative.	Application Form / Interview
3.	Demonstrate the ability to research, locate, select and analyse information to support decision-making and audit compliance.	Application Form / Interview
4.	Demonstrate the ability to multi-task, plan, develop, organise and prioritise your work to meet deadlines and changes in priority.	Application Form / Interview
5.	To demonstrate the ability to organise, support and maintain the use of information technology systems and software.	Application Form / Interview
6.	To be able to enter and retrieve information and produce complex documents using a range of systems and software.	Application Form / Interview
7.	To have the ability to provide advice and support for the development and implementation of quality and information systems.	Application Form / Interview
8.	To demonstrate the ability to handle cash and be able to accurately record and monitor payments in line with financial procedures.	Application Form / Interview
9.	To have the ability to schedule and co-ordinate activities and resources and have the ability to organise events, school trips etc.	Application Form / Interview
10.	To be able to manage and organise the ordering, storage and distribution of specified goods and services	Application Form / Interview



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Skills and Knowledge		Method of Assessment
11.	An understanding of the services provided by the School	Application Form / Interview
12.	An awareness of relevant legislation/good practice relating to schools, particularly safeguarding	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	NVQ Business and Administration Level 3 or equivalent.	Application Form / Certificate
2.	Experience of using a range of computer software packages and systems	Application Form

Work Related Circumstances		Method of Assessment
1.	The nature and demands of the post holder's time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time.	Interview
2.	This post is subject to enhanced disclosure from the Disclosure and Barring Service.	Application Form / Certificate

Safeguarding

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including anywhere the penalty is "time expired"
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on shortlisted candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse
Headteacher



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