



# The Polesworth School

## ENSURING EXCELLENCE

Dordon Road, Dordon, Tamworth, Staffs, B78 1QT  
01827 702 205



Operational & Leadership Administrator  
37 hours a week term time plus 2 weeks (41 weeks per year)

Candidate Information





# The Polesworth School

## ENSURING EXCELLENCE

Dear Applicant,

### **Operational & Leadership Administrator**

Many thanks for your interest in becoming our Operational & Leadership Administrator at The Polesworth School. We are looking to fill this vacancy as soon as possible.

Polesworth is truly a community based comprehensive school. We have approximately 1500 students on roll which includes a large and thriving sixth form. We have extremely high standards and expectations and our ethos is underpinned by the three Rs of Ready, Respectful and Responsible.

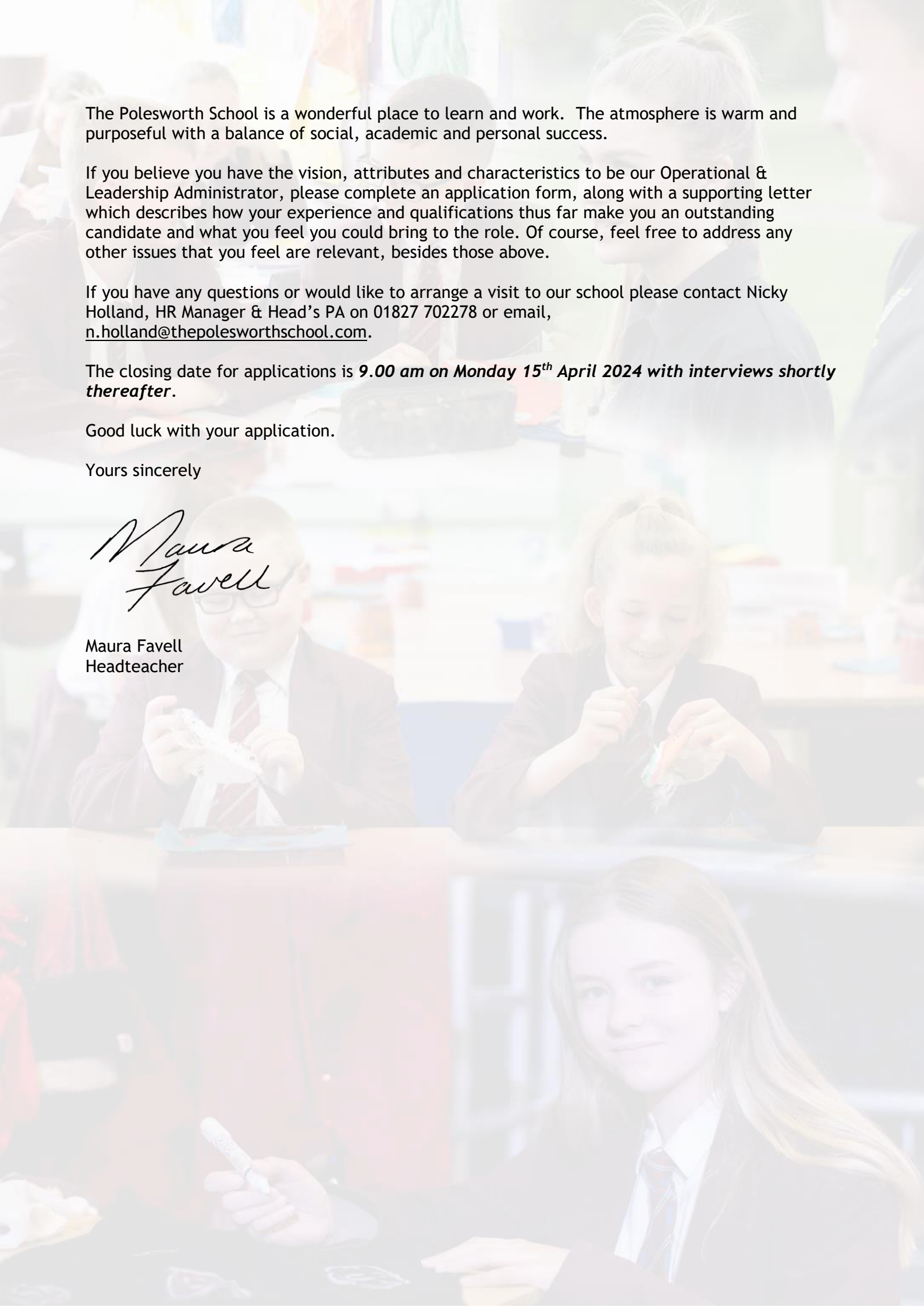
Staff work tirelessly to ensure that all students are able to develop their confidence, resilience and desire to achieve so that they become well-rounded and well-educated individuals who are able to contribute positively to society and realise their full potential.

Polesworth is heavily oversubscribed and comprises a staff of over 200 people. Our Strategic Leadership Team consists of the Headteacher, three Deputy Headteachers, Director of Post-16, four Assistant Headteachers, the School Business Manager and the HR Manager. Heads of Department and Heads of Year are line managed by members of SLT.

Pastorally, the school is organised horizontally with every student belonging to one of our four Houses: Arden, Stratford, Kenilworth and Warwick. There is a healthy rivalry across the Houses in a wide variety of activities. The House system supports our ethos of social, academic and personal achievement.

Key Stage 3 students study all National Curriculum subjects together with Personal Development. We teach French and German and all Year 7 students are taught in mixed ability and broad ability groups. In Year 8 broad ability grouping is sustained. Students follow a common core of English, English Literature, Maths, Science, RS, PE and Personal Development at KS4. In addition, they take option subjects according to the Pathway they have been allocated. Tomlinson Hall Sixth Form Centre offers a very wide range of 'A' Levels and vocational courses.

We have a great deal of experience in the further development of all our staff. Our appraisal approach is one of coaching under the banner of 'Growing Great People'. We operate under a Trust wide staff development programme entitled "Developing People" and our induction programme for all new staff is superb!

The background of the entire page is a faded, high-angle photograph of a classroom. Several students in school uniforms are visible, sitting at desks and working on projects. One student in the foreground is holding a white marker, and another is holding a small object. The overall tone is bright and educational.

The Polesworth School is a wonderful place to learn and work. The atmosphere is warm and purposeful with a balance of social, academic and personal success.

If you believe you have the vision, attributes and characteristics to be our Operational & Leadership Administrator, please complete an application form, along with a supporting letter which describes how your experience and qualifications thus far make you an outstanding candidate and what you feel you could bring to the role. Of course, feel free to address any other issues that you feel are relevant, besides those above.

If you have any questions or would like to arrange a visit to our school please contact Nicky Holland, HR Manager & Head's PA on 01827 702278 or email, [n.holland@thepolesworthschool.com](mailto:n.holland@thepolesworthschool.com).

The closing date for applications is **9.00 am on Monday 15<sup>th</sup> April 2024 with interviews shortly thereafter.**

Good luck with your application.

Yours sincerely

A handwritten signature in black ink that reads "Maura Favell". The signature is written in a cursive, flowing style.

Maura Favell  
Headteacher



## *Our Values & Vision*

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for the school.



## *Our Young People*

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

***Social:*** They have developed and sustained excellent friendships and an ability to build mutual respect with others. They know how to behave and conduct themselves so that they are ready for the next stage in their lives

***Academic:*** They have developed intelligence and a broad range of knowledge and skills that equip them for the next stage in their lives.

***Personal:*** They have personal attributes and talents that have been nurtured at school often beyond the day to day planned curriculum. They have pride and confidence in who they are and what they can achieve. They have developed essential character virtues and a crucial sense of possibility.





## *Our Staff*

All members of our staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationship, working together to enhance professional growth and the consequent achievements of the young people in our care. All staff have clarity and certainty about the direction our school and trust are taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.



# *Operational & Leadership Administrator*

*37 hours a week term time plus 2 weeks (41 weeks per year)*  
*Grade G Points 11 – 17 - £23,700 - £26, 246 (actual salary)*

**POST:** Operational & Leadership Administrator

**LINE MANAGER:** Leadership Support Manager

**SALARY:** Grade G

**LOCATION:** The Polesworth School

**WORKING PATTERN:** 37 hours a week, term time plus 2 weeks (41 weeks)

**DISCLOSURE LEVEL:** Enhanced

**KEY RELATIONSHIPS:** SLT, Staff, Students, Parents, members of the community and contractors

**MAIN PURPOSE:** To be the Educational Visits Co-ordinator support for the school, and to provide any and all necessary administrative support to this operational function within the school. To provide administrative support to the Strategic Leadership Team under the direction of the Leadership Support Manager. To support the HR processes of the school under the guidance of the HR Manager/Head's PA.

## **General Administration to SLT**

- To be responsible for the co-ordination of student events i.e. Immunisation and Photographs. This will include the liaison with the school photographer, school nurses and the complex scheduling of a programme for each event
- To provide administrative support for the Student Voice. This will include liaison with the DHT/AHT to arrange regular meetings with the student representatives including support with the election process and minuting the meetings
- To provide administrative support and organisation for parent consultation evenings including organisation of hospitality
- To assist in producing, and responding to, routine correspondence as directed
- Undertake other general clerical duties in the finance & administration office eg photocopying, filing, e-mail etc as required, ensuring that deadlines are met and confidentiality of information is maintained at all times
- Raise orders for goods and services complying with Trust financial procedures.

## **Educational Visit Co-ordinator**

- To be the School Educational Visit Coordinator (EVC) - ensuring the smooth and efficient organisation and execution of educational visits in line with all relevant policies and procedures. Liaising with the Operations Manager on any complex visits. To be the main point of contact for all trips.
- The post holder will be required to be available to support the trips and their leaders which are taking place outside school's normal hours of operation in liaison with the Operations Manager
- To gain and maintain any relevant qualifications and attend training relating to the role of EVC.
- To ensure there is a clear process for evaluating all visits once they have been concluded to assist in the planning of future trips.
- To keep records of any incidents, accidents and near misses so lessons can be learned from, and appropriate changes are made for future trips and events.
- To ensure all trips comply with guidance advice from DfE and the Health and Safety Executive.
- To ensure arrangements are in place to enable parents to make payments for visits etc by ensuring the correct information is uploaded to Parent Pay.
- To ensure all school Trips/events adhere to all Trusts financial policies and procedures.
- Liaise with the trip leader to ensure that all visits are appropriately organised and authorised and that appropriate transport has been arranged.
- To ensure that all other necessary bookings have been made.
- Liaise with the trip leader to ensure that all permissions and medical forms have been completed.
- To provide the appropriate risk assessment template to allow the trip leader to complete. Check and ensure the risk assessments are suitable and sufficient for the activity or trip and are signed by the appropriate staff.
- To ensure that trip leader has the final pack of information prior to the visit, and that it has been duly authorised.

- To check all letters prior to them being sent out to parents to check for accuracy, and to ensure they follow the prescribed style.
- To ensure the appropriate consent forms have been received and signed by a parent or guardian.
- Create and update policy and procedures for trips and outdoor learning, including safeguarding, inclusion, risk management, etc.
- support and train colleagues to understand and implement the policy and procedures.
- support and oversee planning so that well-considered and prepared arrangements can lead to well-managed, engaging, relevant, enjoyable, and memorable visits/outdoor learning.
- Ensure that All Trust financial controls are in place and are adhered to.
- To organise and participate in EVC meetings.

### **Human Resources Support**

Provide administrative support to the HR Manager/Assistant to the Head for all areas of recruitment and more specifically as outlined below:

- Assist in the administration of staff inductions. Ensure that the required procedures are put into place prior to new staff joining the school so they undertake all the statutory training and that the Assistant Head is kept informed of all start dates for new staff during the school year.
- With the Leadership Support Manager, be responsible for the organisation and administration of recruitment processes from shortlisting onwards. This will include:
  - Calling of references
  - Ensuring all checks are undertaken
  - Creation of the interview programme and packs for the panel
  - Collation of all documentation post interview
  - Any other tasks linked to recruitment as requested
- Work with the Leadership Support Manager and the HR Assistant to update the staff list as changes arise and ensuring that accurate information is passed to the Operations Manager so that BPS (Budget Monitoring System) is updated in a timely fashion;
- Act as Clerk for confidential staff meetings as and when required. Typing minutes and correspondence, including confidential documents and arranging distribution where necessary;
- Assisting the Leadership Support Manager in the management of school policies, in particular with regard to the database and access to school policies by staff, students, parents and Governors, with the help of suitable ICT support;

### **Support for the School**

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities
- Participate in the School's Growing Great People coaching system
- Undertake any other duties appropriate within the grading of the post, including providing support and cover as requested for other colleagues within the wider team.

### **Safeguarding Children**

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty -**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<p>5 or more GCSEs or equivalent including Maths and English.</p> <p>Level 3 qualification or relevant experience</p>	<p>Level 4 qualification in Administration Health &amp; Safety qualifications or willingness to engage with training</p> <p>EVC experience or willingness to engage with training</p>
<b>Professional knowledge and understanding</b>	<p>Excellent communication skills and the ability to prepare written work to a good standard</p> <p>Good numeracy skills. Able to maintain accurate and clear financial records</p> <p>ICT literate, with excellent, up to date, working knowledge of MS Office suite.</p> <p>Ability to maintain strict confidentiality, working with sensitive information</p> <p>Working knowledge of Management Information Systems</p> <p>Ability to work effectively and supportively as a member of a team</p>	<p>Previous experience of working in a similar role within a school environment</p> <p>Previous experience of health &amp; safety legislation or a willingness to engage with training</p> <p>Previous experience of SIMS (School Information Management System)</p>
<b>Skills</b>	<p>Ability to work accurately and methodically with attention to detail.</p> <p>Able to undertake within established procedures without close supervision.</p> <p>Solutions focused - identifying and contributing towards appropriate resolutions to unexpected issues.</p> <p>Able to make some decisions involving the use of judgement.</p> <p>Ability to work with students and parents</p> <p>Ability to work with colleagues at all levels</p> <p>Time management to prioritise and meet deadlines.</p>	
<b>Attributes</b>	<p>Form and maintain professional relationships</p> <p>Work effectively and supportively as a member of a team.</p> <p>Planned and organised approach to tasks</p> <p>Pro-active self-starter</p> <p>Commitment to further professional development</p> <p>Sensitivity and patience</p>	
<b>Other</b>	<p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to undergo appropriate checks, including enhanced DBS Checks</p> <p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	



Dear Applicant

Thank you for your interest in joining The Polesworth School and to make a real difference for young people. The Polesworth School is an important member of our family of community schools.

Our Trust originated as The Polesworth School Academy Trust and then became the Community Academies Trust after going into partnership with Birchwood Primary School in November 2012. The Trust has grown since 2012 and now comprises 5 secondary schools and 13 primary schools in Warwickshire, Staffordshire and Telford.

Community Academies Trust currently operates in three hubs in North Warwickshire & Staffordshire, Warwick, Stratford-upon-Avon and Leamington Spa and Telford & Wrekin.

Our trust is a values driven organisation, believing fundamentally in the talent of young people and is driven to ensure local communities have exceptional schools. Trustees have set strategic objectives for the trust. These ensure that the schools in our trust are:

- Focused on achieving outstanding academic, personal and social outcomes for the children
- Committed to the moral imperative of community school improvement and shared system leadership
- Mutually supportive and fiercely loyal to each other
- Equal partners with all other schools irrespective of their phase, size or achievements
- Multi academy trust minded - our schools celebrate the success of others as well as themselves and share accountabilities
- Financially disciplined and committed to fulfilling their delegated responsibilities to the best of their abilities under a robust governance arrangement.

This culture and ethos ensure the young people in our care benefit from expertise and support shared across all our schools so that we can maintain our attention to our children's individual talents and potential. I use this story to illustrate my own personal commitment to the children in our schools:

"As the old man walked the beach at dawn, he noticed a young man ahead of him picking up starfish and flinging them into the sea. As he caught up with the youth, he asked him why he was doing this. The answer was that the stranded starfish would die if left until the morning sun. The old man said that there were millions of starfish, and how could he possibly make a difference. The young man looked at the starfish in his hand and threw it into the waves to safety "it makes a difference to this one" he said.

The main message from this story is clear - children will thrive if we all make sure we focus on them as individuals, get to know them well, meet their needs and be ambitious for them.

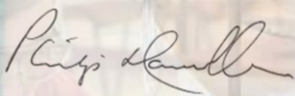
Our schools are orientated around ensuring excellent provision and are constantly reflecting on what is best for our professionals' working environment and for the young people in our care. All of us at our Trust want the children to achieve socially, personally and academically and leave school with a crucial sense of possibility - vital for success in life.

When you work with us, we are also keen that you will grow as a professional and benefit from our culture of professional development. Your wider professional development is very important to us and we have the capacity through our trust policy 'Growing Great People', trust school professional networks and the trust wide Institute of Education to support you in your work and career.

If you feel the trust is an organisation you would like to join and you can contribute to our future success, further information is available on the School website - [www.thepolesworthschool.com](http://www.thepolesworthschool.com) where you will also be able to download the Job Brochure and an Application Form. These should be returned to us by the stated closing date along with a covering letter explaining how you feel your experience has prepared you for this post. We intend to carry out interviews shortly after the closing date deadline. If you would like to talk to someone about the position, please contact Nicky Holland, HR Manager & Head's PA on email: [n.holland@thepolesworthschool.com](mailto:n.holland@thepolesworthschool.com) or telephone: 01827 702278.

Good luck with your application.

Yours sincerely



Philip Hamilton OBE  
Chief Executive Officer



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