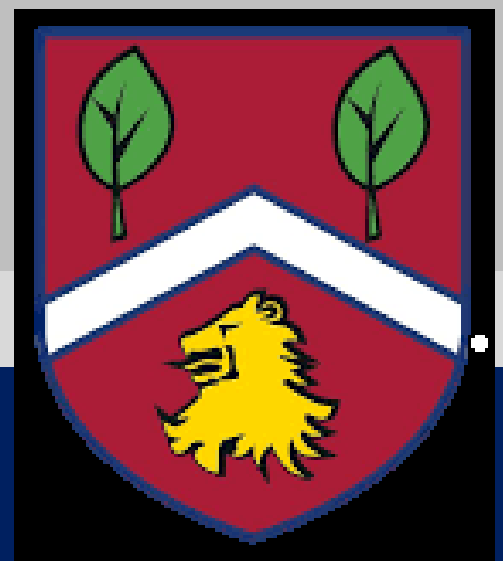
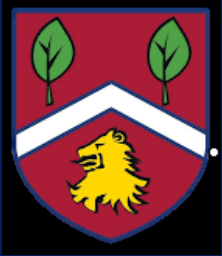




Cover and Attendance Administrator

Recruitment
Information





ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

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ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

Welcome

We are thrilled to share with you this exciting opportunity to join us as a Cover and Attendance Administrator – and we are pleased to give you some information about our school community, which is warm, happy and high achieving.

Our school community is outward looking and we invest heavily in our staff. We are committed to recruiting colleagues who have a passion for their subject, and who want to work in a multicultural school which is innovative, forward thinking and research-informed in its approach to education.

Orchard Park High School is proud to be part of the Greenshaw Learning Trust; a family of schools who hold a shared vision and set of values for education and learning.

Please do visit the Greenshaw Learning Trust website for more information or contact us for further information. Website: www.greenshawlearningtrust.co.uk

Our own school website will also provide further information about our school. Website: www.orchardparkhigh.co.uk

Vision and values

Our mission statement declares,

“We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.”

We pride ourselves on our positive ethos, which drives the personal development, academic achievement and holistic wellbeing of every individual in our care. We offer a learning journey which seeks to offer our students the very best chance of success during their time with us, and beyond.



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Our focus on daily reading, academic progress, character development and community spirit is palpable. When you visit our school, you will find that our students are challenged, inspired and encouraged to reach their full potential, regardless of ability.

To us, kindness, integrity and respect are non-negotiables. It is these qualities which underpin our school community and help it to function as a happy place for all, in which we learn and grow together.

Mission statement

We seek to inspire and empower all members of our school community to:

- Be proud of, and contribute positively to, our school community
- Be your best, striving for academic excellence
- Be yourself, nurturing potential and embracing difference
- Be kind, respecting ourselves and each other
- Embrace the journey, recognising that the learning journey requires effort resilience and stamina, in order to become successful lifelong learners

Should you join us, you will work alongside committed and professional staff, and with leaders at all levels who care deeply about the personal wellbeing of both students and staff. We take pride in our professional development programme, which equips teachers with both a depth of subject knowledge and pedagogical guidance on research-informed approaches which support long-term learning.

We take career progression seriously and support our staff to develop leadership experience during their time with us. We offer an excellent CPD programme which focuses on the individual needs of our staff members as well as our core school priorities, making us stronger independently and as a school community.

If you feel you have the passion, experience and commitment to high quality education that we do, then please read on.

We look forward to hearing from you.

Yours sincerely,

Ms C Moran
Headteacher



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Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision, and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression
- Employer Contributions to Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Car Benefit Scheme
- My Health Discounts



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Cover and Attendance Administrator

Main duties and responsibilities:

- To be responsible for the administration of the daily cover and student absence
- To assist with administrative tasks and office routines
- To administer first aid to staff and students as appropriate
- To cover reception as required

Key duties

Cover

- To ensure daily cover is arranged and disseminated to all staff in a timely manner, working under the direction of the SLT in charge of 'Day to Day'
- Produce statistical reports pertaining to cover as and when necessary
- To induct cover staff/agency staff into school procedures
- To manage cover work set by teachers

Administrative Duties

- Processes pupil attendance messages (phone and email)
- Enters on SIMs
- Follows up absences from tutor time and period 1
- Informs staff of absences that day
- Follows up incomplete registers
- Monitors attendance and punctuality data daily and over time
- Actions letters to families
- Arranges attendance meetings
- General school administrative duties as directed by the Office Manager
- To comply with policies and procedures relating to child protection, health, and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging students to adhere to school expectations.
- To present a professional /positive image of the school to parents and local community.



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The post holder may be required to perform any other reasonable tasks after consultation. This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the post holder.

Terms and Conditions

Line Managed by: Office Manager

Salary: Grade 4 Scale 8-10 - Pro Rata (FTE £23,406 - £24,258)

Hours of Work: 36 hours per week – Term Time Only + INSET Days (5)

Medical Examination: The appointment is subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at:

<https://www.lgpsmember.org/>

Probationary Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.

Safeguarding Children

The Greenshaw Learning Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.



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PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> *Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and maths. *Experience of working with young people *Experience of Microsoft packages *Proficient typist 	<ul style="list-style-type: none"> *Further or higher education qualifications relevant to the field. *Experience of working with SIMS *Evidence of working in a busy administrative environment. *Experience of working in a school or similar establishment. • Experience of making contact and dealing with external agencies. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills:		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and external agencies. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. 	<ul style="list-style-type: none"> • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation eg safeguarding. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews
<ul style="list-style-type: none"> • Ability to improve own practice/knowledge through self-evaluation and learning from others. • Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Good standard of numeracy and literacy skills. • Ability to proficiently use office • Ability to absorb, understand and disseminate a wide range of information and deal with confidential issues appropriately. • Ability to effectively maintain records and systems. 		<ul style="list-style-type: none"> Application form Letter of application References Interviews



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Personal qualities:		
<ul style="list-style-type: none">• Initiative and ability to prioritise one’s own work and make informed decisions.• Able to follow direction and work in collaboration with line manager and establishment’s Leadership Team.• Able to work flexibly to meet deadlines and respond to unplanned situations.• Efficient and meticulous in organisation.• Desire to enhance and develop skills and knowledge through CPD.• Commitment to the highest standards of child protection and safeguarding.• Recognition of the importance of personal responsibility for health and safety.• Commitment to the school’s ethos, aims and its whole community.		Application Interview



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The recruitment process

1. Applications

To apply for this position, please visit us online and apply using the application form. Website: www.orchardparkhigh.co.uk. Go to our 'Information' tab, then 'Staff vacancies'.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples to support your application.

Applications must be received no later than 12pm on **Friday 28th January, 2022**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interviews

Interviews will take place commencing Monday 7th February, 2022

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will receive verbal notification of our offer and take up the post as soon as possible. Should you require any additional information, please do not hesitate to contact Karen Weighill, HR Manager, via email Kweighill@orchardparkhigh.net

We look forward to hearing from you,
The Orchard Park team