



Administration Assistant

Scale 3 (actual £11,321.17 per annum)

25 hours a week, 9.45am-2.45pm (negotiable hours)

Term time only + 5 days (in August)

To commence between 1 September-1 October 2022



NEWPORT GIRLS' HIGH SCHOOL

An outstanding grammar school for girls

Welcome from the Headteacher

Thank you for downloading information about the post of Administration Assistant. This role is an integral part of our talented support staff team and you will work in tandem with teaching staff and middle leaders to ensure the smooth running of the school. This post will largely be based within our Sixth Form office and your work will positively influence the friendly Sixth Form team. Key areas of responsibility will be responding to sixth form admission enquiries, entering information into our school database, the administration of the UCAS process and offering admin support to our Head of Sixth Form, Sixth Form Well-Being Officer and Sixth Form Achievement Coordinator. You should also hold (or be willing to train) as a First Aider.

This job represents a unique opportunity to join and contribute to the ongoing success of an outstanding selective girls school and the 2020 West Midlands Secondary School of the Year. At NGHS, staff can work without being concerned about unruly discipline. This reward is offset against the challenge of inquisitive girls who want to learn and who politely question to further their own knowledge.

I joined NGHS as Head in January 2018 and consider it a true privilege to lead our wonderful school, which focuses not only on ensuring students achieve their best, but also on providing opportunities to excel outside the classroom. Each week's diary is full of opportunity and the weekly school newsletter, 'Newport News' (available on our website) will give you a flavour of the sorts of projects that our students and staff are involved in. From a plethora of trips to local and far-flung destinations to participation in the Duke of Edinburgh Awards Scheme to maths challenges at local, regional and national level and sporting achievements galore, there is a clear desire among students and staff to work hard and to make the most of every opportunity offered to the School.

Our new school building opened in 2018 as a result of our fundraising campaign 'inspiring minds'. Thanks to donations from families of NGHS students and an academies fund bid, our sixth formers now have a state-of-the-art building and space to work. NGHS expanded further in 2021 with a fourth form of entry and a classroom block and new dining hall was built.

Professionally, staff are supported and led by talented middle leaders and there is a strong sense of community in the staff room with social events planned throughout the year. **Support staff are equally as part of the team as teaching staff at NGHS!** The small SLT have an open-door policy and welcome staff views on areas for development across the school. Well-being and workload are taken very

seriously at NGHS and I have developed a Well-being Charter which you will find in this pack.

As a relatively small school, there is a real sense of **everyone working together** when it comes to organising events and supporting house competitions. Our house system is a key feature of our school and fierce (but also friendly!) rivalry is seen at house competitions. Regular attendance monitoring leads to rewards for forms with the greatest number of students hitting our ambitious attendance target of 97%. Support staff are encouraged to get involved in the wider life of the school, too.

Our curriculum is unashamedly academic with a three year KS4 programme. This means that there is time to enjoy learning at KS4 and not to be examination focussed at all times. In our Sixth Form, we offer a range of facilitating and practical subjects and our results demonstrate the commitment of both students and staff to enabling girls to achieve their full potential. Students from other schools join NGHS in Year 12 and thrive. Alongside the academic life of the school is a well resourced pastoral provision. Parent surveys demonstrate that 100% of parents feel that their child is safe at NGHS and our dedicated pastoral and safeguarding teams ensure that students' emotional well-being is at the forefront of all that we do at NGHS.

Ofsted visited NGHS in October 2019 under the new framework. The school was judged to remain outstanding (in spite of the KS4 curriculum described above) and inspectors reported correctly on the buzz for learning which exudes at NGHS and the students' views that NGHS is like a large family. You can read the report on our website, and I would encourage you to do so as the inspection team (which included a Senior HMI for the Midlands) managed to capture a lot about the school in the short time they were here.

This information pack will hopefully equip you with the resources necessary to make a decision about applying for this post. If you'd like to speak to me or our Operations Manager prior to applying, please contact headteacher@nghs.org.uk with a contact number. I sincerely hope that you will apply. I know how much time it takes to complete an application and thank you in advance for this. Please apply by the deadline of **Tuesday 16 August** via jobs@nghs.org.uk

With very best wishes,

Michael J Scott
Headteacher



Job Description - Administration Assistant

Reporting To: Head of Sixth Form

SIXTH FORM ADMINISTRATION

Applications

- ⇒ To receive, log and acknowledge applications to NGHS6 (our sixth form)
- ⇒ To track and monitor the progress of applications (e.g. gathering school references, inviting applicants to individual advice/guidance sessions and sending offer letters out)
- ⇒ To enter pupil data onto our Management Information System accurately
- ⇒ To work with the Marketing Officer to ensure timely provision of material to market the Sixth Form (largely using social media).

UCAS

- ⇒ To ensure the UCAS portal is set up in a timely fashion each academic year for the next cohort
- ⇒ To provide technical support and advice to students when applying to university through the UCAS portal
- ⇒ To load staff references into the UCAS portal
- ⇒ To proof read and check references prior to submission to the Head/Deputy Head for final checks
- ⇒ To send applications to UCAS in a timely fashion

Communication

- ⇒ To act as first port of call for queries to the Sixth Form Office by telephone or email
- ⇒ To ensure communication is professional at all times
- ⇒ To maintain the NGHS6@ email account
- ⇒ To log any contact from parents/agencies about students onto our CPOMS database system

Results Days

- ⇒ To be at school annually on A-level Results Day and GCSE Results Day plus three additional days at the end of August to ensure any late applications to the sixth form can be processed.

TRIPS & VISITS

- ⇒ To take a lead role in the administration of the Year 12 residential visit to Liverpool each autumn term
- ⇒ To support the Head of Sixth Form in organising events for Curriculum Enrichment Week (booking visiting speakers and liaising with the Finance Office over coach bookings for open days etc.)
- ⇒ To liaise with the Finance Assistant (Trips & Visits) about parent payments and Sixth Form Bursary when planning trips/visits.

GENERAL ADMINISTRATION

- ⇒ To provide general administration support to the Sixth Form team (Head of Sixth Form, Well-Being Officer and Achievement Coordinator)
- ⇒ To provide general administration support to the Headteacher/Senior Teachers if required for example helping to organise Prize Giving or Curriculum Enrichment Week
- ⇒ To exceptionally provide Main Reception cover in the absence of the Receptionist
- ⇒ To run reports from our database system for the Head of Sixth Form / Sixth Form Tutors on areas such as attendance, behaviour, rewards and interventions
- ⇒ To have due regard to GDPR when sharing information with parents/staff/agencies
- ⇒ To maintain confidentiality as necessary

OTHER RESPONSIBILITIES

- ⇒ To ensure students with whom you have contacted are appropriately safeguarded and report any concerns to a member of the safeguarding team without delay
- ⇒ To train as a First Aider and keep this training up to date in line with published training schedules
- ⇒ To cover lessons/registration sessions as and when required
- ⇒ To exceptionally support the Exams / Data Manager during the busy summer exam period (e.g. contacting students on study leave, supporting with paper collection)
- ⇒ To undertake any reasonable task requested by the Headteacher in line with scale and salary.



The Support Staff Team

Newport Girls' High School is a small-medium school with just 680 students and around 55 members of staff. There is a real sense of camaraderie and support among the teachers and support staff and there is no divide in terms of opportunities and participation of staff from both teams when it comes to being involved in the wider life of the school. All colleagues are equally valued and appreciated and it is a lovely place to work. All colleagues are used to helping out when necessary to cover absence or to support a colleague at a time of need. This flexibility is appreciated by all at NGHS and makes the team unique. It also contributes to the ongoing success of the team and school.

Our support staff fall into four main groups; administration, pastoral, finance and technical. The following posts are found within these teams and clear performance management lines exist to ensure clarity and focus, whilst also providing comfort and support when this is needed.

Administration Team

Led by Kathy Jones who is a member of the SLT. Kathy is the school's Operations & Admissions Manager and has overview of NGHS support staff. We also have an HR manager, Data & Exams Officer, Administration Assistant, School Receptionist, Duke of Edinburgh Leader (who also is a Cover Supervisor) and a Reprographics Technician.

Pastoral Team

This comprises our Pastoral and Safeguarding Administrator and two Wellbeing Officers who ensure that girls in Y7-10 and Y11-13 are best supported and their attendance monitored. The team works closely with teaching Heads of Year and is managed by a member of the senior leadership team.

Finance Team

Our finance team is managed by the Finance & Facilities Manager and includes a Finance Assistant who also oversees trips and visits.

Technical Team

This team is managed by a range of staff including our Finance Manager and different members of the senior leadership team. The team includes our caretaking staff (2 caretakers), IT Manager, Technician, Senior Science Technician and Science Technician.

The support staff look forward to a new member of the team joining NGHS and hope that this brief introduction demonstrates the importance we place on teamwork and camaraderie, whilst also having the opportunity to work in a pleasant, caring environment.



Left - our recently opened Pastoral Hub space for meetings, quiet chats or a place of reflection for staff and students. The wellbeing of staff and students is our top priority at NGHS.

Above - our students enjoy doing crazy things for charity. Teaching and support staff are equally encouraged to get involved, including in trips and visits.

Person Specification

Area of interest	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> i. Minimum of 5 x GCSEs or equivalent at Grade C or above including Maths & English 	<ul style="list-style-type: none"> ii. IT or administration qualification iii. A-levels / Degree iv. First aid qualification
Experience	<ul style="list-style-type: none"> i. Working in the field of administration ii. Managing phone calls and emails iii. Working as part of a team in a busy working environment iv. Working to achieve deadlines v. Working on his/her own initiative 	<ul style="list-style-type: none"> vi. Experience working in education sector vii. Experience in a similar role (particularly related to 16-18 students/UCAS) viii. Pastoral experience in a setting working with young people (school, church, Guides, youth club etc.)
Knowledge and skills	<ul style="list-style-type: none"> i. Microsoft Office skills (Word, Excel) ii. Use of databases in line of work iii. Good numeracy & literacy skills iv. How to work under pressure and multi-task when appropriate v. An eye for detail when producing documents to ensure accuracy vi. Understanding how schools operate 	<ul style="list-style-type: none"> vii. Awareness of social media advertising viii. Current national child protection and safeguarding policies (e.g. Keeping Children Safe in Education 2022) ix. Formatting documents and desktop publishing to make them appealing x. Minute-taking for meetings xi. Awareness of GDPR
Personal and Professional Qualities	<ul style="list-style-type: none"> i. Belief in sustaining high standards of excellence and conscientious approach ii. Knows when to make decisions, consult or defer to others iii. Confidentiality in all aspects of work iv. Ability to prioritise & plan workload v. Work effectively as part of a small team vi. Empathy with NGHS students vii. Remaining calm and polite at all times viii. High standards in dress, attendance and punctuality ix. Suitability to work with children and satisfactory Enhanced Disclosure with the DBS. x. Sense of Humour! 	<ul style="list-style-type: none"> xi. Knowledge of some of the issues facing girls in a single-sex, high achieving environment xii. Can demonstrate flexibility to job role when required

Application Process

Please complete the application form and a covering letter addressed to Mr M J Scott, Headteacher which should not exceed two sides of A4. **You should refer to the person specification above in your letter as this will be used to shortlist. Tell us how you meet some/all of the criteria above.**

Applications may be submitted via email to jobs@nghs.org.uk or by post. NGHS is committed to safeguarding and promoting the welfare of young people in our care. We expect all staff to share this commitment. The successful applicant's appointment will be subject to satisfactory pre-employment clearances including a Disclosure and Barring Service check.

In line with safer recruitment practices, if the successful applicant has worked abroad, a certificate of good conduct will be requested at the point of provisional offer.

All applicants are expected to include **two referees**; one of whom should be their current or last Headteacher (if not working in a school at this time). The School reserves the right to request a reference from **any** previous employer.

The closing date for applications is 9.00am on Tuesday 16th August however applicants are encouraged to apply early as the School reserves the right to close the vacancy if a suitable candidate is found before the closing date.

Job start ideally on 1 September 2022, but we will wait until October for notice period etc.

Staff Wellbeing & Support: 'The Little Things'

Working in a school is immensely rewarding, but places huge demands on our time and work-life balance. At NGHS, I am committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. I am therefore working with SLT and governors on a charter of commitments to help ensure colleagues are fit, well and content at work. These are listed below; new ideas are always welcome. Colleagues are always encouraged to talk through issues with someone they trust and my door is always open.



Complementary tea, coffee, sugar and milk in the staffroom



Staff social evening each term - let your hair down and relax



A buddy for new staff who join NGHS for their first year



A flexible and generous approach to family appointments, children's events, nativities, sports days etc.



An annual flu jab for all staff available upon request each winter



Complementary Christmas Dinner for all staff each year



Calendared wellbeing weeks with no evening meetings/events



Staff 'sport for fun' sessions - come along and get involved and stay fit



Deadlines well publicised and annual calendar consultation



Opportunities for career development always considered



No student or class data collected for data's sake



Measured approach to lesson observation, drop-ins and good practice weeks



Dedicated marking afternoon for all staff during internal exam week



Staff marking & workload group to guide and develop policy



Childcare vouchers scheme for those who have children in regular day care



Communications policy which protects time outside of school day



Counselling service free to all staff both in-house and externally



On-site free parking



Greater PPA time than national and no mainstream cover



SLT Open Door Policy at all times including urgent email for non-school days



Dedicated classroom wherever possible for all teaching staff



Cake, laughter & friendship in the staffroom

Rehabilitation of Offenders Act 1974

The work for which you are applying will have regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any convictions, cautions, bind-overs, or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act. These details should be enclosed in a separate, sealed envelope marked 'confidential' – for the attention of the Chairperson of the appointing body. The envelope should state clearly the name of the school and the work for which you are applying and be returned with your application form.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The Authority is entitled, under arrangements introduced for the protection of children, to check with the Disclosure and Barring Service for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment.

Therefore, successful applicants will be required to complete a disclosure form to enable a check to be undertaken. Failure to consent to this could prevent the application being considered further. This check involves details being obtained of convictions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974, cautions held at national level and may also include non-conviction information. You will receive the results of the check from the Disclosure and Barring Service, who will also forward a copy to the Authority. Information received from the DBS will be kept in strict confidence and will be destroyed in accordance with guidelines laid down by the DBS.

The disclosure of a criminal record will not necessarily bar you from appointment, unless the Authority considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed, and any factors which may be relevant.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in dismissal or disciplinary action if the discrepancy comes to light.

Under the Criminal Justice and Court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply or accept or do any work in a 'regulated position', such as the post you are applying for.

Equal Opportunities Policy

NGHS is an Equal Opportunities Employer.

The School's Equal Opportunities Policy states that it will give equal treatment to all persons within its organisation regardless of sex, marital status, race, colour, nationality, national origin, ethnic origin, sexual orientation, disability, age and not allow any individual to be disadvantaged by any other condition which cannot be shown as justifiable.

Health

Appointment to the post will also be subject to a satisfactory health record. A medical examination may be required by the School.





For more information about the post, please contact

Mr M J Scott, Headteacher

Tel: 01952 797550 headteacher@nghs.org.uk

Please note NGHS is closed from 22 July - 5 September

Please use the email address above and queries will be answered.



Newport Girls' High School
Wellington Road, Newport, TF10 7HL