



Co-op Academy
Failsworth

Administrator



Achieving Excellence Together



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Welcome from the Headteacher



Dear Applicant

Thank you for considering the post of Administrator at Co-op Academy Failsworth.

Making the decision to apply for a “new” post is always challenging on a number of levels. It is with this in mind, that I hope that we have given you the appropriate level of detail and information that supports you in making your application.

Our mission statement is “Achieving Excellence Together”. Our priority is to recruit the very best staff for our Academy who have ambition for our students and who show dedication and resilience.

I do hope you find this pack useful and choose to apply for the post. I am sure when you read the contextual information on our website and when you visit our Academy you will find a positive, calm and vibrant community committed to improvement and progress.

Should you decide to apply for this post, please pay particular attention to both the Person Specification and Job Description, demonstrating how you meet the requirements, as this will be used to draw up shortlisted candidates. Electronic applications are preferred.

Good luck with your application.

The closing date is:

Friday 1 February 2019 at 12.00am

Shortlisting will take place:

Friday 1 February 2019

Interviews will be held on:

Wednesday 6 February 2019

Phill Quirk
Headteacher

About the Academy

Co-op Academy Failsworth, an Academy that has traditional values but which is at the cutting edge of technology. We are part of the Co-operative Academy Trust (CAT) and this brings many benefits.

We are a fully inclusive, popular and over-subscribed 11-16 comprehensive Academy with almost 1500 students on roll. The Academy became a Cooperative Trust School in April 2010 and in 2017 we seamlessly moved to become Co-op Academy Failsworth.

We offer and seek the following:

- We seek to provide a high quality education and pride ourselves on being an Academy that isn't afraid to take risks in order to develop both students and staff.
- We are committed to the support, nurture and development of our staff and place great importance on the provision of high quality professional developmental experiences and opportunities for all of our colleagues.
- We believe that our Academy is a stimulating and enjoyable place to teach and learn. We achieve our goals by a strong team working together in order to raise attainment and to improve our students' learning experiences.
- We want colleagues who want to teach, who demand high standards and who have a wide variety of experiences.
- Who knows what challenges will face us over the coming years? For those staff who are talented, ambitious, hardworking and enthusiastic there will be plenty of career opportunities which will offer you excellent developmental potential.
- In February 2008, we opened our brand new, £30 million state-of-the-art building. The building was specially designed around the students and teachers to maximise space and comfort, making it a safe and enjoyable place to be.
- We are extremely proud of being part of the Cooperative Academies Trust and the ethos that this has afforded our Academy. The last year has seen vast developments for the Academy, with our facilities and our role in the local community.
- We are not just an Academy - we are part of the community and are always looking to widen our participation and work more closely with the local people.
- We will offer you a superb and comprehensive range of CPD activities to further develop your career. Our CPD offer includes visits, whole Academy training, weekly dedicated time for Academy, faculty and individual CPD and collaborative planning. Your career matters to us and we will give you every chance to grow and develop, which ultimately supports our drive to be outstanding and further improve student progress. Every Thursday students finish at 2.00pm. Staff then have two hours dedicated CPD time.

If you believe you have what it takes to build upon our success story then we look forward to meeting with you.

About the Local Area

Failsworth is well placed for employees to live in either the vibrant city centre of Manchester as it is only 3 miles away. Alternatively, Oldham offers attractive and well priced housing in city and rural localities.

Exam Results

GCSE – Including English and Mathematics

	2014	2015	2016	2017	2018
A*-C	45%	42%	52%	53%	52%

These results will improve in the future.

Leadership Structure

Our Senior Leadership Team from September 2016 consists of the Headteacher, two Deputy Headteachers, and a Senior Director of Business and Human Resources.

Our Senior Leadership Group consists of the above four staff plus seven Assistant Headteachers, the School Finance & HR Manager and the IT Network Manager.

Staff

There are approximately 190 teaching and support staff across the Academy, all on hand to give help and support and all with the opportunity to participate in high quality professional development opportunities.

We are committed to offering continuing professional development activities for all staff to enable them to develop their career. We also have a number of long established staff who have embraced the internal opportunities - together this has created a friendly, approachable atmosphere.

Wellbeing for staff

One of the 4 aims in our Academy Plan is staff wellbeing. We are a responsible, caring employer who want to support staff to create a high performing team.

Pastoral

The Academy currently operates traditional year group system, with tutors all focused on raising achievement. We call each form a Family, with groups of different ages to reflect normal life both at home and in the workplace. There are 12 Family Groups within each of the year groups.

Students who at times require extra support may be given this additional help in our Gateway Centre which is housed in the adjoining Sports Centre. The Academy has a very successful “Study Zone” and “Gold area” (for SEND students) who may need additional support to access their curriculum entitlement.

Subjects are currently grouped into departments – The core of Maths, English, EBacc subjects, Science, Humanities, MFL and foundation subjects Expressive Arts, IT, Citizenship, PE and Technology.

Extra-Curricular Activities

We have an extra-curricular programme second to none. This not only involves a wide range of trips, visits, musical, sporting, artistic and subject based activities but also a bespoke revision programme five nights of the week for our Year 11 students. Staff at the Academy go the extra mile(s) to support learning and to provide a wide range of opportunities.

Community Engagement

Co-op Academy Failsworth is a focal point for community activity. This takes many forms such as community use of the sports facilities, a wide range of partners using the Academy in the evenings, hosting 'parties' for local OAP homes, supporting local charities.

Facilities

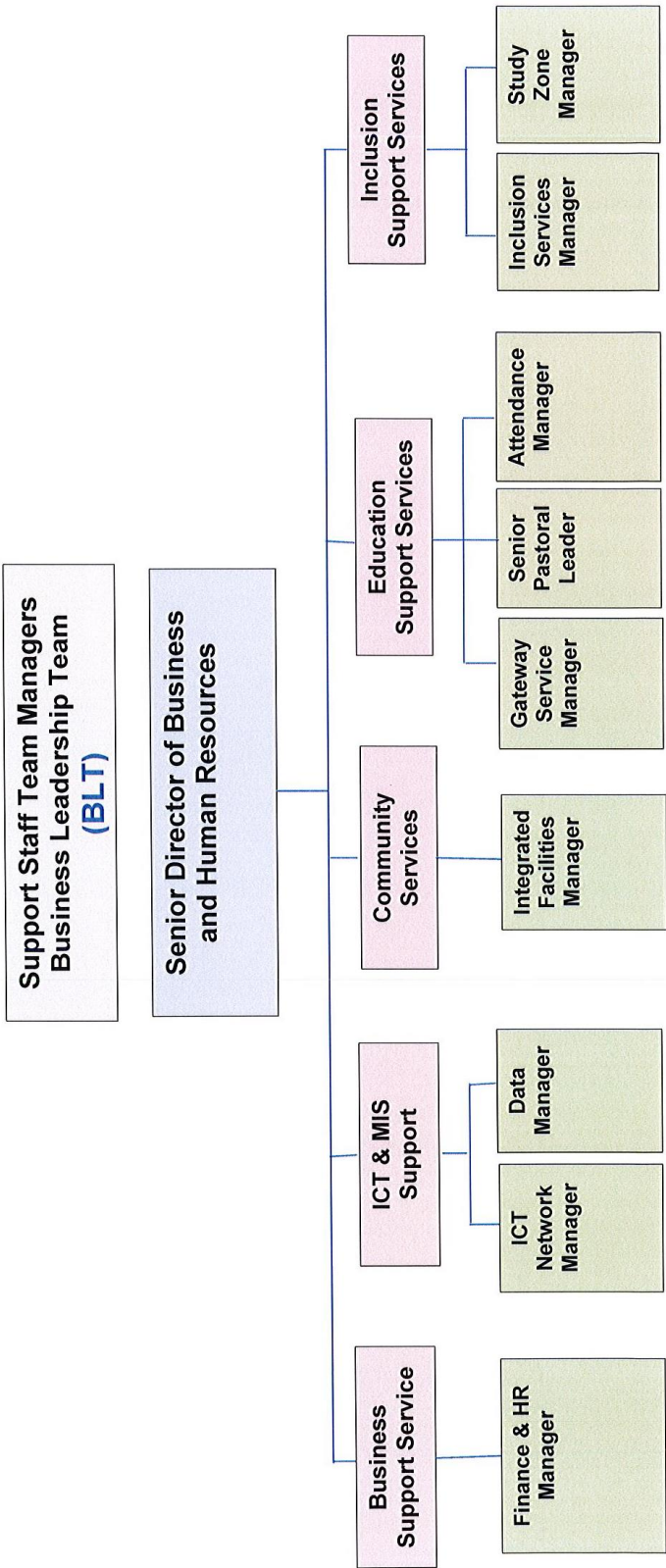
Our facilities are second to none. We have the latest and top of the range equipment benefiting everyone. To name a few:

- Secure access control throughout the Academy
- Secure private parking
- Interactive Whiteboards in every classroom
- Every subject area in the Academy has a work base office
- Every subject has its own wing within a larger faculty
- At least 28 PCs per subject area
- Every classroom is connected to the internet
- 2 Synthetic Astroturf pitches, 1 full size 4G astroturf pitch, 3 MUGA surface areas
- 3 Floodlit Tennis Courts
- Access to swimming pool and gym at the adjacent Leisure Centre
- Recording Studio
- Drama Studio
- Dance Studio
- Excellent facilities in and fully equipped rooms for: Science, Art and Technology
- Soccer Centre – available for community use during evening and weekend

Times of the School Day (Staff do one later finish on either Monday, Tuesday or Wednesday)

Year 7-10		Year 11	
Monday, Tuesday, Wednesday		Monday, Tuesday, Wednesday	
Family Time	8.35 - 8.55	Family Time	8.35 - 8.55
Period 1	8.55 - 9.55	Period 1	8.55 - 9.55
Period 2	9.55 - 10.55	Period 2	9.55 - 10.55
Break	10.55 - 11.15	Break	10.55 - 11.15
Period 3	11.15 - 12.15	Period 3	11.15 - 12.15
Period 4	12.15 - 13.15	Period 4	12.15 - 13.15
Lunch	13.15 - 13.50	Lunch	13.15 - 13.50
Period 5	13.50 - 14.50	Period 5	13.50 - 14.50
		Period 6	14.55 - 15.45
Thursday		Thursday	
Family Time	8.35 - 8.55	Family Time	8.35 - 8.55
Period 1	8.55 - 9.45	Period 1	8.55 - 9.45
Period 2	9.45 - 10.35	Period 2	9.45 - 10.35
Break	10.35 - 10.55	Break	10.35 - 10.55
Period 3	10.55 - 11.45	Period 3	10.55 - 11.45
Period 4	11.45 - 12.35	Period 4	11.45 - 12.35
Lunch	12.35 - 13.10	Lunch	12.35 - 13.10
Period 5	13.10 - 14.00	Period 5	13.10 - 14.00
Friday		Friday	
Family Time	8.35 - 8.40	Family Time	8.35 - 8.40
Period 1	8.40 - 9.40	Period 1	8.40 - 9.40
Period 2	9.40 - 10.40	Period 2	9.40 - 10.40
Break	10.40 - 11.00	Break	10.40 - 11.00
Period 3	11.00 - 12.00	Period 3	11.00 - 12.00
Period 4	12.00 - 13.00	Period 4	12.00 - 13.00
Lunch	13.00 - 13.30	Lunch	13.00 - 13.30
Period 5	13.30 - 14.30	Period 5	13.30 - 14.30

Support Staff Structure





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JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE	ADMINISTRATION – LEVEL A (Secondary)		
GRADE	Grade 2 (SCP 13 – 17) £17,391 - £18,672 (<i>from 1.04.18</i>)	JE CODE	EAS1

JOB PURPOSE

Responsible to the Director of Support Services, and under the instruction of designated senior staff, the postholder will provide general clerical, administrative, financial and whole school organisational support.

KEY TASKS – Administration

1. To undertake word processing, including letters, reports and schedules, and work which utilises other ICT packages, such as databases, spreadsheets, formatting presentations or research on the internet.
2. To undertake basic stock taking, cataloguing and maintenance of resources and equipment, including controlled stationery and issue resources as required.
3. To take notes/minutes of meetings, collating and distributing associated information as required.
4. To assist in the arrangement and servicing of meetings or other school events, e.g. meetings with parents/carers or school trips. Examples of tasks include collation and distribution of paperwork, booking rooms or provision of refreshments.

KEY TASKS – Data Management

5. To assist in the maintenance and collation of registers and pupil reports, including PLASC data and other information that is routinely required by the school, Oldham Council, the Department for Education and other government agencies.
6. To administer pupil admission and assessment data and using the MIS and produce basic reports as required.
7. Collation of registers and the completion of various returns as required by Oldham Council, the Department for Education and associated agencies.
8. To maintain manual and computerised filing systems, including pupil related documents/records, including class lists and ensure data can be efficiently retrieved

when required.

KEY TASKS – Finance & Human Resources

9. To undertake basic financial procedures. Examples of tasks are; petty cash, school trips, photographs, postage, telephone calls, school meals, and the accurate recording and balancing of such funds in liaison with the school Finance Team.
10. To undertake routine tasks associated with payroll, such as inputting timesheets and ensuring correctly completed forms are sent to the payroll suppliers by their required deadlines.
11. To operate uniform/snack or other school 'shops' within school, as required.
12. To distribute school uniform to pupils in line with the Uniform Code in cases of non-compliance, and record accordingly, as required.

KEY TASKS – Reception & Customer Service

13. To undertake reception duties, answering routine telephone and face-to-face enquiries, taking messages and forwarding them onto the relevant person as required.
14. Welcome visitors to the school, ensuring health and safety and safeguarding procedures are followed, such as signing in/out of a register, issuing badges/passes or escorting visitors as required.
15. Assist and respond to routine enquires from staff, pupils and parents/carers, and where appropriate refer any issues to the relevant member of staff in line with school policy and procedures.
16. Make arrangements for external visitors, for example, the school nurse, photographers, linked schools and parents/carers.

KEY TASKS – General Clerical

17. To provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms and display.
18. Sorting and distributing of internal and external mail.
19. To maintain stationery and consumables stock, as required.
20. To maintain up to date displays/notices, relevant to the work of the postholder, within the school, as required. This will not include any classroom displays.

KEY TASKS – Welfare

21. To undertake pupil welfare duties, looking after sick pupils and staff including the administering of basic first aid and liaising with parents/staff in accordance with School Procedures.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Pupils, staff, parents, carers and guardians, and visitors to the school.

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Director of Support Services & Line Manager

Responsible for: Not applicable

SPECIAL CONDITIONS

CRB Disclosure required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

PERSON SPECIFICATION

Job Title: LEVEL A – ADMINISTRATION (Secondary)

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	NVQ 2 in Business Administration or EDCL qualification	AF
	Willingness to obtain basic first aid certificate as a minimum level.	First aid certificate	AF / I
Experience	Experience of using computer packages for word processing, spreadsheets, databases and e-mails	Experience of using SIMS	AF / I
	Experience of undertaking a range of administration/clerical tasks, including basic financial tasks and handling cash	Experience of working in a school environment	AF / I
	Experience of undertaking reception duties and providing high levels of customer care		AF / I
	Experience of team-working to work effectively with others and meet deadlines and goals		AF / I
	Experience of following instructions, procedures and policies		AF / I
Skills & Abilities	Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone		AF / I
	Written communication skills to word process documents, and take accurate messages and pass them on to others		AF / I
	Problem solving skills to interpret information and		AF / I

	<p>situations to solve straightforward problems</p> <p>Organisational skills to prioritise work and complete tasks to deadlines</p>		AF / I
Knowledge	<p>Understanding of data protection and the need to keep information confidential</p> <p>Understanding why safeguarding is important when working with children and young people</p>		<p>AF / I</p> <p>AF / I</p>
Work circumstances	To work occasionally out of hours work to support school functions		I

Abbreviations: AF = Application Form; I = Interview.

N.B. – Any candidate with a disability who meets the

Achieving Excellence Together



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