



Uckfield Community College

Support Staff Recruitment Information Booklet

Lead Student Services Assistant

Contents

Welcome letter from the Principal	2
About Uckfield Community College	3
Uckfield Community College Vision and Ethos.....	4
Our Staff.....	4
Advert for Lead Student Services Assistant.....	5
Job Description.....	6-7
Person Specification	8
The Application and Appointment Arrangements	9

Dear Candidate

We are delighted you are interested in applying for a role at Uckfield Community College and thank you for taking the time discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield Community College.

I feel sure that you will identify Uckfield Community College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: www.uctc.org.uk. If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. UCTC is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry
Principal



About our College

In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:



- "Teachers make better use of assessment information to plan work that meets the needs of all pupils."
- "Teachers make good use of technology available."
- "Teachers have worked collaboratively... to increase the level of challenge for pupils."
- "Teachers... ensure a consistent approach to feedback."
- "Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."
- "Pupils feel that their teachers listen to them in lessons and that they are well challenged."
- "Students said that the extra-curricular provision has expanded."

The Lead Inspector also wrote some wonderful comments about our students:

- "Pupils are typically very well behaved."
- "Pupils are friendly, polite and there is a harmonious atmosphere in the school."
- "Pupils say that homework tasks extend their current learning and provide additional challenge."
- "Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



Our Staff

We are exceptionally proud of our staff here at UCTC, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



Lead Student Services Assistant

Scale	Single Status Grade 5, Point 11 to 13
Salary	Actual salary equates to £14,892 to £15,665 per annum
Hours	37 hours per week, Term Time Only
Commencement	September/October 2017
Contract	Permanent

The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Monday 11th September 2017 at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our Personnel Assistant, Caroline Selden, on 01825 764844 extension 1232 or email hr@uctc.org.uk.

The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect for format to include:

- Welcome from the team
- Administration task
- Meetings with key members of the team
- Tour of the College
- Panel Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.

Job Description

Job Title: Lead Student Services Assistant

Responsible To: Support Services Coordinator

Main Purpose of the Job

- To co-ordinate the day to day running of Student Services and co-ordinate and be the first point of contact for issues regarding student transport;
- To provide secretarial, clerical and general administrative support across the College;
- To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

Job Dimensions

- Students: to act at all times for the benefit of the students of all ages and abilities;
- Staff: to work and liaise with all staff and agencies, working effectively with members, and working within Support Services;
- Resources: management of resources required for a Clerical Assistant within Support Services.

Key Accountabilities

- To co-ordinate Student Services;
- To co-ordinate and be the first point of contact for issues regarding student transport;
- Provide general word processing support in-line with the College 'House-Style';
- Undertake clerical tasks as required including photocopying, distribution of correspondence, answering the phone, taking messages and Trips;
- Within Support Services to have clerical responsibility for a Key Stage and work with relevant staff to ensure that communication with parents is good, of a high standard and within appropriate timescales – this will include curriculum booklets, profiles, letters, celebration evenings and parent/carer evenings;
- Within Support Services to have clerical responsibility for Year 6 into Year 7, Masterclasses, Cross Phase and Options;
- To provide clerical support for the Parent Teacher Association;
- To promote positive student behaviour in line with College policies.
- To be aware of and contribute towards achieving the College priorities as identified in the College Development Plan;
- In the absence of the Support Services Co-ordinator to undertake roles and responsibilities in the short-term including the administration of Teacher Supply/Cover;
- To provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role;
- To observe Health & Safety regulations at all times.

- To report any difficulties to Assistant Head Support Services (Human Resources) and senior colleagues as appropriate regarding issues concerning Student Services;
- To communicate with staff, students, parent/carers and outside agencies as appropriate.
- To follow the HR protocols of the College.
- To take part in training activities offered by the College and external agencies as identified through Performance Management;
- To undertake First Aid training and act as a First Aider;
- To operate at all times within the stated policies and practices of the College;
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct;
- To endeavour to give every child the opportunity to reach their potential and meet high expectations;
- To contribute positively and effectively to the 'Every Child Matters' agenda and work towards the 'Common Core of Skills & Knowledge for the Children's Workforce';
- To take responsibility for own professional development and duties in relation to College policies and practices;
- To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> GCSE Grade 'C' or equivalent in English and Mathematics To hold, or be prepared to undertake First Aid at Work qualification 	
Knowledge	<ul style="list-style-type: none"> A basic knowledge of the work in a school Knowledge of a range of computer applications including Word and Excel Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities 	<ul style="list-style-type: none"> Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
Skills and Abilities	<ul style="list-style-type: none"> Ability to communicate with a range of audiences including other employees within the College, Governors, students and parents; Ability to demonstrate developed interpersonal skills and communication skills Ability to organise own workload and demonstrate initiative; Ability to respond proactively to unexpected problems and situation; Ability to develop efficient record keeping systems; Ability to produce accurate and up-to-date records and reports as required; Ability to identify work priorities and manage own workload to meet deadlines, whilst ensuring that lower level priority work is kept up to date; Ability to show sensitivity and objectivity in dealing with confidential issues; Ability to demonstrate active listening skills; Ability to work effectively and supportively as a member of the College team; Ability to work within and apply all College policies, e.g. Behaviour Management, Child Protection, Health & Safety, Equal Opportunities, etc. 	
Experience	<ul style="list-style-type: none"> Experience of undertaking a range of clerical and administrative duties, including data input Experience of producing documents to a high standard; Experience of, or willingness to learn, a range of computer applications; Experience of line managing a team At least one year in a similar post 	
Personal	<ul style="list-style-type: none"> Willingness to participate in further training and developmental opportunities offered by the College and county, to further knowledge Displays commitment to the protection and Safeguarding of children and young people Ability to demonstrate commitment to Equal Opportunities; Willingness to maintain confidentiality on all College matters 	

The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to Caroline Selden, Personnel Assistant at UCTC, hr@uctc.org.uk. Your application should comprise:

- A letter of application, which includes reference to those aspects of your experience, personality, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Monday 11th September 2017 at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible. The selection process will include formal interviews and skills assessment tasks. There will also be an opportunity to view the school.

If you require any further information please contact Caroline Selden at UCTC on 01825 764844 extension 1232 or email hr@uctc.org.uk.

Uckfield Community College

Love Learning for Life



Uckfield Community College
Downsview Crescent
Uckfield
East Sussex
TN22 3DJ

Email: office@uctc.org.uk
Telephone: 01825 764844
Website: www.uctc.org.uk