



UNIVERSITY OF  
BIRMINGHAM  
SCHOOL

## **Professional Services**

### **Sixth Form Administrator**

#### **CANDIDATE INFORMATION**

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**For more information, please go to [www.universityofbirminghamschool.org.uk](http://www.universityofbirminghamschool.org.uk). To arrange an informal discussion about the role, please call Robin Haslam (School Business Manager) on 0121 796 5007. Please also advise Robin if you would like to arrange an informal visit to the School on either:**

**To apply, please go to: <https://uobschool.org.uk/vision-ethos/working-here/>**

**PLEASE SUBMIT YOUR COMPLETED APPLICATION FORM ONLINE BY MIDNIGHT ON 3 JUNE 2018**

Dear Candidate,

I am delighted to write, as the Principal of the University of Birmingham School, to thank you for your interest in the role of Sixth Form Administrator.

We passionately believe that the purpose of education is to develop the character of our pupils and students so they actively pursue a good life. We want them to be confident, curious and ambitious learners; we want them to show compassion, empathy and patience in their relationships with others and we want everyone to find a place in their local and global communities where they can flourish and thrive.

The successful candidate will be responsible for providing outstanding administrative support to the Sixth Form Manager and ensuring the smooth running of our Sixth Form, including admissions. They will share our passion to make a positive and lasting difference to the lives of our pupils and students.

Our academic curriculum is delivered by our staff together with a pioneering programme of Character Education that embeds an enrichment programme of clubs, societies, sport, drama, music, trips and visits into our extended school day. This approach is significantly enhanced by the full support of the University of Birmingham, to develop and integrate curricular, creative, sporting, intellectual and career enhancing links with our 'parent body'.

We have been delighted with the interest that the school continues to receive - being referred to by the Prime minister recently when she said:

***"I want to build on the success we have already experienced when some of our great universities have stepped in to help by sponsoring or supporting a local school. Recently we have seen the University of Birmingham open an impressive new School for secondary school pupils and Sixth Formers".***

As the first secondary 'University Training School' in the country, we aspire to play significant role in developing future generations of outstanding classroom practitioners, middle and senior leaders.

The Sixth Form Administrator will work closely with the whole School community to ensure the School delivers against its vision as it grows from a start-up operation to full capacity in 2020.

If you are someone with relevant experience, passion, expertise and vision, we offer an opportunity to work in a 'school for Birmingham', one that is designed to develop the flourishing citizens of tomorrow. We are committed to ensuring the well-being of our staff, but, at the same time, we have the highest expectations in terms of both quality of performance and commitment.

I hope you are as excited as I am by this challenging, yet immensely rewarding, opportunity. My team are happy to answer any questions you may have and I look forward to receiving your application.



**Mike Roden**  
Principal

## **University of Birmingham School – Information for Candidates**

University of Birmingham School opened in September 2015 in a new £23 million building located on the University of Birmingham's Selly Oak campus. In that first year, we welcomed 150 students into Year 7 and nearly 200 students into the Lower Sixth. In September 2016 the size of the school population doubled and will continue to grow until we reach capacity in 2019/20.

At University of Birmingham School, we're pioneering a comprehensive school and sixth form for a truly diverse and inclusive student community that creates great citizens. We're proud to welcome 11 - 19 year olds from all across Birmingham through our doors to be part of our state-of-the-art school, and give them the opportunity to develop great character and achieve academic success in a thriving community - without limits.

Our partnership with the University of Birmingham gives our students and our staff unrivalled access to their world-class resources, research and people. This partnership makes us the UK's first secondary University Training School and gives us endless opportunities to collaborate, learn and grow as a school that will forever put education, safety and wellbeing first.

Our diverse curriculum is supported by a school-wide enrichment programme and extended school day that ensures all students have the opportunity to explore their passions and develop as well-rounded citizens with great character.

By balancing character development with academic success, we're creating better citizens, better communities, and a better world.

### **About our Education**

The curriculum in Years 7 to 9 includes Art, Biology, Chemistry, Computer Science, Dance, Design Technology Drama, English, French, Geography, History, Mathematics, Music, Physics, Physical Education and Religious Education. In the Sixth Form, for 2016/17 we are offering Art, Biology, Chemistry, Computer Science, Product Design, Geography, History, French, Mathematics and Further Mathematics, Music, Physics and Religious Studies.

The Form Tutor, Progress and Pastoral Managers and Sixth Form Manager provide pastoral support and are the main conduit of communication between home and school on a day to day basis. Information about progress and attainment in terms of both their academic performance and enrichment involvement is provided, at least termly, together with an annual Parents' Meeting.

### **How is the University of Birmingham School different?**

#### **1. Character Education**

A feature of many of the most successful and traditional schools in the country is that that their structures support, not necessarily by design, the development of character. Underpinning our ethos and provision is the first difference in our school - a focus on both 'taught and caught' character education.

#### **2. Enrichment Programme**

A second distinctive feature of the school is our extended school day in which a programme of enrichment opportunities is delivered by all teaching staff. This timetabled opportunity allows the teaching staff, alongside trainee teachers, university sports coaches and staff to provide an unparalleled programme of activities and host special activities.

### **3. Links with the University of Birmingham**

The third distinctive feature of the School are the possibilities created through the extensive links with the University resources, staff, students, and alumni. This aspect is so crucial to our distinctive offer that it is overseen by a dedicated University-School Liaison Committee. The full range of opportunities will continue to grow as the School grows.

#### **Why should you apply to work at the University of Birmingham School?**

We are committed to developing a school of the future, one focused to self-improvement and the pursuit of excellence in all aspects of our work and play. We aim to nurture, encourage and challenge all of our students to make the best of the opportunities available, to enjoy their time with us, and to realise their potential so that they can go on to make a real difference to other people and the communities in which they live.

We are seeking to recruit committed and ambitious individuals determined to transform the lives of our youngsters. In return, you will have the opportunity to work in outstanding facilities, with and for aspirational children and their parents/carers, and receive the best quality professional pedagogical and academic support to continue to develop your knowledge and skills in a unique and high profile environment. You will also have access to the physical and intellectual resources of a world class University which is determined to ensure this school is a happy and successful community from day one.

As the School grows to full capacity, the department and pastoral teams will grow and dependent also on performance, this will be reflected in the payment to those who hold leadership or responsibility positions. In addition, there will be growing opportunities to be involved in a whole myriad of professional development opportunities as we seek to exploit our position and utilise our resources to lead on research based teaching and learning.

We aim to play a full part in the learning community of Birmingham and beyond by developing exciting and ground breaking relationships with businesses and collaborations with other primary and secondary schools.

Whilst we will be expecting a lot of each member of our community, the well-being and happiness of all is a priority. From experience we believe that people work best in institutions that value and promote a 'high accountability but high autonomy' approach. But from time to time, events happen that affect our personal and working lives. Under such circumstances we will endeavour to provide the flexibility in approach and seek to provide access to whatever resources are required to support you when you need them.

We will expect you to do your best, to be an outstanding role model, to be committed to self-improvement, and, like the students, to demonstrate resilience and be fully committed to exploiting the opportunities available. We do hope, along the way, you will enjoy yourself and get the personal satisfaction and reward from doing what is the most important role in a modern society.

We look forward to receiving your application to what is a new school for Birmingham, a school of tomorrow, the University of Birmingham School. We intend that our graduates will go on 'make a difference' to the lives of others – the real value of a high quality education. Come and help us achieve this ambitious goal.

## Indicative Pay and Benefits

### Commitment to Staff

We recognise that our staff are the School's most important asset and will value the commitment, support and goodwill of all those working at the School. To match our high expectations, we provide enhanced pay and benefits by:

- paying staff a single salary for doing an excellent job;
- broadly reflecting but simplifying the Standard Teachers Pay and Conditions Document (STPCD) whilst offering competitive, enhanced pay and benefits to match our enhanced expectations;
- maintaining a properly remunerated leadership and management structure within the School that reflects the levels of responsibility that staff undertake;
- making fair, justifiable, open, objective, and accountable decisions within agreed policies and procedures;
- promoting excellence, as well as a sustained, substantial contribution to the distinctive nature of the School;
- putting care for staff, their wellbeing and professional development at the heart of the School;
- establishing a culture of robust performance development and appraisal to underpin this policy;
- developing and maintaining a harmonious working environment.

### Salary Scales – Professional Services & Teaching-Related

UoBS Grade	Point	2017-18
<b>Professional Services</b>		
1	1	16,322
	2	16,832
	3	17,342
	4	17,852
	5	18,362
2	1	18,872
	2	19,382
	3	19,892
	4	20,402
	5	20,912
	6	21,422
3	1	21,932
	2	22,442
	3	22,952
	4	23,462
	5	23,972
	6	24,482
	7	24,992
4	1	24,227

	2	25,247
	3	26,013
	4	26,778
	5	27,543
	6	28,563
5	1	29,328
	2	30,093
	3	31,113
	4	31,878
	5	32,898
	6	34,938
	7	35,959
	8	36,979
	9	38,254

### **Pension**

All professional services staff will be eligible to contribute to the Local Government Scheme.

### **Benefits**

Staff at University of Birmingham School have access to the following benefits offered by the University, including salary sacrifice schemes.

<b>Professional development</b>	Access to University Library services and resources (SLT and subject leaders) Links to relevant University academic departments Discounted access to Masters programmes in the College of Social Sciences Access to University-led professional development courses
<b>Travel</b>	Cycle scheme Car leasing scheme Discounted travel passes
<b>Family</b>	Childcare vouchers University nurseries
<b>Health &amp; wellbeing</b>	University staff rates at the new Sports Centre

### **Sixth Form Administrator - Job Description**

The purpose of the Job Description and Person Specification is to provide information about the role, the qualifications skills and experience a successful candidate should have.

Salary	Starting at £18,872 per annum, with the potential to increase to £21,422 subject to performance.
Reporting to	Sixth Form Manager
Hours	37.5 hours per week. Core hours to be 8.30am – 4.30pm. There is an expectation that this post will be part of a rota of Professional Services staff covering reception after hours until 6pm.

**We are seeking to recruit a talented and appropriately qualified Sixth Form Administrator to undertake the following specific and general duties and responsibilities.**

#### **Core Purpose**

The postholder will be responsible for providing administrative support for all aspects of sixth form life at the School, including admissions and attendance.

#### **Specific Responsibilities**

The list of tasks below is illustrative of the general nature and level of responsibility of this post which is likely to change over time following consultation with the Director of Operations, in response to the needs of the School and the experience and skills of the team as a whole.

#### **Admissions**

Working under the direction of the Director of Operations, provide outstanding administration of the sixth form admissions process, including:

- Liaising with local schools to offer outreach opportunities to their pupils and managing the process within School;
- Managing enquiries from potential applicants with regards to the admissions process;
- Working with the External Relations Officer, providing administrative and on-the-day support for sixth form open evenings;
- Manage applications to the School's sixth form and provide the senior management team with weekly updates of numbers of applicants;
- Requesting and chasing predicted grades for applicants to the School;
- Co-ordinating offers, waiting lists and conversions, including organising and managing GCSE results day, and the subsequent calling, at school
- Providing support for enrolment and induction.

#### **Attendance**

Working with the School's attendance officer, support work to improve attendance and punctuality in the sixth form, including:



- Collation of data and reports on sixth form attendance and punctuality;
- Providing administration for any associated intervention activity.

#### **School – home liaison**

- To set up any meetings with students and families as directed by the Sixth Form Manager;
- To take notes at these meetings as appropriate;
- To liaise with any parents / carers who request a meeting with the Sixth Form Manager;
- To co-ordinate reference requests for students from School;
- To prepare letters home from the Sixth Form Manager as directed.

#### **Other**

- To be part of the reprographics support function to teaching staff;
- To track sixth form work experience placements, keeping accurate logs of which students are in which locations;
- To support the data and exams officer with the smooth running of external examinations, including setting up the exam rooms and assisting with any requests for access arrangements;
- To support the enrichment officer in providing a high quality enrichment offer for sixth form students;
- To provide administration for other sixth form activity, including assemblies and talks, as well as visits to other venues, to include collection of appropriate consents;
- To ensure the database of Sixth Form students is accurately maintained in real time, within the school's management information system;
- To complete all statutory returns pertaining to the Sixth Form, for the Department for Education and local authority;
- To support the School Business Manager in processing and issuing sixth form bursaries;
- To ensure all sixth form students are issued with id cards promptly on joining the School.

**General Responsibilities:**

To play a role, under the overall direction of the Principal, in:

- Creating a School environment with an outstanding care and guidance of, and for, each other.
- Supporting outstanding teaching and learning, achievement and behavior across the School.
- Undertaking any other professional duties reasonably delegated by the senior leadership team.

This includes:

- Being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- Providing a flexible service that adapts to the changing needs of the School community and responds to day to day situations as they arise;
- Ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- Ensuring that the School community has the right information at the right time to enable an excellent service;
- Contributing to the ethos of the School by participating and leading on enrichment activities;
- Taking on relevant responsibilities that are both essential or add value to the School community, for example becoming a First Aider and / or Fire Warden;
- Being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- Being a professional role model with a clear understanding of tolerance and the importance of diversity.
- Developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets.
- Regularly reviewing own practice, set personal objectives and take responsibility for own development.
- Managing own workload and that of others to allow an appropriate work/home life balance.
- Consistently enhancing knowledge in relation to your role utilising self-directed learning.
- Attending out of school hours events, as directed by the Director of Operations.

**Other Requirements:**

- To be aware of all Safeguarding/Child Protection issues.
- To assist with registration as required.
- To carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments).
- To carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

## **Sixth Form Administrator - Person Specification**

### **Qualifications**

- 5A\*-C grades at GCSE including at least C grade in English and Mathematics

### **Personal Qualities and Relationships**

- To have personal impact and presence;
- To be able to use own initiative for the good of the School;
- To be able to establish and develop good relationships with all involved in the School;
- To have experience of providing outstanding customer service for internal and external stakeholders;
- To have a positive and motivated approach to work;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have the ability to deal sensitively with people and resolve conflicts;
- Good organisational and time-keeping skills;
- Ability to work autonomously, prioritise conflicting demands and thrive under pressure;
- To be able to work in a team or independently;

### **Interpersonal and Communication Skills**

- Have the ability to communicate effectively in writing and orally
- To be fully competent in the use of ICT and data entry

### **Operational Experience**

- To have extensive experience of administration within a busy working environment;
- To have successfully worked in a position with varied tasks;
- To have experience of working with young people;
- To be first aid trained or willing to be trained.

### **Other**

- An understanding and willingness to be involved in School enrichment activities;
- Awareness of working in a School environment.

**Complaints**

If, following a future review amendment(s) are made to this document and an agreement is not reached, the appropriate grievance procedure should be used for the settling of any disputes.

Job Description issued by \_\_\_\_\_  
(Signature of the Principal)

Copy received by \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Employee)