SUPPORT INSPIRE THRIVE

**Admin Assistant**

**Information for Applicants**

September 2018

Dear Applicant,

Thank you for your interest in the post of Admin Assistant at Malton School. This document aims to give you some information about the school and the application procedure.

Malton School serves a wide rural area of Central Ryedale, as well as the town of Malton itself. We currently have 866 students on roll, including 196 in the Sixth Form; there are 48 teaching staff and 49 support staff. We are fully comprehensive. Our staff student relationships are excellent. Behaviour is extremely good. Most of our students move on to university and many of them to Russell Group universities. We offer a very happy and supportive community in which colleagues can further develop their career. The school is over-subscribed. We currently have 4 forms in Years 8, 10 and 11 and 5 forms in Years 7, 9 and Sixth Form and are expanding to 5 forms across all year groups.

We are seeking to appoint an Admin Assistant/s to join our excellent and supportive admin team. The successful candidate will provide admin support for the pastoral team and also for our marketing and communications work. We have some flexibility in being able to offer this as a full-time post (37 Hours per week) to encompass admin support for all 3 of our key stage pastoral teams and providing assistance to the Headteacher with the marketing of the school.

Alternatively, we could offer this as 2 separate posts. IN this case, we would be looking for:

* Post 1 (22.5 hours per week)

Admin support to the KS3 and KS4 pastoral teams (students aged 11 – 16). Ideally 4½ hours per day (9:00am to 1:30pm), Monday to Friday.

* Post 2 (15 hours per week)

Admin support to the KS5 pastoral team (students aged 16 – 18) and occasional support to the Headteacher with school marketing. Ideally 3 hours per day (timings could be negotiated), Monday to Friday. This post could potentially be compressed to 3 or 4 days by negotiation with the successful applicant.

We are also looking to recruit a part-time Receptionist. It may be possible to combine additional receptionist hours to either of these admin posts. If you are interested in this, please make that clear in your letter of application.

The school is a member of the Red Kite Teaching School Alliance, a group of high achieving Yorkshire schools (including Harrogate Grammar School, Prince Henry’s Grammar School, Ilkley Grammar School, Rossett School and Roundhay School). We share staff development programmes and opportunities within the alliance, including leadership development and support for newly qualified teachers.

I hope you will be interested in this post and I look forward to reading your application.

Yours sincerely,

Rob Williams

Headteacher

**Benefits of working at Malton School**

The school prides itself in being a supportive employer, offering favourable terms and conditions to facilitate outstanding teaching and learning. Some of the main additional benefits of working at Malton School include:

* PPA above the national expectation in response to staff delivery of a Personal Development Activity (PDA – see below).
* A strong bespoke staff development programme for all staff.
* A major investment in support staff roles (e.g. allowing the provision of “no cover”) so that teachers can focus on planning and delivering outstanding lessons.
* Membership of the Red Kite Teaching School Alliance.

Malton School is committed to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment.

**The Admin team**

The school currently has a well-established team of admin staff supporting various aspects of the school such as finance, reception, student data, reprographics, etc. The successful candidate/s will support the pastoral teams of the school with typing of letters, the filing of confidential reports and the organization of trips, visits and events for the relevant Key Stage..

**Main tasks/Duties/Responsibilities:**

See enclosed job description

**The School Curriculum**

We operate a four-period day within a ten-day cycle. Each lesson is 75 minutes long. Students have 26 hours curriculum time each week.

**Key Stage 3**

Students are placed in mixed-ability form groups. In Years 8 and 9 setting is for Science, Maths and the group of subjects English, Geography, History, French and Religious Education.

**Key Stage 4**

English (including Literature) Maths, Double Science, Religious Studies, Citizenship, and Physical Education are compulsory. Students then choose four further options subjects (10% of curriculum time each). GCSE General Studies is available as an additional entry in Y11.

**Key Stage 5**

Advanced Level courses are currently taught in Art, Biology, Business Studies, Chemistry, Computing, Design Technology, English Literature, French, General Studies, Geography, Food, Nutrition & Health, History, Maths, Maths (Further), Music, Philosophy and Belief, Physics, Physical Education, Psychology and Sociology.

Re-sit GCSE courses are also offered in English and Maths, together with an open access provision for IT skills acquisition.

**Personal Development Activity**

One hour per week is devoted to personal skills development. Staff offer nearly 40 different courses. Students choose a different course each term. The scheme is focused on character education and the development of the whole child. New members of staff would be expected to contribute to this programme.

**Citizenship**

Citizenship is taught to all in Years 7 to 9 for one period per fortnight, and to those in Years 10 and 11 for two periods per fortnight. This builds on a well-established programme of Personal & Social Education, complementing tutorial work and linking into the Careers programme.

**Academic Structure**

The academic work of the School is structured in Faculties. Each Faculty is led by a Faculty Leader and an Assistant Faculty Leader.

In-service training is managed in consultation with Faculty Leaders. Funding for books and equipment is derived from a formula which takes account of the numbers and ages of students as well as the nature of the subject. Faculties are also able to bid annually for additional funding from the School budget, the Endowment, and the PTA.

**Pastoral Structure**

Each Key Stage is led by a Head of School and an Assistant Head of School. There are currently five Form Tutors in Years 7, 8, 9, 10 and the Sixth Form and four Form Tutors in Year 11. The school is oversubscribed and moving to five forms across all year groups.

**The School Site**

We are fortunate to enjoy a large site on the edge of Malton with views of both the North York Moors and the Yorkshire Wolds. The sports field accommodates three hockey, four football, one rugby pitch, one cricket pitch and an athletics track as well as 7 hard court tennis courts / netball courts. Staff can use our sports facilities in the excellent sports centre. There is plenty of parking space for staff.

Malton School was founded in 1547, becoming a comprehensive school in 1971 with the merger of the original grammar school and the neighbouring county modern. The two buildings, known as East and West Wings, date from 1911 and 1958. As far as possible subject departments are housed in one wing. Most members of staff are based permanently in one room.

We opened a new Science block with four new laboratories in 2004 on becoming a specialist Science School, resulting in a total of eight laboratories and associated preparation rooms. Our Food Technology rooms were totally re-furbished in 2011. In February 2011 Archbishop Sentamu opened a community sports centre and full-sized, floodlit, astroturf pitch on the school site, providing us with the best P.E. facilities in the area. A new dance and drama studio was opened in September 2013. Fully refurbished DT rooms opened in September 2016.

**School data**

Address: Malton School

 Middlecave Road

 MALTON

 North Yorkshire

 YO17 7NH

Telephone: (01653) 692828

Email: admin@maltonschool.org

Website: [www.maltonschool.org](http://www.maltonschool.org)

Chair of Governors: Rachel Riddell c/o Malton School

Clerk to the Governors: Nicola Wise

 Malton School

Corporate Director of Education: Stuart Carlton

 County Hall

 NORTHALLERTON

 North Yorkshire

 DL7 8AE

 Telephone: 0845 034 9494

**Application**

You are invited to submit an application for the post of Admin Assistant at Malton School and to support your application with a letter.

Completed application form and supporting letter should be submitted via TES or emailed to the Head’s PA, Nicola Wise njw@maltonschool.org by 28/09/2018. Your application will be acknowledged. Interviews are planned for 4th and 5th October so if you have not heard from us by then you should assume that your application has been unsuccessful on this occasion.

Thank you for your interest in the post of Learning Manager. If you have any questions please do not hesitate to contact Nicola Wise on the email above or 01653 605302.

*Malton School is committed to safeguarding and promoting the welfare of its students. All staff must have enhanced DBS Clearance and are expected to adhere to safe working practices.*