



# JACK HUNT SCHOOL (TRUST)

A Specialist Language and Sports College



## Application Pack



JACK HUNT TRUST  
For Language & Sports



INTERNATIONAL  
SCHOOL AWARD  
2016-2017



SPORTS  
COLLEGES



LANGUAGE  
COLLEGE



LEADING EDGE  
FOR LEARNERS



LEADING  
PARENT  
PARTNERSHIP  
AWARD



Training  
SCHOOL



RE  
Quality Standard  
GOLD



GOLD  
QUALITY  
MARK  
2015-17



FAIRTRADE  
SCHOOL



ssat  
the schools, students and  
teachers network





# Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY  
Tel. 01733 263526 Fax 01733 330364  
email [info@jackhunt.net](mailto:info@jackhunt.net)  
website ~ [www.jackhunt.net](http://www.jackhunt.net)

Headteacher: Mrs P J Kilbey, BEd (Hons), PG Dip Ed, NPQH

Group 8 (11-18), Roll 1740 (251 in Sixth Form)

***"A securely good school" – Ofsted January 2017***

## APPRENTICE ADMINISTRATOR

We require an Apprentice as soon as possible to provide an efficient and friendly reception service and to fulfil a broad range of office duties and administrative tasks.

Experience of all main office packages, a good telephone manner and welcoming nature are essential. Previous office experience is desirable.

Hours are 37 hours per week,  
38 weeks per year (term time only), on a 1 year apprenticeship contract.  
Salary will be paid at the appropriate National Minimum Wage for Apprentices.

**Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.**

**The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.**

***The Governing Body of Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people.***

***Further details and how to apply are available on the Jack Hunt School website:  
[www.jackhunt.net](http://www.jackhunt.net)***

**Closing date: Friday 25 August 2017 at 9.00 am**





# JACK HUNT SCHOOL (TRUST)

## A Specialist Language and Sports College

Ledbury Road, Peterborough, PE3 9PN Tel: (01733) 263526 Fax: (01733) 330364 web: [www.jackhunt.net](http://www.jackhunt.net) email: [info@jackhunt.net](mailto:info@jackhunt.net)  
Headteacher: Mrs P J Kilbey, BEd (Hons) PG Dip Ed NPQH  
Deputy Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Mr J Gilligan, BSc (Hons) PGCE LP

pers/vacpac/letter

August 2017

Dear Applicant

### Application for Apprentice Administrator

***The Governing Body at Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Thank you very much for your request for details of the above vacancy.

Jack Hunt School offers exciting opportunities and a very broad range of experience to its staff. Although a large and diverse school, with 57% EAL and 71 different languages spoken by the student body, staff and students are friendly and supportive and there are ample opportunities for professional development and advancement for all teachers. Our Gold Investor in People re-assessment profiled us very highly against national benchmarks.

We are not a complacent School. Improvement is always possible. Our recognition as a lead School on the Leading Edge Programme is evidence of our commitment to further improvement. We are a Specialist College for Languages and Sport. Our status as a designated Training School enables us to have widespread and effective support and in-service training for all groups of staff.

Our Ofsted inspection in May 2013 concluded that we are 'a good school in all categories'. We believe we are currently outstanding and it is our goal to prove that to the next Inspection Team.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Mrs P J Kilbey  
Headteacher



Our Head Prefect Team 2016-2017



## **JOB DESCRIPTION**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Post:**                    **Apprentice Administrator**

**Grade:**                **National Minimum Wage for Apprentices**

**Hours:**               **37 hours per week, 5 days per week, term time only**

**Accountable to:**    **Administration Manager / Senior Administrator**

**Date reviewed:**     **July 2017**

### **Purpose of Job**

To provide an efficient and friendly reception service and to fulfil a broad range of office duties and administrative tasks.

### **Main Duties**

- Receive visitors to the school and deal with all associated reception duties.
- Provide administrative support to aid the administration of the functions of the school.
- Deal with routine enquiries from visitors staff and students.
- Receive, process and expedite telephone calls and carry out associated admin.
- General clerical tasks including whole school typing, mailmerge and administration.
- Update and maintain various school databases and systems.
- Use Callparent to send communications to parents.
- Distribute, frank and send outgoing mail.
- Support other administration areas under supervision to learn multiple roles.
- Participate in the schools support staff appraisal scheme and in training courses as and when necessary.
- Other duties in the School Office which may, from time to time, be required under the direction of the Administration Manager or Senior Administrator.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## **APPOINTMENT OF APPRENTICE ADMINISTRATOR**

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

We would like to appoint an Administrator on an Apprenticeship Scheme. The successful applicant will support the work of the main office and reception areas, and support other administrative departments as required.

### **Person Specification**

Applicants will be judged against the following criteria:-

#### **Essential**

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- Recent experience in other MS Office packages, particularly Excel.
- A high regard for confidentiality.
- A good organiser.
- A sound general education which includes English and Maths at GCSE Grade C (or its equivalent).
- The ability to show initiative.
- The ability to respond well to periods of pressure.
- A desire for high standards of work produced with accuracy essential.
- A consistently high standard of personal presentation.
- A willingness, on occasions, to be flexible with working hours.
- A willingness to be trained and acquire new skills.
- A good telephone manner
- An understanding of a 'customer focused' mindset
- Have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

#### **Desirable**

- Previous office/clerical experience would be an advantage
- A recognised typing qualification (OCR 2 or equivalent) with recent typing experience, including word processing (MS Office Word)

### **Pay and Conditions of Service**

The successful applicants will be employed for 37 hours per week, 38 weeks per year (term time only).

Salary will be paid at the National Minimum Wage for Apprentices.

If you are appointed to the post, it will be on the understanding that you are prepared to undergo an Enhanced DBS check and if necessary, a medical examination.

The school has an appraisal system for its employees.



### **Application Procedure**

To apply you will need to go the Careers Page on our school website [www.jackhunt.net](http://www.jackhunt.net) and click on the relevant post and then click on “apply now” button. As part of the application you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed on the previous page.

Closing date for the post is **Friday 25 August 2017 at 9.00 am.**

Interviews will be held shortly after the closing date.

Thank you in advance for your application