

APPLICATION PACK

Administration Assistant

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Please refer to ALL the documents listed above prior to completing your Application Form

March 2024



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

About Priestley College

Priestley College is a founder member of The Challenge Academy Trust (TCAT) which currently consists of 9 schools and the College, working together to deliver a cohesive education pathway from primary through to sixth form.

We are an inclusive college with a consistent record of high achievement. We offer around 70 A-Level and Vocational courses and we are a college of several firsts.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

In September 2020, Priestley was chosen to be among the first tranche of colleges to provide T-Levels. In the same year our rugby academy became the first in the UK to receive 'dual status' as both boys and girls were excelling.

In its most recent OFSTED report the College was praised by inspectors who said 'teachers ensure students develop the skills and knowledge they need to be successful in their qualifications and in their working life'.

In 2021 Priestley retained its matrix accreditation after an inspection found the quality of advice and guidance it provided met the internationally-recognised standard.

There are now over 2000 students at Priestley with the latest investment a £1.5M technology centre that boasts more than 200 computers. The Crescent Building has also been extended to provide extra café and study space whilst the Performing Arts facilities have been modernised. More than £15M has been invested in the campus since 1999 on projects including the Learning Resource Centre and an all-weather sports pitch.

Priestley's growth in numbers has also gone hand in hand with increasing the range and scope of provision as well as significant improvements in quality.

By responding to student demand and national curriculum development, we have been able to broaden the choice by offering new curriculum lines.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.

The College's goal will always be to inspire, challenge and support its students to ensure they reach their full potential.



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About the Post and How to Apply

Administration Assistant

Priestley College is seeking a highly-organised and diligent Administration Assistant to perform clerical duties, manage workflow, and serve as the main point of contact for employee enquiries. The post is based at **Priestley College** within the Confidential Services team, and is part of the overall HR function of The Challenge Academy Trust, of which the College is a founder member.

You will experience a wide range of activities which will include handling day to day queries, administering a range of processes including recruitment and absence tracking as well as inputting into a variety of systems as required. It is an exciting time to join us as the Trust are at the implementation stage of a new integrated HR system, and a new Payroll system which will involve inputting and submitting information via an on-line portal.

Responsible to: HR Manager

Salary Scale: Point 5-8 on the NJC Support Staff Pay Scale £22,736 - £24,010 FTE

Post Details: Full time 37 hours, Full year.

Start Date: As soon as possible (subject to successful pre-employment checks including an Enhanced DBS check or a check against the DBS Update Service if registered)

Contractual Terms: NJC Terms and Conditions for Support Staff in Sixth Form Colleges

Pension Scheme: Local Government Pension Scheme

Application Deadline: 12 noon 9th April 2024.

Interviews: It's anticipated interviews will be held on Wednesday 17th April 2024

How to Apply:

The application form is in word format and **should be downloaded to your pc and saved**, then completed electronically (CVs will not be accepted). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact HR. You are reminded that providing false information is an offence and could result in your application being rejected or summary dismissal if you are later selected and possibly referred to the police.

Your application should be returned to hr@priestley.ac.uk or in hard copy format by hand, or posted to: **HR Department, Priestley College Loushers Lane, Warrington WA4 6RD**. Incomplete applications will not be accepted.

Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Our Safeguarding Policy and our DBS and Ex-Offenders Policy (incorporating our Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information) can be accessed on the link to our website, as given above.



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As an organisation using the DBS (Disclosure and Barring Service) to help assess the suitability of applicants for positions of trust, Priestley College complies fully with the DBS Code of Practice. For information relating to the DBS please visit www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an **Enhanced DBS certificate** for the **Child Workforce** (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their certificate, and their registration number to enable the College to carry out an on-line check. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment.

Equality and Diversity

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. We monitor the diversity of applicants. We would therefore ask you to support us in completing and returning our **Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

Invitation to Interview

Applicants who are successful in being short-listed will be contacted by the HR Department by telephone and email and will be given details of interview arrangements. If you have not been contacted you should assume that unfortunately you have not been short-listed on this occasion. Applicants who require any special arrangements or adjustments should contact the HR Department prior to attendance at interview. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support them throughout the selection process.

Evidence of Identity

Applicants invited for interview will be required to produce at interview evidence of their identity, i.e. a current valid Passport, a current Driving Licence, and/or a Birth Certificate (issued at the time of birth, full or short form). In addition, a document issued within the last 3 months which confirms your current address (e.g. bank/building society statement or a utility bill – a mobile telephone bill is not acceptable). Also required is a document confirming a Right to Work in the UK (if applicable).

In addition, applicants will be asked to provide evidence at interview of qualifications which are relevant to the post applied for. If certificates are not able to be provided at the interview stage, they must be provided by the successful applicant *prior* to taking up appointment.

References (Safeguarding Requirement)

If you are invited to attend for interview, the College will approach your referees prior to interview. One of your nominated referees must be of a professional nature (i.e. from your **current or most recent employer**). Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people but have been employed in such a capacity previously we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment with the College (TCAT) will be subject to mandatory pre-employment checks which will include an Enhanced DBS check, satisfactory references, evidence of qualifications (e.g. teaching and professional certificates), proof of health and physical capacity to undertake the role (i.e. an occupational health check), and confirmation of the Right to Work in the UK (if applicable).

Job Description

Administration Assistant

Duties and Responsibilities:

- Contributing to the maintenance of the essential Staff Central Record to meet Ofsted regulated requirements, including other tasks involved in compliance with the Keeping Children Safe in Education and Guidance for Safer Working Practice
- Preparation and issue of confidential documentation (including letters, written statement of particulars, job descriptions etc)
- Inputting or recording of information on to an integrated HR package, spreadsheets and databases (including confidential staff details, absence management information)
- Allocation of training modules to staff, issuing reminders and maintaining an accurate record of staff training and professional development
- Inputting of monthly timesheets and data, and liaising with the College's payroll provider as directed
- Liaising with supply agencies to arrange cover as required and completion of associated checks and administration.
- Maintaining archive records in a GDPR compliant manner including monitoring and adhering to retention schedules.
- Supporting the preparation of staff recruitment materials, planning interview days, and carrying out essential pre-employment processes for new staff
- Keeping up to date with changes in College procedures, and legal requirements
- General administrative activities relating to a wide range of HR or confidential related processes as directed by the HR Manager
- General administrative and support activities cross-College as required

Other

To carry out all other duties that are in accordance with the purpose and grade of the post as may be reasonably required by the Business and Operations Manager

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Person Specification

Administration Assistant

All Staff must make a positive contribution to:

- The College's Safeguarding and Equality and Diversity practices
- The pursuit of excellence and the highest standards of quality in all aspects of College life
- Their own professional development, in accordance with the needs of the College
- Priestley College's Mission and Values and The Challenge Academy Trust's Vision and Values

	Essential	Desirable	Identified by
Relevant Experience			Application Interview References Certificates
Experience and confidence in using Microsoft Office	✓		
Experience of working in an educational establishment		✓	
Experience of processing records and data input		✓	
Experience of working in a payroll administration role		✓	
Experience of working in a customer service role		✓	
Education and Training			
Good standard of education (including GCSE Maths and English, minimum Grade C or equivalent)	✓		
Committed to professional development and training	✓		
Knowledge and Abilities			
Ability to prioritise and work to deadlines	✓		
Excellent IT, administrative and organisational skills	✓		
Excellent communication and interpersonal skills	✓		
Ability to work independently and/or as part of a team	✓		
Accurate / good attention to detail	✓		
Adaptable with a willingness to assist in other areas of the College as required	✓		
Willingness to become a First Aider if required		✓	
Personal Qualities			
Commitment and ability to be confidential at all times	✓		
Flexible approach to work	✓		
Honest and trustworthy with an ability to maintain confidentiality at all times	✓		
Energy and enthusiastic	✓		
Commitment to change and improvement	✓		



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Safeguarding			DBS Certificate
Suitable to work with children and young adults and/or vulnerable adults	✓		
Essential requirement to apply for an Enhanced Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service)	✓		