



### **Job Application Pack**

Job Title: **School Admin Assistant**  
Salary: **Scale 3, Pt. 5 & 6 £18795-£19171 FTE**  
Contract Details: **Hours: 37, term time only**  
Closing Date: **Permanent**  
**Monday 15<sup>th</sup> July 9am.**



## Letter from the Head of School

Dear Candidate

Thank you for expressing an interest in a vacancy here at Meden School, on behalf of the whole community I extend you a very warm welcome.

As Head of School my priorities are: excellent examination outcomes, impeccable behaviour, great teaching and the widest possible range of extra-curricular experiences for all students. With a clear focus and lots of hard work, these things are all achievable and will deliver what I think most parents want – happy children who leave school well-equipped to cope with the world outside and with a range of options open to them.

There has never been a more exciting time to be a part of Meden staff. We are currently setting out a new vision and mission for the school as we aim to move from Good to Outstanding. The educational landscape is changing beyond recognition and this provides us with new challenges. However, these challenges can be met, and staff and students alike can thrive if we hold at the core of our work the belief that every child can succeed. Everything we do is in service of the children who have trusted their future's to us. This is a big responsibility and one that I know we all take very seriously. I am absolutely certain that standards at Meden can be driven ever higher through high expectations, excellent teaching and a pastoral system that provides our students with the support and challenge they need.

I want all staff to enjoy coming to work, to feel fulfilled, challenged as a professional and supported as a member of staff. Only in these conditions can any of us thrive. Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our school community.

**Emma Sims**  
**Head of School**



## Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Meden School and the tremendous opportunities this school offers the young people of Warsop.

Working in partnership with the local governing body, we have raised aspirations and improved outcomes for the students we serve.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Meden School, and we look forward to receiving your application.

**John Tomasevic**

CEO of the Nova Education Trust



## **Application Details**

Thank you for your interest in the Admin. Assistant vacancy at Meden School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete an online application form, which includes a covering letter addressed to Ms. Sims. This should clearly demonstrate your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website [www.medenschool.co.uk](http://www.medenschool.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives as soon as possible, the closing date is Monday 15 July 2019.

## **Interview:**

Interviews for the role will be held on a date to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

Meden School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## **Meden School**

### **Job Description**

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Post Details: School Admin Assistant**

**Hours: 37 hours pw, 7.30-3.30 Mon-Thurs, 7.30-3.00 Fri, (30min unpaid lunch, 15min paid morning break)**

**Scale: 3, TTO**

**Responsible to: Support Manager**

### **JOB OVERVIEW**

**To support the members of the school community with a range of administrative duties.**

### **Key Responsibilities to undertake a range of administrative activities, including but not limited to:**

- The ongoing update and maintenance of the school website content including uploading news events.
- Arranging events in school and supporting them on the day/evening, these to include, school photo's, vaccinations, celebration evening, year 5/6 open evening, progress evenings.
- Inputting school cover requirements and deploying the cover team to support lessons in the teacher's absence on a daily basis.
- Supporting the school finance lead in day to day finance administration including support with school fund, general banking, keying of school orders.
- Completing the administration in relation to monthly OT and absence reporting.
- Complete general school filing.
- Completion of paperwork relating to pupil exclusions.
- Support the completion of the school Single Central Record.
- Help to maintain the school governance records, supporting Governors with governor exclusion meetings.
- Support on school reception where necessary and as directed by Line Manager.
- General school administration including managing student data, amending addresses etc.
- Any other duties deemed necessary by school leadership

To carry out any tasks that arise in the school office or within the Office Team. Training will be given as required. These tasks include but are not limited to:

- General administration
- Fire Warden/First Aid support(First Aid at Work certificate required)
- Willing to undertake and make future use of any training as required
- Drive the school minibus on occasions other drivers may not be available, training available for this where required.



## Person Specification – School Admin Assistant

Factor	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5+ A*-C including English and Maths or equivalent</li> <li>• To be first aid trained or willingness to undertake training.</li> </ul>	A Degree
<b>Experience</b>	Experience of working in a busy admin/secretarial position	Experience of working in a school office
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Effective time management skills</li> <li>• Ability to prioritise tasks</li> <li>• Adaptable approach to work and confidence to respond and deal with unanticipated problems</li> <li>• Ability to work effectively as part of a team and a willingness to support others</li> <li>• Capability to work independently and use own initiative as and when required</li> <li>• ICT Literate including mail merge, Outlook, Powerpoint and Excel.</li> </ul>	<p>Knowledge of school systems Knowledge and previous use of SIMS An understanding of finance processes and procedures. To have internet management and update skills. Experience of managing school events.</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Outstanding communication skills</li> <li>• Approachable</li> <li>• Ability to remain calm in stressful situations</li> <li>• Ability to establish good working relationships with teaching staff and pupils.</li> <li>• Reliable and punctual</li> <li>• A commitment to safeguarding and promoting the welfare of young people</li> </ul>	



## Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPD provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

## Overview of the School

Meden School is situated in Market Warsop, Nottinghamshire. The school delivers an 11-18 curriculum and has around 800 pupils on roll.

In November 2017 Ofsted rated the school as 'good' and we now seek to consolidate this position and to work towards 'outstanding'.

Since the Trust began working at Meden School, results have significantly improved and the school was placed in the top 10 most improved schools nationally in 2012. Meden School is now well placed to begin the next phase of its journey to becoming an outstanding school.

## Achievement

Meden School's primary focus over the last four years has been to raise achievement and aspiration.

There has been consistent improvement in the English and Maths headline figure and the Progress 8 figure is also positive. Nevertheless we believe that our students can be even more successful and are determined to ensure that every child is successful.

## Staffing and Leadership

Meden School has a young staff profile and all appointments have been made with a clear focus on raising achievement.

The Senior Leadership Team is experienced and pro-active. The team has been critical in raising achievement and developing an ethos of aspiration amongst students and staff.





The school day begins at 8.30am, lessons are 50 minutes long with a morning break and a 35 minute lunch at 12.20pm. The school day ends with a 50 minute Study Period 4 days a week (3.30pm) and at 2.35pm on a Friday.

## **Pastoral Structure**

Meden School moved to a year based pastoral system in September 2017. The benefits of focused year based system, is proving to be a big success here at Meden School.

## **Location and Site**

Market Warsop is a small town on the outskirts of Mansfield, Nottinghamshire. Situated on the north Nottinghamshire coal field, Market Warsop has reinvented itself as a commuter suburb since the local mine closed.

Meden School is situated on a large site at the edge of Market Warsop. The school benefits from extensive buildings and grounds, and a programme of renovation has resulted in significant improvements to the building stock and teaching areas. The school has access to excellent sporting facilities.

## **Governance**

Meden School has an active and engaged group of Governors who's strong loyalty to the school and a good understanding of the local community have helped to shape and support the work of Meden School in raising achievement and aspirations. The Torch Academy Gateway Trust Directors continue to take a strong interest in Meden School, providing support and advice as necessary.

## **Extra Curricular**

Meden School runs a wide range of extra-curricular course, trips and enrichment activities.

## **Securing Success**

Our vision is to build capacity for sustained improvement. There are a number of short-term strategies that can be initially used to enhance outcomes but it is our view that these need to be supplemented by a process that configures a school for long term improvement.

This work is centred on transforming a school using our 'Pillars of Success' improvement model. Transformation is achieved through the combination of a number of changes and improvements to each of these pillars within a school:

- Leadership
- CPD
- Curriculum
- Learning Organisation
- Care, Support, Guidance
- Performance Management





- Tracking and Intervention

### **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.