

Admissions & Cover Manager (Maternity Cover)

Required 15th January 2024



Penwortham Girls'
High School

SUMMARY

Job Title	Admissions & Cover Manager (Maternity Cover)
Reporting to	To be confirmed
Start Date	As soon as possible
Salary Grade	Grade 6 £25979 to £29777 (fte)
Closing Date	12 noon on 4 th December 2023
Interview Date	To be confirmed
Type of School	Secondary (Community)
Age Range	11 - 16
Location	Penwortham, Preston
Denomination	Non - selective
Number of pupils	802
Co-educational	No



Our Mission is:

To prepare articulate, questioning, tolerant and independent women for the future.

pghSuccess
Since 1954



Articulate

Questioning

Tolerant

Independent

Information Pack

General Information

Working as a member of the school office team you will be responsible for assisting with the management and administration of student admissions and records including support for the Senior Leadership Team, Heads of Years and the SENCO, as well as providing general administrative support. The post holder will also be responsible for the day-to-day management of cover and supply staff, including the allocation of the Cover Supervisor.

Applicants should be resilient, well organised and efficient with excellent ICT and communication skills and experience of working in a busy office environment. Experience of SIMS.net would be an advantage.

This would be an excellent opportunity for someone looking for a career in school administration to gain invaluable experience in a busy school office.

This is a full time, term time (plus 3 weeks) maternity cover post which currently will be until October 2024.

Penwortham Girls' High School is a popular, oversubscribed school, graded as outstanding in every category in its 2014/15 Ofsted inspection. Ofsted recognised the "culture geared towards success and excellence in achievement throughout the school."

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure and online checks.

The closing date is 12 noon on Monday 4th December 2023.



Admissions & Cover Manager (Maternity Cover)

The person appointed will have:

- ❖ 4 GCSE passes at Grade A-C or equivalent, including Maths and English.
- ❖ Experience in a busy clerical/administrative environment.
- ❖ Experience of Microsoft Office systems/packages particularly Word and Excel.
- ❖ Previous experience in dealing with people either face-to face or on the telephone.
- ❖ Previous experience of SIMS.net (desirable)
- ❖ Excellent oral and written communication skills.
- ❖ Efficiency, be very meticulous and well organised.
- ❖ Excellent IT skills.
- ❖ The ability to be able to use own initiative.
- ❖ The ability to prioritise conflicting demands and manage own workload.
- ❖ The ability to work accurately under pressure and to tight deadlines.
- ❖ The ability to use and develop administrative systems.
- ❖ The ability to deal with confidential matters in a professional manner.
- ❖ An adaptable and a flexible approach to work.
- ❖ Resilience and have the ability to solve problems.
- ❖ The capability of working effectively as a member of a team.
- ❖ A First Aid Certificate (desirable).
- ❖ The ability to work evenings when required.

“Senior leaders and governors, led by the headteacher, have established a culture of ambition and high expectations, along with a desire for continuous improvement.”
(Ofsted)

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Since 1954

“Teachers have very high expectations of all students, and this has produced a culture geared towards success and excellence in achievement throughout the school.”
(Ofsted)



Students are very courteous, considerate and polite to each other and to adults. There is an established culture of positive relationships and respect for others, which students adopt readily.”
(Ofsted)

Fulfilling every girl's potential is our common purpose. We achieve this through outstanding teaching and learning, providing a supportive environment where girls can flourish.



Penwortham Girls' High School enjoys a unique status, as the only non-selective, non-fee paying girls' school in Lancashire. We welcome girls of all abilities, interests and aptitudes, and pride ourselves on our long-standing reputation for academic success. We are a successful school because we have high expectations, promote learning for its own sake and provide every opportunity for personal growth and development.

Importantly, we are specialists in girls' education, providing a nurturing, supportive and challenging environment where girls excel. At our school, traditional values meet with modern, innovative approaches to learning. We are a forward-thinking school that has invested considerably in new technology, ensuring that when they leave us, our pupils are fully equipped for the future. However, equally important are the qualities we instil in the girls. We have developed an environment that supports them as individuals, enabling them to progress to the next stage of their life equipped with a sense of achievement, maturity and self-confidence.

OUR MISSION IS TO PREPARE: Articulate, Questioning, Tolerant, Independent Women for the future.

We aim to foster a love of learning and we strive to unlock the potential in every child. We want our students to challenge themselves both inside and outside the classroom, to develop their talents for the future.

Fulfilling every girl's potential is our common purpose, uniting staff and students in a shared endeavour, informed by an enduring vision. Equally unchanging is our commitment to long-held values still relevant today: all students have the right to an excellent education and they also have certain duties: Our girls are treated with courtesy and respect, and this is expected in return. Most importantly we instil a strong sense of personal responsibility for girls' own learning and that of their peers. We want our students to take pride in their own achievements and those of others. These core values have underpinned our successes for sixty years and we are confident that they will guide us ever higher in the future.

ADMISSIONS & COVER MANAGER (MATERNITY COVER)

You will work as part of a small, dedicated administrative support team in the main school office. The school office is very busy and there can be many demands on your time so flexibility and the ability to work under pressure are essential skills for this post, although you will benefit from working with very supportive colleagues in a well-established team. As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

You will be responsible for the management of staff cover, therefore the hours of work will be **8am to 4pm** to allow for this, with a half hour unpaid lunch break.

This is a maternity cover post which should be until approximately November 2024. A week's handover will be provided by the current postholder and formal training (as required) will be available for the successful candidate.

More detailed information about the role is included in the job description. We have also provided the generic LCC job description for this grade, as any role in school can be subject to change in line with the expectations laid out within the relevant grade profile.

The administrative support team is led by the Business Manager and is made up of the following roles:

- Business Manager (full time, compressed hours)
- Data and Exams Manager (2 x part time job share, full year)
- Office Manager / Headteacher's PA (full time, term time only + INSET + 5 days)
- Assistant Business Manager (part time, term time only + INSET + 10 days)
- Marketing & Communications Officer (part time, term time only + INSET)
- Admissions & Cover Manager (full time, term time only + INSET + 10 days)
- Attendance Officer (full time, term time only + INSET)
- Receptionist (2 x part time job share, term time only + INSET)
- Administrative Officer: Finance (part time, term time only)
- Reprographics Technician (part time, term time only + INSET)

This is **a temporary, full time post covering maternity leave** which is 37 hours per week, **term time plus 3 weeks to include INSET days**. One of these weeks must be worked in the week before the September start, which is generally the last week in August.

The actual salary once adjusted for the 41 working weeks will be £22,445 to £25,726 per annum. There may, occasionally be the need to work evenings for school events such as Parents' Evening and Open Evening, for which overtime is paid. Please note that all support staff posts are subject to a six-month probationary period.

For an informal discussion about the role please contact Mrs Kenyon, Head's PA and Office Manager on 01772 743399 or email headspa@penworthamgirls.lancs.sch.uk or the Business Manager bursar@penworthamgirls.lancs.sch.uk.

All applications should be on the Lancashire County Council application form. **Completed forms should be accompanied by a letter of application which should be no more than two sides of A4.** Please note that whilst CVs can be submitted as additional information, they will not be accepted as an application on their own.

The closing date for applications is by **12 noon on Monday 4th December 2023.**

All applications should be returned addressed to:

**Admissions & Cover Manager
c/o Business Manager
Penwortham Girls' High School
Cop Lane, Penwortham
Preston, PR1 0SR**

Alternatively, completed applications can be emailed to
bursar@penworthamgirls.lancs.sch.uk

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date. Thank you for your interest.



JOB DESCRIPTION

ADMISSIONS & COVER MANAGER (MATERNITY COVER)

Temporary, full time (37 hours per week) - Term Time plus 3 weeks (including INSET)

Grade 6

JOB PURPOSE

To work as a member of the support staff team with specific responsibility for assisting the Headteacher, Senior Leadership Team (SLT), the Heads of Years (HOYs) and the SENCO in the development, management and administration of pupil records. The role also requires the postholder to be responsible for the arrangement of cover on a daily basis, including organising supply staff and the allocation of the Cover Supervisors.

MAIN AREAS OF RESPONSIBILITY

- Day-to-day management of cover and supply staff, including the allocation of the Cover Supervisors and liaison with supply agencies.
- Management of all student admissions, including liaison with other schools and the LCC Pupil Access team.
- Maintenance of all student records including:
 - Gathering all assessment information/data for new entrants;
 - Updating all student personal record changes such as new addresses etc; and producing reports when necessary;
 - Filing, maintaining and archiving correspondence/records;
 - Maintaining pupil premium records.
- Submission of all statutory returns such as the School Census and Workforce Census.
- Administration of free school meals provision and update of school records/SIMS accordingly including liaison with the canteen and informing them of any student dietary requirements/allergy information.
- Administration of Parents' Evenings, Y6 Sampling Days, Headstart days and New Entrants Evening.
- Management and administration of student lockers and student planners.
- Management and administration of school transport provision.

- Organising KS2/3 Transition Manager visits and supporting all transition activities.
- Undertaking administration of reports, letters and minutes as required.
- Deputising for and assisting other members of the office team when required, including answering the telephone, responding to routine queries and enquiries.
- Any other duties as required by the Headteacher/Business Manager at no higher level of responsibility may be interchanged with/added to this list.

SCHOOL

As a member of staff at Penwortham Girls' High School you will also be expected to:

- Work within school policies and procedures including Safeguarding and Code of Conduct.
- Be aware of their own responsibilities relating to the safeguarding and promoting of the welfare of the children and young people.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care of their own and others Health & Safety.
- Be aware of the confidential nature of issues.

Please note that Penwortham Girls' High School is a **NO SMOKING** site.

Lancashire County Council

Role Profile - Operational Context Form

Post title: School Business Support Officer 4					
Directorate: CYP Schools				Location:	
Establishment or team:			Post number:		
Grade:	Grade 6	Staff responsibility:		Essential Car user:	

Scope of Work – appropriate for this post:

With guidance, but with significant responsibility and autonomy, be responsible for co-ordinating, monitoring and organising administrative/clerical or financial systems and procedures for the school. This could include responsibility for the training and development of staff, dealing with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities or financial processes.

Accountabilities/Responsibilities – appropriate for this post:

- Oversee and assist in the development and implementation of financial procedures and oversee financial transactions/activity within the school (e.g. orders, invoicing, banking and cash and accounting entries)
- Development, management and ongoing monitoring of all management information and finance systems
- Responsible for producing annual and statutory returns
- Under direction, manage procurement within the school, including compliance to contractual conditions
- Supervision of other support staff including allocation and checking of work, induction, demonstration of duties and training and development.
- Production of regular management information, including financial data and assist in the production of reports for the senior leadership team.
- Undertake monitoring of monthly expenditure,
- Reconcile accounts

Individuals in this role may also:

- Assist with funding/grant submissions
- Manage stocks of supplies and consumables
- Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships).
- Monitor budgets and report any issues to school management
- Attendance at School Management Team as a member and at Governors Meetings presenting reports as necessary.

- Contribute to marketing and promotion of the school
- Manage lettings and the use of premises and associated income.

Prepared by:	EPR Team	Date:	10/08/2011
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Prepared by:		Date:	
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