



**GREAT**  
MINDS  
DISCUSS  
IDEAS;

**AVERAGE**  
MINDS  
DISCUSS  
EVENTS;

**SMALL**  
MINDS  
DISCUSS  
PEOPLE.



## Recruitment Pack: Senior Administrator



ENJOYING TODAY, PREPARING FOR TOMORROW

## Vacancy Details

One In A Million Free School – Bradford  
Enjoying today, preparing for tomorrow!

### **Senior Administrator**

Salary: Point 18 -21 £18,070 - £20,138 FTE  
(Actual salary £9,383 - £10,456)

Contract: Permanent, 22.5 hours per week, TTO Plus 10 Days  
Start date: As Soon As Possible

We have a great opportunity for a Senior Administrator to join our busy administration team.

At One In A Million we believe every student is unique and should be valued for being who they are. We are a new school that offers the successful candidate the unique opportunity to help shape our student's futures. Whether in a teaching or non-teaching role, at One In A Million, we all have a responsibility to our students.

This role will be varied from dealing with telephone queries and school visitors, and supporting the teaching and administration teams with a variety of duties. We are looking for candidates with experience working in a Senior Administrative role, ability to lead a small team, great organisational skills with strong administration and iCT skills.

The successful candidate will have an organised personality, be people focused, and will be confident deal with a variety of situations.

To be considered for this role you must be able to demonstrate the following:

- People focused
- Reliable
- Have good iCT Skills
- Hard working and honest
- Have an outgoing personality

To consider this role you would have to ask yourself:

Am I compassionate?

Am I honest?

Do I act with integrity?

Do I believe in excellence?

## Vacancy Details

If you can say yes to the above and have the appropriate experience then we would encourage you to apply.

To apply and for further information about our school please visit

<https://www.tes.com/jobs/employer/one-in-a-million-free-school-1062792>

One In A Million Free School  
Cliffe Terrace  
Bradford  
BD8 7DX  
Tel: 01274 723439

One In A Million Free School is committed to the safeguarding of children so all our appointments are subject to a satisfactory enhanced DBS check. We are committed to Equal Opportunities.

# Letter From The Principal

Dear Applicant

Thank you for requesting information about our current role. We are delighted that you are considering joining our team.

Are you a One In A Million person? Do you care about young people and want to see them grow and achieve? Do you have our values: compassion; honesty; integrity; excellence? Do you want to do something new or perhaps get back to what you thought school life was going to be like?

If you've answered 'yes' to the above then you could be what we're looking for and we would warmly encourage you to apply. As the new Principal, I am looking forward to recruiting people to join us in this exciting new phase in the One In A Million journey. Please read on to learn more about our exciting school and journey so far.

OIAMFS is part of the One In A Million family. One In A Million was established in 2005 as a charity that wanted to make a difference in the lives of young people in Bradford through Sport, the Arts and Enterprise. Its name reflects its values: every child is valued and unique. With the addition of the free school, One In A Million's hub and spoke model was complete (please see Appendix 1 for Hub and Spoke model). In essence this model means that there are now pathways for our students in the school into enrichment and into the community and development programmes. There is also a pathway for some young people in the community activities to get involved in the enrichment programme and our school.

OIAMFS opened in September 2013 and we are based next to the iconic home of Bradford City AFC – 'Valley Parade'. The former club shop and business centre has been renovated to the highest standard. Our position allows us to enjoy a strong partnership with Bradford City AFC. Our facilities include a beautiful, airy atrium and reception; state-of-the-art classrooms (including 'Apple' technology throughout); dance/drama studio; theatre (with capacity to project 3D films onto a large screen); music room; recording studio (with the facility to record from 4 different rooms); a professional training kitchen for cooking; numerous breakout spaces.

OIAMFS started in 2013 with year 7 students and each year our student population grows, by September 2017 we will have filled KS3 & KS4 and be entering our first ever GCSE year. Each year we are oversubscribed for places. This year 329 children made OIAMFS one of its choices for one of our 75 places. A result of this student growth is staff growth.

So what is unique about OIAMFS and why would you want to come here?

**We're small** – there are a maximum of 75 students in each year group and class sizes are no bigger than 25. This means that every teacher knows every child and the child is at the heart of what we do. I know every school claims this, but it's our passion to make sure we do what we say.

# Letter From The Principal

**We're innovative** – everything's new. You will have the opportunity to be involved in the shaping of our school.

**We're about growth** – our mantra for our young people is: 'growth (I can get better) through hard work and resilience'; we believe that of our staff as well.

**We tackle the issues** – what we know about some Bradford children is that they lack both aspiration and character. These are two key ingredients that our students need for future success. So we do something about these two issues. Our whole culture is about aspiration; we believe in our students and constantly remind them that whatever their starting point is, they can get better.

You may know something of Bradford or have heard something of it. I am new to Bradford but I am already learning that it is a vibrant city – it's one of the fastest growing communities in the UK. It is multicultural and all the richer for it.

I hope the application pack attached gives you an insight into what we are about and helps you to write an application that catches our attention.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Philip Grant', written in a cursive style.

Philip Grant - Principal

# Letter From Students

*Dear Applicant,*

*I am writing to inform you that we would like people who care and someone who looks for more than just perfection.*

*One In A Million is not like any other school due to fact that we live up to the four core values. They are: compassion, honesty, integrity and excellence. The teachers at this school show us the right path whilst making our education exciting!*

*Yes, our school expects high standards, however if we are to succeed in the future, we have to show good manners whilst staying on the right path. We are a school that shows excellence and in return we are rewarded with extraordinary trips! This school makes us realise what we are today and what we will become in the future.*

*No school is perfect but with your help we can improve our school. This is a no bully zone and if a bully situation occurs then it is dealt with very seriously. Our school provides us with the equipment we need. This includes iMacs and iPads on every floor! We are a school of many opportunities! These opportunities include: sports report writing, MMA club, football tournaments for boys and girls and many more! We have even had the privilege to meet authors, rugby players and football players!*

*Yours sincerely*

*Marrya - a student from One In A Million*



# Hub And Spoke

The ethos and vision of the One In A Million Free School are based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The “Hub and Spoke” Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our “Wheel of Hope” vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



# Job Description

JOB TITLE:	Senior Administrator
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Administration Manager
RESPONSIBLE FOR:	Administrator, Receptionist
BUDGET RESPONSIBILITY:	None
WORKING HOURS:	22.5 hrs per week, 210 days (42 weeks) Term Time Only
ANNUAL LEAVE:	To be taken in School Holidays

## ONE IN A MILLION FREE SCHOOL VISION & VALUES

**Our overall aim** is to make a difference to young people by engendering respect, self-esteem, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'One In A Million'.

**Our mission** is to enhance the life chances of all students at the One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

**Our vision** is that each student will utilise their skills, talents and educational achievements across the arts enterprise and sports, to better themselves and their communities.

## JOB PURPOSE:

To support the school as a member of the non teaching staff team. Working as a part of the administration team in delivering an effective service to the staff, parents and visitors of the school. Providing administrative support to the Principal.



# Job Description

KEY RESPONSIBILITIES: Your key responsibilities and duties are:-

- Carry out all duties as Senior Administrator supporting and delegating tasks to the administration team.
- Carry out a wide variety of administration tasks in line with school policies.
- Take and produce minutes for a variety of meetings as and when required.
- In conjunction with the Administration Manager arrange hospitality for meetings and events/functions throughout the year.
- In conjunction with the Administration Manager ensure the efficient running of the school office, organising the admin and delegating tasks to designated staff as appropriate.
- Receive and appropriately deal with all incoming electronic communications, as required.
- Booking staff course/conference arrangements including travel and accommodation.
- Deputise for the Business Manager in being responsible for the work, training and development of the school office staff.
- Monitor school admin email account on a daily basis and distribute/action as appropriate
- Provide refreshments for visitors to the school as appropriate.
- Working with the OIAMFS Management Information System to input data and produce reports, as required.
- Support the production, complete and submission of forms, returns etc, to statutory and other agencies e.g. Census returns, Department for Education and the Local Authority.
- Covering reception duties, including telephone answering, dealing with face to face enquiries and visitor management when required.
- Take appointed role in relation to First Aid ensuring all incidents are dealt with efficiently.
- Deal quickly and calmly with any emergencies giving accurate information to the emergency services when required.
- Deputise for the Administration Manager in being responsible for the confidential secretarial, administration and clerical duties relating to all aspects of Principal's work including management of diary, correspondence, records, databases for whole school events, exclusions and personnel work when required.
- Provide the necessary support to the Business Manager and Administration Manager with annual and in-year admissions.
- Provide support at school events that may fall outside of normal working hours such as school open evenings and parents evenings.
- Maintain and ensure stationery stock and supplies are available for all requirements
- Make an effective contribution to day to day school life
- Participate in training and other learning activities and performance development as required
- Contribute to ensuring communication within OIAMFS is clear, efficient and effective
- Assist in ensuring all communications from OIAMFS are appropriate, high quality, effective by an awareness of and taking account of the recipient needs
- Assist with the arrangements for regular in-school activities e.g. Student review meetings, reward and residential trips
- Ensure all information is handled with sensitivity and that confidentiality is enabled through

# Job Description

maintaining clear desks, IT security and ensure filing is complete

- Oversee the process for placing orders for all school staff ensuring that the correct procurement procedures are followed.
- Provide refreshments for visitors to the school as appropriate
- Assist with the marketing and promotion of OIAMFS including reviewing the school website, liaising with relevant personnel and faculties to ensure information is up to date and accurate
- Provide administrative support for the letting of the premises to non school organisations
- Fulfill designated roles required in emergency situations including fire, bomb alerts or other emergencies

**GENERAL RESPONSIBILITIES:** In addition to the specific responsibilities detailed above, the following general responsibilities apply:-

- Comply with all Free School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- Comply with all contractual, legal and reasonable requirements of any venue being used by OIAMFS for its activities
- Pro-actively promote and uphold OIAMFS acting as an ambassador
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute
- Undertake such projects of a level commensurate with the responsibility of the post, as designated by the Principal
- Carry out any other duties as directed by the Administration Manager and Business Manager commensurate with the general level of responsibility of the post.

## SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to OIAMFS's Designated Safeguarding Lead or deputy.



# Person Specification

## ATTITUDES

Aspect	Assessed by	Essential / Desirable
A good understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life	Interview & Application	E
Demonstrate compassion in dealing with colleagues and others	Interview & Application	E
Work honestly and speak the truth with kindness	Interview & Application	E
Show how integrity is central to your life and why it is crucial	Interview & Application	E
Demonstrate excellence in all facets of work	Interview & Application	E
A clear understanding of vision and values, specifically as they relate to One In A Million, ensuring the Free School remains true to its aims, vision and mission	Interview & Application	E
Committed to using a variety of resources, including technologies, as appropriate, to maximise effectiveness	Interview & Application	E
Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Interview & Application	E
Committed to Continuing Professional Development both personally and for colleagues	Interview & Application	E
Committed to collaborative learning and partnerships	Interview & Application	E

## KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
Good standard of numeracy and literacy	Application	E
Min of 5 GCSE's including Maths and English (Grade A - C)	Interview & Application	E

# Person Specification

## SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Significant experience working in an administrative role	Interview & Application	E
Good computer literacy, including advanced use of Microsoft Office Packages, Word and Excel	Interview & Application	E
Experience supervising a team of administration staff	Interview & Application	D
Experience of Google and Apple software and apps	Interview & Application	D
Able to operate specialist computer applications after training	Interview & Application	D
Experience in using electronic communication e-mail	Interview & Application	E