

a folio education trust school



# Working at Coombe Wood School

**Office Administrator**  
**Candidate Information Pack for 2021**



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[www.cws-croydon.co.uk](http://www.cws-croydon.co.uk)

**30 Melville Avenue, South Croydon, CR2 7HY**

**Coombe Wood School is in its third academic year since opening. After two and a half years in temporary accommodation, the determination and enthusiasm of both CWS and Folio staff to have an engaged and vibrant body of students working within a £35 million state of the art new school building has now finally come together. This pack is designed to introduce applicants to the ethos, values and high expectations that our students now live out in our new school building every day.**

**We hope you will find this inspiring and if your educational beliefs are aligned with our vision, your application will be welcomed.**

# Welcome from the Headteacher



Dear Candidate,

Welcome to Coombe Wood School and the opportunity to be a part of our demanding but rewarding project.

Having built the school from scratch since 2018 we have been determined to make the most of the unique opportunity to be able to only put into place the things in a school that make a positive difference to students, and nothing else. If it doesn't make a positive difference to the whole child, let's not do it!

We also genuinely believe that core characteristics of successful sports people - Teamwork, Respect, Enjoyment, Discipline and Sportsmanship – are equally characteristics that, when displayed by young learners, will lead to success in the classroom. As a result, the staff here drive our core values every day. They are constant in conversations across every part of the school, whether that be classrooms, extra-curricular clubs, assemblies or corridors.

Successful candidates will join a conscientious, vibrant and growing team of teachers and support staff. We do not talk about 'non-teaching staff' at CWS, we do not have 'non' anything. We are one staff, positive about helping our students to grow each day. My job, and that of our leadership group, is to serve the students and serve you, the staff, and to help protect the most precious thing in our school – the learning environments. That is why we ensure we tour the school every period of every day, to support the staff who are busy owning and running those learning environments.

At CWS we are also passionate about helping you develop your career. CPD is very high on our agenda and the numerous internal promotions and appointments we have already made across the school since opening are testament to the rewards on offer for outstanding performers within our growing school.

I am, in short, looking for passionate team players with the intelligence to recognise what will make the biggest difference to our students and the drive to push that change through whilst focusing relentlessly on our 5 core values.

If having read this overview of life at CWS, you feel your work ethic and educational values are aligned with mine, then I would love to hear from you.

Yours faithfully,

**Mr B Laker**  
**Headteacher**  
**Coombe Wood School**

# Mission Statement



Displaying and developing the human values of teamwork, respect, enjoyment, discipline and sportsmanship in our daily lives, as we journey together towards discovering and reaching our true personal bests.

## TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP

**Teamwork** – children working with their friends, parents and teachers to solve a challenging mathematical problem. Collaboration often leads to better outcomes.

**Respect** – treating others as you would wish to be treated when a mistake is made in carrying out a science experiment. It's ok to get things wrong, as long as you learn from your mistakes.

**Enjoyment** – life moves too fast not to enjoy school. We will encourage all students to take every opportunity on offer and participate to the best of their ability in activities such as a school play or one of the school sports teams.

**Discipline** – structure liberates and so a set of clear expectations for parents, staff and children will ensure our community is organised, positive and collaborative. All of these stakeholders are essential to achieving an outstanding education and parents / carers and students must agree to these expectations through our Home-School-Agreement before they set foot in Coombe Wood School.

**Sportsmanship** – by showing empathy we can intensify our celebration of people's achievements. We can also offer the necessary support to ensure we all reach our personal best together.





South Croydon is a combination of mixed housing with leafy suburbs. To meet the local rising demand, CWS opened in the heart of South Croydon in September 2018 to 180 Year 7 students. By adding a new Year 7 cohort every year and opening a 6<sup>th</sup> form in September 2021, it will be catering for years 7-13 by September 2022.

Our year groups are also full to bursting! Following a hugely successful opening period, CWS has received in excess of 1,350 applications for 180 Year 7 places in the last two years.

The school is located on a beautiful expansive green site opposite Lloyd Park in South Croydon, 150 metres from Lloyd Park tram stop. Beyond the £35 million new-build on our 30-acre site, we still have extensive green space at our disposal with outdoor learning opportunities including amphitheatres, chickens and bee keeping facilities already in the planning to enrich our students' life skills and experiences. Further details on this are in the facilities section.

Coombe Wood School students walk into lessons alive, engaged, resilient, respectful, empathetic and confident young learners because of positive and personalised Health Related Fitness experiences throughout the school day. They derive from a range of geographic locations and socio-economic backgrounds with a number requiring the specialist support of our Transition Group; this enables them to better access the secondary curriculum. Having worked hard to establish clear expectations, our students are a pleasure to work with.

# Student Experience – Learning



## KS3 and 4 curricular Features

The focus on learning and teaching at CWS is relentless. Whether it be teachers planning exciting lessons, students engaging and working to their very best, parents sending their children to school in stunning uniform after a good night's sleep or indeed the support staff at CWS making sure everything runs smoothly, it is fair to say that many people invest time every day in making our classrooms special places of learning. Our job is to make sure they stay special, every lesson, every day. That is why the leadership group visit every lesson every day and staff benefit from regular learning and teaching development sessions, looking for new ways to improve their teaching styles and techniques.

As part of Folio Education Trust we have adopted many of the curriculum and assessment practices put in place by our partner school, Wallington County Grammar School, to further enhance the outstanding provision we offer to our students.

We do not just have happy students, we have students who are going places and who, as our mission statement says, are given every opportunity to discover and reach their true personal best.

CWS focuses upon three main academic strands which, for some students, may overlap to provide them with a well-rounded education full of opportunity and memorable experiences.

**Strand 1:** Academic Studies (including non-vocational subjects leading to Further and Higher Education.)

**Strand 2:** Sport and Health Related Fitness.

**Strand 3:** Creative and the Performing Arts.

Year 7 provides the necessary support mechanisms to ensure that all students transition from Key Stage 2 to Key Stage 3 with minimal disruption. Student progress during Key Stage 3 is monitored carefully to ensure all students acquire and develop the core skills necessary to make informed choices regarding which strand they are best suited to for GCSE. By the time students are settled into Year 9 they should feel confident in their own ability, be able to choose the right GCSEs or Level 2 BTECs that will be on offer and should be ready for the next stage in school life.



## Sixth Form

Not all students will progress through to Key Stage 5. The Sixth Form pastoral care team will ensure that students are able to make informed choices which will include other Sixth Form Colleges in the area. Our intention is that students do not stay at Coombe Wood School for reasons such as; familiarity, following the decisions of friends, etc. but will make decisions based upon aspirational career progression. For those students who choose to stay, their academic performance at GCSE will be of the highest level matching that of local selective provision. Their progress will be monitored by the school and the relevant targeted intervention applied. For those who choose to leave the school, their destinations will be monitored to ensure they find the right path. We will encourage the expectation that former students will continue to engage with Coombe Wood School to share pathway experiences with younger students. We expect the majority of Coombe Wood Sixth Form students to move into university study in the UK or to access the US College system with the support of the Trust.

At A level as well as at GCSE, CWS will draw and share expertise from its partner secondary school within Folio Trust, Wallington County Grammar School (WCGS), to establish a curriculum offering that is academically strong and challenging where appropriate. This school, with a current Progress 8 score of 0.84 sits in the top three percent of schools nationwide for progress, from which CWS can draw useful experience.

The belief at CWS is academic excellence for all students, whatever their starting points. We ensure that skilled teaching and excellent pastoral care combine to create outstanding provision for our students. In ensuring progress levels well above national averages and adding value to all students, we will achieve excellent outcomes.

## Lessons at CWS

Students at Coombe Wood School have five, one hour lessons per day. Lessons at CWS should contain the following six strategies, this is what we believe makes an excellent lesson:

1. The big picture and measurable lesson objectives
2. Positive behaviour and environment for learning
3. Differentiation
4. Assessment for learning
5. Outstanding visible progress by all
6. Engagement and enjoyment

Lessons are expected to be clearly planned, the saying 'structure liberates' is very true for teaching and consistency conveys and reinforces expectations for all our students. However, we do not want to 'straight jacket' our teachers. We are looking for a sensible balance between common structure to bring a shape and focus to lessons whilst at the same time never wanting to curb or limit creativity in delivery.

## Pastoral Care – The House system at CWS

Initially we have six houses named after people and places linked to Croydon history. Students and staff are assigned to houses and with the arrival of more year groups will create a vertical system bringing the age groups together and fostering healthy competition in creative and performing arts, sports and academic challenges.



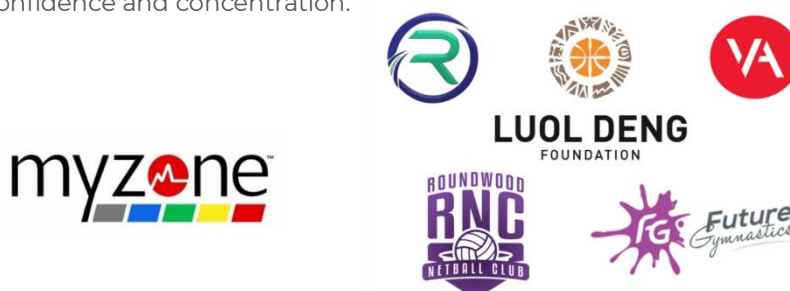


### Health Related Fitness

**Coombe Wood School is not a 'sports college'.** We are a school that has a relentless focus on Health Related Fitness through our core values – TEAMWORK, RESPECT, ENJOYMENT, DISCIPLINE and SPORTSMANSHIP. We are striving to become the healthiest school in the country.

Every student follows an individual HRF plan, which motivates them to make remarkable HRF progress. This happens in an individual and private way, from the student who has never played sport or even thought about HRF before, to our elite athletes (some but not all of whom may have gained a place via our sporting aptitude assessment,) who are already competing at a high standard of sport outside of school – and everyone in between. With the latest MyZone fitness tracking technology in place, our less confident HRF students can visibly see themselves getting fitter, this is likely to inspire them to want to compete in a chosen sport. Games lessons and after school clubs, all delivered by our professional coaching partners, give them the platform to begin to do this, as do our sporting house competitions.

We are committed to investing in MyZone technology to provide HRF monitoring belts for every student. HRF is not competitive between students; the only competition is each student pushing themselves along. The systems and technology we have in place enables students to see and take inspiration from the progress they are making on a daily basis. We celebrate the HRF progress students make but equally they are not allowed to be passive in this area. Our HRF programme is a real and positive step towards better student well-being, self-esteem, confidence and concentration.





# Facilities



Over £35 million has been invested in a purpose built, state-of-the-art school funded by the ESFA, which includes enhanced sports facilities such as a competition venue within the sports hall for Basketball and Netball, a full-size 3G artificial floodlit football surface, and extensive music and performing arts facilities.

In addition to the sporting facilities, Coombe Wood School aims to be a centre for the Creative and Performing Arts developing close links with other providers and performance venues in the local area. We anticipate that our superb facilities, including music and drama studios, dance/fitness rooms with sprung floors and a recording studio, will encourage our students to participate in their chosen activity in the evenings and at weekends, as well as creating a hub for extra-curricular activities.



# Appraisal, CPD and staff well-being

Staff wellbeing and continuing professional development are priorities at Coombe Wood School. Staff are encouraged through the appraisal system to take ownership of how they structure their professional growth and develop their key areas of interest. In particular, as the school grows there will be ample potential for role development and staff may wish to explore this through their CPD time.

To ensure that internal CPD opportunities are beneficial to staff, a comprehensive CPD programme is run for all staff that includes the unusual feature of nine INSET days in our academic calendar. We offer access to online CPD platforms and bespoke CPD sessions for staff. Staff can also request external CPD across a range of areas.

Additionally, our approach to staff wellbeing goes beyond workload considerations. The physical and mental wellbeing of all of our staff is important to us. Staff are encouraged to make use of the stunning Health Related Fitness facilities at CWS for both individual and group activities, and all staff are offered the use of MyZone fitness tracking technology upon appointment. Our School Counsellor works extensively with students but also offers confidential drop in sessions for staff.

## What the staff are saying:

'CWS is an exciting place to work where you can have a real impact on shaping your department; it's a chance to be part of a growing community and to play a part in forming it!'

'Since joining Coombe Wood School I have felt supported in all my lessons. The staff are extremely welcoming and have helped me fit into the school very quickly. The students are focused and eager to learn, which makes Coombe Wood a great place to work.'

'CWS is a place where you can truly see the dedication of the staff to giving the students a superb learning experience. We work really hard to make sure that students get a really varied curriculum, but also we work as a brilliant team, sharing ideas and really collaborating to support one another. CWS is a great school to push forward with your career!'

'I couldn't imagine anything better than working with such a close-knit and enthusiastic group of people who are striving to make a difference to Croydon. It is amazing to be able to mould the school and be a part of what will continue to be a huge project.'

'I wake up feeling full of purpose each morning to experience the blueprint coming to life.'

'I could also never have imagined how vibrant every member of the team is, and their passion rubs off on me. I can feel myself becoming a better teacher through the ethos and systems of the school which are all put in place perfectly to protect the learning environments. The students and parents/carers all understand and support these elements of the school. It's lovely that even the students feel that we are all part of the same family or team.'

'Our core values prepare students to be productive citizens and simply kind people.'

'A welcoming and inclusive school where the students are keen to learn and staff are enthusiastic and fun to work with. I would highly recommend working here!'

# Application procedure



Please complete the Trust's application form – available for download at [www.cws-croydon.co.uk/career-opportunities](http://www.cws-croydon.co.uk/career-opportunities) and return this with (or including) your supporting statement [careers@cws.foliotrust.uk](mailto:careers@cws.foliotrust.uk)

***PLEASE ENSURE YOUR NAME IS PART OF THE TITLE OF ANY DOCUMENTS YOU SUBMIT.  
The title of the downloaded application form should be changed and saved to reflect this.***

In compliance with Safer Recruitment Guidelines CVs will not be accepted.

Closing date: As advertised

Interviews: As advertised

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

## Safer Recruitment

Folio Education Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

## Equal Opportunities

At Coombe Wood School, we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

The Candidate Privacy Notice can be viewed on the website at [www.cws-croydon.co.uk/career-opportunities](http://www.cws-croydon.co.uk/career-opportunities)

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



# Office Administrator – Job Description

**Salary Scale:** NJC outer London paid pro rata

**Grade and Range:** Grade 3 SPC 5-6

**Working pattern:** Term Time Only (38 weeks) 36 Hours per week, (working pattern Monday to Friday inclusive, 8.00am – 4.00pm with slightly earlier finish time of 2.30pm one day per week in keeping within contracted hours, determined alongside other office team members) Lunch breaks are unpaid. Subject to annual review.

**Duties:** The duties and competencies outlined in this job description cover general responsibilities as the precise activities described below may develop and vary over time according to the needs and demands of a growing school. Such changes are to be anticipated whilst still falling with the spirit and intent of this job description.

**Responsible to:** Office Manager

**Responsible for:** Ensuring high standards and delivery of the administrative and clerical functions to support the Leadership, Teaching and Learning and Assessment teams, and the smooth, efficient running of the School Office.

During the growth phase of the school, the Administrator may need to be flexible in delivering and discharging their duties. This role will support the school in its third operational year and continue to grow until the school is full. It is important to recognise that the responsibilities of this role are likely to vary during this period.

## RESPONSIBILITIES

### Duties will include:

- Administrative support and photocopying resource for the Leadership Group, and as reasonably requested by the teaching teams, to enable them to deliver effective learning
- Responsible for the attendance, punctuality and absence recording of students:
  - taking calls, retrieving voicemails and checking the enquiries inbox for reported absence, and accurately recording these events in SIMS
  - accurately recording the number of minutes' students arrive to school late, including reasons, into SIMS from the student sign-in sheet and sending texts to the relevant parents regarding student lateness
  - ensuring AM/PI register completion by sending reminders to staff via SIMS and/or via liaison with the Leadership Group member on tour
  - checking for any unexplained absences at AM registration by running a Sims report and completing all necessary follow up (liaising with the Leadership Group member on tour for the checking of classrooms and calling home where necessary) in order to accurately establish a presence/absence and any associated reasons
  - maintaining/updating SIMS for in-house scheduled appointments including music lessons and school counsellor appointments
  - maintaining/updating SIMS with student information for ad hoc medical appointments and absences





- distribution of routine student attendance communications to parents
- Facilitating appropriate student medical care through:
  - first point of contact for dealing with minor ailments of students presenting themselves at the school office for first aid/medical attention
  - liaison with the school nurse regarding the organisation of routine vaccinations and other miscellaneous visits as requested by the Pastoral team
  - maintaining and updating student records and electronic files
  - managing students' duplicate medical equipment stored in the office ensuring each are correctly labelled and stored, liaising with parents in ensuring all medical equipment is in date
- Assisting with the annual review and update process of Student Planners through liaison with SLT and the use of the supplier's Proof HQ software, including the submission of all amendments and checking of all returned proofs
- Assisting in the admin, support and resource production for routine and special events including Information and Open Evenings, and occasionally providing 'front of house' to such events
- Assisting in the admin, organisation and support for Parents Evenings
- Maintenance of the school website, updating as appropriate in order to ensure the website remains informative, relevant, timely and accurate
- Assisting with reception/front desk during busy periods and providing cover where necessary, including:
  - maintaining/updating computerised databases of student information
  - handling incoming enquiries and calls, and managing parental expectations
  - receiving visitors and notifying intended member(s) of staff
  - student support including dealing with lost property, loaning of uniform, parental notifications and logging of phone confiscations and calling home re: after school detentions
  - parent/student queries related to Free School Meals, ParentPay and extra-curricular clubs.
- Being aware of GDPR protocols for security, accuracy and relevance of information held and maintained

### **Effective Day to Day Management:**

- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment
- Engage with the School's appraisal system and use it proactively to develop as a professional.
- Support our School in fulfilling the School Development Plan
- Promote equality of opportunity and diversity within the school. The whole culture and ethos of the school prevents any form of direct or indirect discriminatory behaviour
- Support the school ethos that encourages students' spiritual, moral, social and cultural development to equip them to become thoughtful, caring and active citizens in school and in wider society
- Promote effective safeguarding and a culture of vigilance where students' welfare is promoted
- Enactment of Health and Safety requirements and initiatives as appropriate.



### Other duties

- Attend all training and events required as part of directed time.
- Perform supervision duties as required.
- Contribute to the wider life of the school.
- Perform all other reasonable requests from the Headteacher
- **Respect confidentiality at all times.**

### Outcomes

The work carried out helps raise student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plan (SDP).

# Office Administrator- Person Specification



<b>Criteria</b> (Please note that training in school systems can be provided)	<b>Essential</b>	<b>Preferred</b>
<b>Qualifications</b>		
Educated to at least A level standard or equivalent	x	
Working knowledge of SIMS		x
<b>Knowledge, Skills and Experience</b>		
Strong organisational skills requiring minimal direction	x	
Systematic approach, attention to detail and ability to prioritise a busy and varied workload	x	
Professional, capable and effective communicator, both oral and written	x	
Strong command of written and spoken English and the ability to adapt content and tone for various audiences	x	
Proven experience in a similar role such as office work, reception, marketing, events, communications		x
Strong IT skills including Microsoft Office suite of products	x	
Be able and willing to undertake staff training and development courses	x	
Ability to adhere to working procedures and policies within the School environment.	x	
Ability to form good working relationships with colleagues, students and parents and work as part of a team	x	
Experience working in a school office environment		x
<b>Attributes</b>		
Demonstrate a positive, active and cooperative outlook Ability to work well to tight deadlines An approachable, accommodating and patient attitude High standards embracing honesty, integrity, loyalty and trustworthiness Ability to be flexible, adaptable and know when to use own initiative Able to remain calm and act sensibly under pressure A good team player and collaborative worker Present a good role model to students Grasp of the Coombe Wood ethos, supportive of the school's drive for health and fitness		

# Folio Education Trust - Welcome from the Chief Executive Officer



Dear Candidate,

Thank you for your interest in this unusual but thrilling opportunity to participate in the growth of a brand new school. CWS offers a unique chance for the staff to shape and influence the future of many Croydon students and lead the development of fresh, innovative subject delivery in a modern, multi-purpose learning environment.

The success of our Free School bid was underpinned by the distinctive ethos that contributed to the "Outstanding" Ofsted inspection at Wallington County Grammar School (January 2017), the other secondary phase school in Folio Education Trust. Consequently, the team at Folio are keen that this is shared and developed at Coombe Wood School, and they buy into and embody this ethos, while developing what is unique to CWS.

The recent completion of our state-of-the-art building, coupled with a stunning collection of virtual open evening presentations and tours, has resulted in three years of oversubscription for places. The children who come to CWS are delighted to have gained a place and their 'buy in' to the core values is instant as a result.

Joining a dynamic team will offer you ready access to expertise and support within the Trust, but the flexibility and independence to develop your career. If you are up for this challenge, then please apply to join us on the journey to create something unique.

Yours faithfully,

**Jonathan Wilden**  
**Chief Executive Officer**  
**Folio Education Trust**





***What do we believe as an organisation?***

We believe in the power of collaboration and the importance of developing schools who instil ambition and the desire in every staff member and every young person to discover and achieve their personal best, overcoming any challenge they may face. The Trust is committed to the pursuit of excellence, with young people at the heart of everything we do and personal wellbeing prioritised at every stage. We believe in ourselves. We believe in each other.

***Our Mission and Purpose – why do we exist?***

To provide inspiring and safe places to learn, where young people are respected, their talents nurtured and where they are able to thrive. Folio Schools offer young people the best chance to lead happy, healthy lives and to be responsible, active citizens.

In Folio Schools;

Young people are healthy and happy.

Young people feel safe.

Young people have good relationships.

Young people become active and involved in school life and the wider world.

***Our Vision and Goals – where will we be by 2025?***

By 2025, we aim to establish a wider family of collaborative Primary and Secondary Schools supporting over 5,000 young people and 500 staff all working towards the following outcomes;

- Goal #1 - We will deliver outstanding educational standards across all Folio Schools ensuring we have the capacity to create a sustainable and collaborative model of school improvement which continually evaluates, develops and celebrates success.
- Goal #2 - We will recognise the rights of all young people ensuring that daily school life gives children the best chance to lead happy, healthy lives and the opportunity to become responsible, active citizens.
- Goal #3 - We will be an employer of choice, providing good people management, transformational leadership and opportunities for all staff to fulfil their potential. We will recognise the importance of investing in staff and focussing upon people's well-being.
- Goal #4 - We will provide a shared services model for all Folio Schools which listens, understands and anticipates the needs of the people that are being served. Through a process of identifying and mitigating risks we will deliver excellent value for money and efficient resource management.



***We Believe in  
ourselves  
We Believe in  
each other***