



NONSUCH HIGH SCHOOL FOR GIRLS



First Aid & Administrative Support Assistant Application Pack



Girls' Learning Trust

NONSUCH HIGH SCHOOL FOR GIRLS

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Dear Candidate

Thank you for your interest in the part-time post of First Aid & Administrative Support Assistant at Nonsuch High School for Girls (NHSG).

Nonsuch is a high performing selective school with a reputation for academic excellence, first class care, guidance and support as well outstanding extra-curricular provision.

We are an inclusive, happy and caring learning community and we are ambitious for all of our students, seeking to ensure that they are challenged to make the very best of their abilities and to achieve success in all they do. All of our staff, both teaching and support, play an important role in achieving this. The school is also part of the Girls' Learning Trust (GLT) which provides excellent opportunities for staff collaboration and career development.

I hope you will find the information in this pack interesting and informative. We very much look forward to receiving your application.

Yours faithfully

Amy Cavilla
Headteacher

Information for Applicants

Girls' Learning Trust

The Girls' Learning Trust (GLT) was formed in September 2015 and consists of three successful and high-performing girls' schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three schools are located in the London Borough of Sutton.

As the only all-girls multi academy trust in the UK, we have 4,500 students and over 400 staff; our aim is to empower girls and young women by delivering a first-class education and providing an inspirational start to their futures.

Working in GLT schools

Staff are our most valued asset and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the school. Continued professional development plays an important role in ensuring that the quality of teaching is very high in the school. There are many opportunities for cross-Trust professional development, with staff from all three schools working collaboratively on research and teaching projects in many areas. We have a GLT professional development conference each year for all our staff and run an exciting and innovative 'Empowering Teacher' programme across the Trust.

Other benefits the GLT can offer include:

- A culture of promoting GLT staff within and across our Trust - we have an excellent record of developing outstanding teachers and preparing staff for senior leadership.
- Outer-London salary scales with easy access to central London
- Extensive parking on-site for free
- Access to Workplace Options scheme, for confidential and independent employment advice
- Access to sports facilities
- A two-week October half-term break
- Membership of the Teachers' Pension Scheme (TPS) or Local Government Pension Scheme (LGPS)
- Childcare Vouchers

Staff Workload and Wellbeing at NHSG

Our Trust-wide Wellbeing Strategy puts wellbeing at the heart of all considerations and at Nonsuch High School for Girls that means:

- A commitment to workload reduction
 - no written reports
 - up to 3 data drops per year
 - an assessment and marking policy that is not onerous
 - a clear KS3 assessment framework that prioritises subject specific assessment practice
- A commitment to making the workplace a pleasant and supportive working environment
 - Free access to the on-site David Lloyd Gym and Spa for staff
 - A vibrant staff association that organises regular staff socials
 - An exciting and supportive programme of professional development
 - Monthly extended mid-morning breaks
 - We are a school that appreciates the importance of family
 - Additional Leave policy that supports staff when they may need time off
 - A maximum teaching load of 43/50 1-hour periods per fortnight
 - A private day care nursery on-site
 - Situated in 22 acres of beautiful grounds on the edge of Nonsuch Park
- Support
 - The school calendar and training is planned in advance across the whole year so people know what is happening and when
 - In-house cover supervision team
 - A highly effective and proactive support staff who play an important role in supporting teaching and learning
 - Every full-time teacher has an office-based work station which means our large staff room can be work station free
- A commitment to staff development
 - CPD programmes, which are based both in school and across the wider Trust, tailored to individual aspirations – including “Mental Health Champion training”; “Empowering Teacher Programme”; elective CPD and working parties; “PED TALKS” informal teaching and learning discussions; middle and senior leader conferences; ECT induction
 - An additional INSET day at the beginning of the academic year dedicated to teacher planning and preparation
 - Our “No lesson judgements” policy ensures our lesson observations are developmental and supportive
 - An annual cross-Trust teaching conference allowing the chance to meet and network with other staff

For more information on the school and the Girls’ Learning Trust, please click on the following links:

Nonsuch High School for Girls www.nonsuchschool.org

Girls’ Learning Trust www.nonsuchschool.org/321/welcome-from-the-ceo



Nonsuch High School for Girls

Our school

Nonsuch is a highly successful and selective grammar school for girls aged between 11 and 18 years. Opened in May 1938 and standing in 22 acres of beautiful grounds on the edge of Nonsuch Park, we aim to provide a caring, happy and stimulating environment in which students can attain the highest levels of academic and personal achievement. Teachers and support staff joining Nonsuch comment on the excellent behaviour and positive attitude to learning of our students and on the warm and co-operative relationships between staff.

Attainment and achievement at Nonsuch are excellent. The summer 2019 GCSE results of 66.8% 9-8, 85.5% 9-7 and a progress 8 score of 1.04 place Nonsuch in the top 2% of schools nationally in terms of value-added progress. At A-Level students achieved 22% A* and 55% A*-A grades - again placing the school amongst the highest performing schools nationally. Please see our 2020 and 2021 results on the [school website](#).

Our mission

The school's aim is to empower our young women and enrich their lives to ensure they aspire to take their centre stage place in the world. We want students to enjoy learning, to become independent and effective learners and to achieve academic success in an atmosphere that fosters positive relationships and mental health, promotes equality and celebrates diversity. Our curriculum is broad and balanced; it provides intellectual challenge, develops creativity and curiosity and empowers our students to articulate their thinking confidently. The curriculum and extra-curricular opportunities promote social and cultural enrichment and a strong sense of community. The advice and guidance enables students to make wise, informed and ambitious choices. We promote the values of *positivity, respect, integrity, courage and endeavour*. We want our students to engage with the local and wider community in the belief that they can make a difference.

Our curriculum

On entry, all students follow an academic programme including a Modern Foreign Language (German, French or Spanish) and Latin. The range of subjects taken for GCSE is broadened by the opportunity to continue with a second language or start an additional language. Students study the three separate sciences and have the opportunity to take up Astronomy or Photography or to choose an appropriate Technology, Arts, Humanities or Modern Foreign Language course. Initially, students are taught in forms, with smaller groups for practical subjects.

The vast majority of students continue their studies in the large Sixth Form, for which external candidates may apply. Courses may be chosen from around 21 subjects. In addition, students take options from the elective menu: many Year 12 students take the Extended Project Qualification and

some students opt for classes in dissection, Arts award or Sports Leader award accreditation among other options. Candidates are prepared for Oxbridge entry or for admissions tests, for example BMAT (for Medicine) and LNAT (for Law), as appropriate. The vast majority of students proceed to higher education or professional training.

A comprehensive tutorial programme (including citizenship, careers and health education) supports the curriculum for all students, who are encouraged to assume responsibility for their studies through regular homework and negotiated target setting. Opportunities for active citizenship abound: students in each year group take part in community outreach and fundraising for local, national and global charities. They assume leadership roles within school also representing their peers on the School Council and all Sixth form students belong to the Sixth Form Committee which holds regular Forum meetings. Sixth form students make an invaluable contribution to the community life of the School, serving as school officials and prefects, leading the house system and supporting younger students as mentors.

Artistic, dramatic, musical and sporting talents are fostered. Many students have instrumental lessons; choirs and orchestras flourish, together with many clubs and societies. All opportunities are taken for visits in this country and abroad to widen further the educational experience. Membership of a range of sports teams is encouraged and many Nonsuch students play sports at County and National level.

The School's commitment to excellence in girls' education is reflected in the breadth of the curriculum, the outstanding examination results and the number of extra-curricular activities on offer. Most importantly, of course, the School's success is visible in the confidence and enjoyment of girls who leave us to continue their studies and to carve their niche in 21st century society, as well as the excellent alumni network which supports our Careers and Networking events.

Resources and site

The School is fortunate in having exceptional and well-resourced accommodation for all subject areas. We have 11 fully resourced Science labs, 4 ICT rooms and an Astronomy Dome on the roof which is also used by astronomers in the local community. Our offer of 3 modern languages and Latin is supported by a bespoke language lab and GCSE and A level language students benefit from weekly meetings with Foreign Language Assistants. The Sixth Form Study Area and Learning Resource Centre further enhance the facilities available to students.

A skilled team of administrative staff, technicians and cover supervisors work closely with the teaching staff. This team includes pastoral administrators, an Emotional Literacy Support Assistant, first aiders and a librarian. Our cafeteria is used by students and staff at mid-morning and lunchbreak, supplemented by a concession in the sixth form area and outside provision called "The Lunch Box." There is a private day care Nursery on the School site which is used by some staff. The school is adjacent to a David Lloyd Sports and Leisure Centre which staff are able to use free of charge during off peak hours in term time.



Job Description

First Aid & Administrative Support Assistant

RATE OF PAY: GLT Range 1 £17,736 - £20,042 pro rata
Actual salary - £10,547 - £11,918 to reflect part time post

WEEKLY HOURS: 25 hours per week over 4 days, Friday plus 3 other days, ideally:
Tuesday, Wednesday
& Thursday – 8.30am to 3:00pm (20-minute lunch break)
Friday – 8.30am to 4.00pm (30-minute lunch break)
This is a job share.

ANNUAL WEEKS WORKED 39 weeks, term time only including INSET days

RESPONSIBLE TO: **Administration Manager**

MAIN PURPOSE OF THE JOB:

- To provide First Aid and associated administration for students and staff
- To provide general administration support for the school as directed by the Administration Manager

MAIN RESPONSIBILITIES AND TASKS

1. To provide First Aid and associated administration for students and staff

- To assess and treat individuals reporting to the First Aid Room and to treat minor injuries
- To contact parents to arrange for students to be collected and taken home when required
- To attend incidents and summon emergency services, if needed. To accompany students to hospital with the ambulance, if necessary
- To liaise with the form tutors and/or Heads of Year in respect of students whose health is of concern, and where this is impacting upon academic performance or the student's ability to continue in lessons normally
- To report students absent from lessons and/or sent home to the Attendance & Cover Secretary

- To complete Accident & Incident Report Forms for all accidents involving staff or students on the premises (including online), to follow up with an investigation if required and provide summary reports for the Headteacher and Director of Finance & Operations, as requested.
- To supervise and keep secure all medication and keep an accurate record of any medications that may need to be administered to students or staff during the day
- To ensure that the First Aid Room and stocks of equipment are properly maintained. To ensure the contents of first aid kits situated around the school and for school trips are properly stocked
- To organise (with Heads of Year) for student immunisation programmes, including consent forms
- To ensure student medical forms for school trips are completed
- Attend the meetings of the School's Health and Safety Committee

2. To provide general administration support for the school

- To provide general administration support for the school as directed by the Administration Manager
- To assist in other school activities as appropriate e.g. testing day, open evenings, reception cover; supporting administration for the SENCo and the production of music timetables for peripatetic music teachers
- To assist with the school fire drill procedures

General duties

- To maintain training in First Aid (Emergency At Work) or a higher qualification, and to act as a First Aider and supervise students/staff in the First Aid Room, in accordance with the agreed hours of work
- Be aware of and comply with the Girls' Learning Trust (GLT) and School policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Undertake similar duties, commensurate with the level of the post and at the discretion of the Headteacher. The Job Description will be subject to periodic reviews to fit in with the needs of the school/Trust. It is not a comprehensive set of tasks, but sets out the main expectations of the school in relation to the post holder's responsibilities and duties at this time.
- Participate in training, other learning activities and performance development as required.

Key measures of success

- Efficient First Aid function as measured by the feedback from staff, parents, students and other stakeholders
- Positive contribution made to the duties of the Administration Office as evaluated by the Administration Manager



Person Specification

First Aid & Administrative Support Assistant

Area	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> 5 GCSEs A – C or 9-4 including Mathematics and English Current First Aid qualification Experience of and high level of confidence with Microsoft Office and Outlook 	<ul style="list-style-type: none"> Level 3/A level qualifications Good working knowledge of school-based systems such as SIMS, Schoolcomms 	Certificates
Professional Development	<ul style="list-style-type: none"> Awareness of current and developing technology 	<ul style="list-style-type: none"> Evidence of continuing professional development 	Application Interview
Experience	<ul style="list-style-type: none"> Excellent written and oral communication skills IT literate Ability to master new software packages quickly Experience of working as part of a team providing admin support 	<ul style="list-style-type: none"> Experience of having worked in a school Experience of working with young people Experienced first aider or other health care qualification 	Application Interview Reference
Knowledge and Skills	<ul style="list-style-type: none"> Good communicator across all ages Excellent ICT and keyboard skills Highly developed organisational skills Prioritise work load to meet deadlines Resilience and ability to work under pressure Excellent interpersonal and communication skills both oral and written at all levels 		Application Interview Tasks Reference
Personal Qualities	<ul style="list-style-type: none"> Work independently as well as part of a team Work creatively and to take initiative where appropriate Ability to deal with confidential and sensitive information discreetly and with integrity Empathy with young people Adaptable and able to multi task Ability to work efficiently and calmly in a fast-paced, dynamic environmentAttention to detail – high degree of accuracy Professional appearance, in accordance with the School's dress code Excellent timekeeper 		Application Interview Tasks Reference



Application process

Applications should be emailed to vacancies@nonsuchschool.org

Closing date: **Friday, 3rd December 2021 @ 9 a.m.**

We reserve the right to close early should the right candidate be found.

Interviews: **Tuesday, 7th December 2021**

PLEASE NOTE

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction. If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

For your convenience our specimen contracts can be viewed on the vacancy page of the school website. As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

For further information about this, and to read our Data Protection and Freedom of Information Policy, please visit our school website:

<http://www.nonsuchschool.org/39/policies>

Safeguarding

The Girls' Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.