

Shelley College

Business Admin Apprentice – Data and Exams

Application Pack

December 2017



Welcome from the CEO



Dear Applicant,

Thank you for taking an interest in this post at Shelley College. I hope the materials enclosed in this pack give you a good sense of what makes the school a special place to work and provides the information you need about the post. Please do not hesitate to contact us if you need anything further (or would like to visit before writing your application).

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

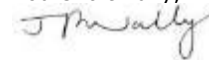
We enjoy many advantages at Shelley College. As a National Support School and National Teaching School, we are at the centre of a network that aims to provide the very best professional and career development opportunities. We are also at the centre of an emerging academy chain of secondary and primary schools that share our values and want the very best for their students and staff. Whatever your role or whatever your career plans, we can help you achieve them. Added to that, we possibly have the best rural location of any secondary school in the country, close enough to the cities of Leeds, Manchester and Sheffield for many of our staff to travel from these areas. Our staff are friendly and supportive of each other and there is a strong sense of a committed team working together.

Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Shelley College are a pleasure to work with; they are keen to learn, talented and very well-behaved, far from the negative views that can often be expressed in the press about teenagers!

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



John McNally
Principal

Information about Shelley College

Shelley College is a 13-18 year mixed comprehensive academy having converted in 2011. Our fundamental beliefs about education are summarized in our mission statement of "Valuing People, Supporting Personal Best". The first part of this statement illustrates our desire to help young people be happy and confident at school and beyond. We think this in turn gives them the best chance of being successful in achieving their goals and ambitions. The second part of our mission statement recognises that we all have different strengths and can only try our best. This is not an easy option; asking young people to always try their best in everything they do is very ambitious and we do all we can to help everybody to reach their full potential.

Parents tell us that they value a school where their child feels happy, valued, known as an individual and supported to do their best. We try our utmost to deliver these aims. We have a commitment to achieving our guiding values, our five 'C's':

Consideration	-We treat everybody as we would wish to be treated
Communication	-We listen, explain and check understanding
Collaboration	-We help people work together effectively
Celebration	-We build confidence by recognising contributions and efforts
Commitment	-We keep trying until we have given our absolute best.

These values underpin our behaviour policy, which we call "Commitment to Learning", which places an emphasis on rewarding all our students for trying their best or exceeding expectations. We frequently celebrate students' successes and we set great store by trying to work together with parents, to achieve the best outcomes we can for their child.

This approach, together with a rich curriculum, has brought our students considerable success. They perform very strongly in public examinations, compete at a very high standard in a wide variety of

sports, perform at the highest levels of dance, Humanities and music, contribute to a wide variety of charitable causes and support numerous community causes. We do not subscribe to the negative manner in which many young people are often portrayed because we see evidence of a superb attitude, hard work and commitment on a daily basis. We are very proud of the young people who attend our college.

Our sixth form is increasingly becoming the first choice destination for students from a number of high schools as well as our own. We offer a distinctive choice; being a relatively small post-16 institution we can offer a level of personal attention that is difficult to match elsewhere. This personal touch extends to teaching, where our small class sizes allow teachers to offer individual guidance and to our pastoral support, which enables our staff to know each student well and help at whatever level is needed. Again, this standard is reflected in our rapidly improving results, with recent outcomes consistently placing us in the top 10% of all post-16 institutions nationally. Again, there are wealth of curriculum options available and a warm, friendly and happy atmosphere balanced with a determination to help everybody achieve their personal goals.

The same beliefs apply equally to our staff. We believe in investing in our staff, to help them become the best they can be. We want our employees feel valued, happy in their work and keen to achieve their personal best. Our staff are friendly, hard-working and a great team. If you are thinking of joining us, I hope this encourages you to find out more and apply.

Awards can only ever tell part of the story about a school but we are proud of number of whole-school achievements and our strong performance in statistical tables. We were delighted to be recognised as 'Outstanding' by OFSTED and the Department for Education has awarded us 'National Teaching School' and 'National Support School' status. We are equally proud of our other awards, such Investors in People Gold and our PE Quality Mark.



SHARE Multi-Academy Trust is the charitable company that currently runs Shelley College, Heaton Avenue Primary

School, Millbridge Junior, Infant & Nursery School and Cowlersley Primary School. We are an emerging academy chain of secondary and primary schools that share our values and want the very best for our students and staff.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than 300 people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

Valuing People, Supporting Personal Best

Whatever your role or whatever your career plans, we can help you achieve them.

Our belief in "Valuing People, Supporting Personal Best" means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as "helping others to achieve their best" and that is what your line manager will try to do for you.

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Employee Benefit Schemes

A world of benefits and reward for all staff!

We believe in making the world a happier place to work. We do that by providing a package of flexible employee benefits, including:

- An attractive pension scheme for both Teaching and Support Staff.
- School's Advisory Service – staff well-being support and medical cover, including amongst other things: counselling; physiotherapy; and operations.
- Share Academy Savers – the home of our employee benefits. Offering discounts on everything from groceries and shopping through to holidays, insurance, days out, restaurants and more.
- Salary sacrifice benefit schemes - salary sacrifice enables staff to give up some of the cash value of their pay to receive other benefits which saves on tax and national insurance. The Trust currently runs the following salary sacrifice schemes:
 - Childcare Vouchers - savings of up to £933 a year. Childcare vouchers can be used for pre-school and nursery costs plus after school clubs, summer camps and even independent school fees.
 - Bikes – savings of up to 42% on the cost of a new bike.
 - Computers – savings on the cost of Desktop machines, Laptops, Apple Products and software.

Business Admin Apprentice Role Profile

Role Title	Business Admin Apprentice	Reporting to	Exams Officer/Vice Principal – Curriculum
Section	Data and Exams, Shelley College		
Contract type	Fixed term for 16 months, 37 hours per week, term time + 3 weeks. Some flexibility in hours is required (e.g. occasional evening meetings).	Grade / Salary	Apprentice rate - £3.50 per hour - £6,151.25 per annum

Part A – JOB DESCRIPTION

Overall purpose of role	To provide efficient administration support to the Data and Exams team, providing a variety of data in different formats as directed by the Exams Officer/Vice Principal. It is a requirement of this role that the individual works towards and completes an NVQ level 2/3 in Business Administration.
Safeguarding Requirements	<p>This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.</p> <p>Applicants MUST complete the College's standard application form to be considered, will be required to provide evidence of identity and qualifications and, offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the headteacher.</p>

Key Outputs
<ol style="list-style-type: none"> 1. To assist the Exams Officer/Vice Principal in ensuring senior leaders, staff and other key stakeholders receive accurate and timely analyses and reports relating to school and student performance. 2. To assist in the provision of advice to staff in understanding a range of education data and data software tools. 3. To support the development of pupil assessment tracking systems to monitor pupil progress and to improve outcomes. 4. To advise on the implications of national changes to accountability measures on tracking systems and analysis. 5. To proactively monitor and improve data quality tracking systems to ensure accurate recording of data. 6. To assist in collating information for the Principal and senior leaders at Governors' and Management meetings so that student and school performance data is, clearly presented, analysed and interpreted. 7. To provide support in the management and maintenance of all data relating to student targets, performance and progress and produce relevant reports to an agreed schedule

8. To assist in the preparation and submission of statutory data returns to a high standard and on time.
9. To assist in the preparation of information in meaningful formats to suit the relevant audience.
10. To enter all student admissions onto the school management information systems
11. To support the Exams Officer/Vice Principal with student allocations administration.
12. To ensure all work meets the data related requirements for safeguarding, data protection, compliance, security, licensing, risk assessments and health & safety.
13. To assist in the review and development - under the leadership of the Vice Principal, the school's systems for presenting data and analysing status.
14. To commit to and work towards our ambition to deliver an outstanding education for children and young people in our schools.
15. Undertake any other work as directed by the Vice Principal, in order to provide business continuity and to enable the technical services team as a whole to fulfil data needs.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of teachers / support staff approx. – approximately 200.
- Number of sites – 1.

Work/Business contacts

Internal: All teachers and support staff, teacher and support staff unions and professional association, and the senior leadership team across College.

External: Department for Education, Local Authorities, other schools, recruitment agencies, Local Government Association, Teacher's Pensions Agency, West Yorkshire Pensions Agency, ACAS, CIPD, Access to Work and Occupational Health.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

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|---|-----------|
| • Willing to work towards NVQ 2/3 Diploma in Business Administration. | Essential |
| • Good knowledge and use of IT systems including word, excel, PowerPoint, outlook. | Essential |
| • Ability to carry out general administrative skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc. | Essential |
| • Experience of working in a busy environment and of meeting tight deadlines. | Desirable |
| • Ability to comply with strict regulations about confidentiality and behave according to the appropriate protocols. | Essential |
| • Ability to demonstrate strong organisational skills, prioritise own workload; and the ability to work to deadlines and under pressure. | Essential |
| • Excellent communication skills both written and verbal. | Essential |
| • GCSE English and mathematics (Grade C or above). | Essential |
| • Excellent IT skills. | Essential |
| • An understanding and commitment to equality and diversity. | Essential |
| • Experience of education sector. | Desirable |

Other (Physical, mobility, local conditions)

- Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. Essential

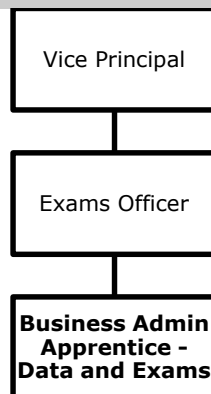
Expertise in Role - After initial development - Level 2

- Developed relationships with key staff across College.
- Developed some knowledge of systems, procedures and policies.
- Part qualified – NVQ level 2/3 in Business Administration.
- Undertaken compulsory training including safeguarding and safer recruitment training.

Expertise in Role (Advanced - Level 3)


- Expertise in systems, processes and procedures.
- Qualified – NVQ 3 in Business Administration.

Structure




Signatures

Approved by : CEO



Approved by : Post Holder/or Representative _____



To apply please visit the SHARE Multi Academy Trust vacancies webpage
<http://home.shelleycollege.org/vacancies>

Closing date: The closing date is 7th January 2018 at 11.59pm.

