

# Recruitment Pack



Operations Assistant  
May 2023



School ready; Work ready; Life ready

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## Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are **'Positive Role Models'**
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School ready; Work ready; Life ready.



Claire Huddart  
Principal

**We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.**

# Vision Overview 2020-2025

## Vision

**School Ready; Work Ready; Life Ready**

## Ambition

Our Curriculum and Culture:

- aims to **challenge every learner, in every lesson, every day.**
- develops the character and skill set of all, through the belief that we are **Positive Role Models.**
- ensures that there are **opportunities for all** through our personal development and Careers and Enterprise programmes.

## Values

Tolerance Teamwork Kindness Respect Pride Engagement Questioning Independence Organisation Resilience

## Aims

**Equity of Opportunity**  
To remove academic and social barriers and ensure equitable access to qualifications, programmes and wider opportunities in College.

**Global Readiness**  
An ambitious curriculum that ensures students gain the knowledge, skills and cultural capital needed to graduate with options to be highly successful and make a positive contribution to the community and beyond.

**High Expectations**  
Students are challenged and supported to reach their highest academic potential. An extensive personal development programme allows students to build character and resilience ensuring personal growth year on year.

**Strong Community**  
Engage with our students, families, staff and community to cultivate a safe and welcoming College built on mutual respect and courtesy so all learners thrive. Students recognise risk and know how to stay safe.

**Culture of Kindness**  
A culture of Kindness throughout the College, with caring and culturally proficient, tolerant students and staff.



# CORE VALUES

## At Horizon Community College

<p><b>PRIDE</b></p> <p>Wear full College uniform at all times</p> <p>Take pride in all you do and actively look to improve your work</p>	<p><b>ORGANISATION</b></p> <p>Bring correct equipment to every lesson</p> <p>Organise your time and complete homework to the best of your ability</p>	<p><b>ENGAGEMENT</b></p> <p>Be focussed and attentive in lessons act on advice and feedback</p> <p>Seek to discover new things &amp; be prepared to take risks</p>	<p><b>QUESTIONING</b></p> <p>Contribute in every lesson</p> <p>Ask questions to deepen your knowledge and understanding</p>	<p><b>RESPECT</b></p> <p>Follow staff instructions the first time &amp; every time</p> <p>Be honest and polite to others</p>
<p><b>KINDNESS</b></p> <p>Be considerate and supportive of others</p> <p>Treat others as you would expect to be treated</p>	<p><b>TEAMWORK</b></p> <p>Engage with cooperative learning</p> <p>Take on an active role within the team, readily sharing ideas and information</p>	<p><b>TOLERANCE</b></p> <p>Value others regardless of sexuality, race, faith gender or disability</p> <p>Accept the quirks of others</p>	<p><b>INDEPENDENCE</b></p> <p>Demonstrate dedication &amp; commitment</p> <p>Be self-disciplined and evidence self-direction</p>	<p><b>RESILIENCE</b></p> <p>Persevere and recognise it is alright to make a mistake</p> <p>Respond well to constructive criticism</p>

## Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

**Please note that it is an offence to apply for a role in a school and/or working with children if you are barred from engaging in regulated activity relevant to children.**

**Please note that an online search will be carried out for all preferred candidates. This includes a search on the world wide web and relevant social media sites.**

Please visit: <https://horizoncc.co.uk/safeguarding/>

## Vacancy Details

<b>Role:</b>	<b>Operations Assistant</b>
<b>Salary:</b>	<b>Grade 2 (£17,498 - £17,815) Actual Salary</b>
<b>Hours Per Week:</b>	<b>37</b>
<b>Type:</b>	<b>Permanent, term time only plus 2 INSET days</b>
<b>Closing Date:</b>	<b>Sunday 4 June 2023</b>

We are seeking to appoint an Operations Assistant to be integral in ensuring that college operations run efficiently and effectively. Working alongside the Operations Manager and School Teams, the postholder will provide support on all daily operational aspects of managing the college environment.

Experience of working in an operational role or similar would be desirable. Qualifications required are 4 GCSE's including English and Maths (Grade 9 to 4, A\* to C).

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant. Please note that it is an offence to apply for a role in a school and/or working with children if you are barred from engaging in regulated activity relevant to children.

Horizon Community College reserve the right to close this advert prior to the closing date above.

## Job Description

<b>SERVICE AREA: Horizon Community College</b>	
<b>JOB TITLE: Operations Assistant</b>	
<b>GRADE: 2</b>	
<b>RESPONSIBLE TO: Operations Manager</b>	
<b>EMPLOYEE SUPERVISION: None</b>	
<b>DATE AGREED:</b>	<b>BY WHOM:</b>

### Purpose of Post:

The role of Operations Assistant will be integral to ensuring that college operations run efficiently and effectively. Working alongside the Operations Manager and School Teams, the postholder will provide support on all daily operational aspects of managing the college environment.

### Key Areas:

- To support the Operations Manager in electronically reporting issues to the facilities management provider relating to the fabrication of the building.
- To liaise with the Operations Manager and School Teams by reporting electronically, any behavioural issues impacting on the environment as identified whilst completing monitoring procedures.
- To report requests from staff on the internal operations service desk via the use of an electronic device (iPad/tablet).
- Report requests to the facilities management provider via use of a 'walkie talkie'/radio.

### Duties and Responsibilities:

#### Key Responsibilities

- To support the management of the operations service desk, referring any serious/complex issues to the Operations Manager for advice and guidance.
- Undertake monitoring of the college environment to ensure any issues such as damage, graffiti, cleaning issues etc. are identified at the earliest stage and the appropriate action is taken to ensure the environment is maintained to the highest standard.
- Report requests from staff electronically on the operations service desk via the use of technology (iPad/tablet) and monitor the timescales for completion of the tasks.
- Liaise with the facilities management provider relating to cleaning issues including spillages and ensure potential health and safety hazards are resolved immediately or steps are taken to highlight the problem area.
- As directed by the Operations Manager assist in managing the flow of traffic around the college car park during peak times. Liaise with parents/carers/visitors as appropriate to ensure students and staff remain safe whilst leaving the college site.
- In liaison with the Operations Manager undertake administrative tasks including checking stock, processing orders, and recommending invoices for payment.
- Ensure all record keeping and documentation is kept up to date as requested by the Operations Manager.

### **Health and Safety**

- Report any health and safety issues as they arise to the Operations Manager so that action can be taken to resolve matters as appropriate.
- Assist the Operations Manager in maintaining records in relation to health and safety matters.
- Support the Operations Manager in resolving any health and safety issues.

### **Projects**

- Provide support to the Operations Manager during the delivery of any operational projects as appropriate.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and support to new staff.

**The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**

**The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

## Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential /Desirable)
<b>Relevant Experience</b>	Experience of working in an operational role or similar	Application Form/Interview	Desirable
	Experience of working independently and using initiative to complete tasks	Application Form/References	Essential
	Experience of liaising with people at all levels within an organisation.	Application form/References	Desirable
	Experience of managing multiple priorities and meeting deadlines.	Application Form/Interview	Essential
<b>Education and Training Attainments</b>	Minimum 4 GCSE's including English and Maths at Grades 9-4 or equivalent.	Application form/Interview/Qualification Certificates	Essential
	Relevant training in Health and Safety (i.e., IOSH Working Safely)	Application Form/Interview/Qualification Certificates	Desirable
<b>General and Special Knowledge</b>	Good literacy and numeracy skills	Application Form/Interview	Essential
	Good IT Skills and the use of Microsoft Office applications	Application Form/Interview	Essential
	Knowledge of Health and Safety legislation.	Application Form/Interview	Desirable
<b>Skills and Abilities</b>	Professional attitude and approach to work	Interview	Essential
	Ability to demonstrate good communication skills	Interview	Essential

	Ability to demonstrate good interpersonal skills and to work well within a team environment.	Application form/Interview	Essential
	Commitment to the safeguarding and promotion of the welfare of children and young people.	Application form/Interview	Essential
<b>Additional Factors</b>	A willingness to take part in training and development opportunities as required.	Application Form	Essential

**In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.**

## Employee Benefits

The commitment and dedication of all our employees puts the students in our care at the heart of everything we do.

To recognise our employee's contribution in delivering our vision and values, we offer lots of incentives to support our staff to thrive and grow, whatever their role.

HCAT offer an extensive range of opportunities, incentives and benefits including:

- Membership of either the South Yorkshire Pension Scheme (Support Staff) or Teacher Pension Scheme (Teaching Staff)
- Access to free Financial Advice
- Access to the VIVUP benefits website including Cycle to Work, car leasing and technology schemes and discounts on retailers, holidays, days out, etc
- Comprehensive staff wellbeing offers including free breakfast, flu vaccinations, discounted Local Gym and Health Clubs, and access to our Employee Assistance helpline for free and confidential advice, physiotherapy, and weight management
- Flexible working arrangements wherever possible
- Training and development opportunities
- Excellent travel links for easy commute
- Free Microsoft Office 365 and OneDrive for personal use for up to five machines/devices
- All staff paid on 15<sup>th</sup> of each month.

## The Application Process

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

**This is an exciting and rewarding role and we look forward to receiving your application.**

Should you wish to discuss the role further please contact us on 01226 704230.