



Loughborough Road
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The West Bridgford School

Mr R McDonough MA B.ED (Hons)
Principal
Mr T Peacock B.Sc (Hons)
Head of School

02nd April 2019

Dear Applicant,

Re: Post 16 Admin, Intervention & Careers Assistant

Thank you for your interest in the above post. The Governors are seeking to appoint a Post 16 Admin, Intervention & Careers Assistant.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon Friday 26th April 2019.

Yours sincerely,

HR Department



JOB DESCRIPTION

Post 16 Admin, Intervention & Careers Assistant



Grade:	Scale 4 Points 9 to 12
Salary:	£20,344 - £21,589 (pro-rata; actual salary will be £18,454 - £19,583)
Responsible to:	Director of Post-16
Hours of work:	8:00am – 4:00pm (3:30pm Fridays) with half an hour lunch (unpaid) Term time plus three weeks: two specified weeks during the summer holiday period and one week to cover any additional hours required throughout the year (such as evenings and/or other school holiday periods)
Other information:	Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties and Responsibilities with the Administrative element of the role

To provide clerical and administrative support for the staff and students for the large and very successful Post 16 Centre, including the use of education-specific systems (e.g. SIMS).

- UCAS references, form checking, reference monitoring, setting up of the entry database. This is the process by which students apply for University and would usually involve over 150 students.
- 16-19 Bursary administration. This is the means tested support grant for post 16 students which depends on satisfactory attendance that needs to be verified by the school.
- Oversight of attendance and initial follow up.
- Reports on attendance and achievement drawn from existing databases.
- Maintenance of student records.
- Reception for the Post 16 Centre.
- Clerical support for Post 16 e.g. preparation of documents.
- Post 16 resources management (within the centre). Oversight of books and equipment which are held within the centre.
- Study Centre supervision. The Post 16 Centre is a large building with many independent study areas and the successful candidate may be asked to assist in maintaining the atmosphere of quiet study.
- Collection of monies for trips etc.
- Administration of applications to the Post 16 Centre from both internal and external students.
- To help prepare the materials which are required to promote recruitment to the Post 16 Centre, primarily the Post-16 Prospectus.
- Assistance with preparation and attendance at consultation sessions, open evenings and after school events.
- Maintenance of Centre diary.
- Assist with First Aid in School and be on the First Aid Rota (training will be provided).

Duties and Responsibilities within the Intervention & Career element of the role

Support for students

- To work in a variety of ways to support, motivate and challenge Post 16 students to raise levels of achievement. These may include support in class, 1:1 mentoring helping individuals and groups with work and developing skills, as well as developing and implementing Individual Action Plans.
- To develop a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide support for Post 16 students.
- To provide support for identified Post 16 students under the direction of the Director of Post 16/Deputy Head teacher with particular emphasis on developing the Intervention Programme on the schools VLE.

Communication

- To liaise with Directors for Post 16 and Year 11, as well as other key staff as appropriate, particularly around transition points.
- To attend and be part of after school events relating to Post 16 students and any other appropriate events as directed by Director of Post 16/Deputy Head teacher.

Support for teachers

- To work with teaching and often associate staff in identifying Post 16 students at risk of under-achievement
- In consultation with teaching staff and the Director of Post 16 / Deputy Head teacher to draw up and implement an Individual Action Plans for some identified students.
- To use Post 16 student tracking performance data in identifying and achieving targets
- To provide regular feedback to class teachers, Intervention Team, Director of Post 16 and Deputy Head teacher on Post 16 student progress, in relation to support given and to provide suggestions for enhancing this further.

Careers Intervention and Advice

- To continue to develop the school's Post-16 Careers Programme, including:
 - Organising and running the High Level / Degree Level Apprenticeships Fair.
 - Coordinating Careers Speakers for Years 11-13 with a particular emphasis on STEM.
 - Liaising with Careers Lead in main school regarding Post-16 provision and needs, including relevant encounters with employers.
 - Develop further links with local professionals with a particular focus on mock MMI events.

PERSON SPECIFICATION
Administrative Assistant for the Post 16 Centre

Qualifications/training	
First Aid at Work qualification	Desirable
Maths and English GCSE Grade C or above (or equivalent)	Essential

Experience	
Experience and enthusiasm for working with children of all ages, particularly Post 16 students	Desirable
Previous experience of working in a school-based environment	Desirable

Skills	
Good organisation and record-keeping skills	Essential
Good communication and people skills	Essential
Basic ICT competence, including Microsoft Office	Essential
Good typing speed	Desirable
Ability and desire to work independently and with initiative	Essential

Qualities	
Suitable for work with children	Essential
Willingness to continue learning and developing the role	Essential
Ability to work in a team	Essential
Commitment to excellence and personal endeavour	Essential
Empathy with children and their varied needs	Essential
Commitment to maximising student achievement	Essential
Versatility	Essential
Flexibility	Essential
Good telephone manner	Essential



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Principal: Mr R McDonough

Tel: 0115 9744488 Fax: 0115 9744489

Email: vacancies@wbs.school

Secondary roll: 1647 including 373 in the sixth form

Part of the East Midlands Education Trust



East Midlands
Education Trust

Post 16 Admin, Intervention & Careers Assistant

Term Time Plus Three Weeks

Scale 4 Points 9 to 12, £20,344 to £21,589 (pro-rata; actual salary will be £18,454 - £19,583)

The West Bridgford School is seeking to appoint a suitably qualified person to join our Admin, Intervention & Careers Team. This is an exciting opportunity for the successful candidate, who will need to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The post offers variety and challenge, combining administrative roles such as attendance monitoring, pastoral support and the opportunity to create and develop aspects of the role that the successful candidate is particularly interested in. You will be joining a vibrant, lively team, therefore it is essential that you are a strong team player. You will also be working with the Director of Post-16 and the Deputy Head Teacher to provide guidance and support for Post 16 students, helping to identify, challenge and tackle student underachievement as well as advising on, and developing, the provision for Post-16 students after A Levels.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.wbs.school/vacancies or email vacancies@wbs.school. Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is 12 noon Friday 26th April 2019