



Woodrush High School

An Academy for Students Aged 11-18



Applicant Job Pack

Training Consortium
Administrator

Woodrush High School
An Academy for Students Aged 11-18



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Advertisement

Training Consortium Administrator

Part Time – 2 Days per week (14 Hours per week, Monday and Tuesday)

Term Time only post plus 2 INSET days

Salary: SCP 5-6 (£6,226-£6,350 per annum)

We are seeking to appoint a Training Consortium Administrator who will work alongside the Training Consortium team to provide high-quality professional administrator support. To work with the Training Consortium leadership to develop, implement, maintain and evaluate administrative and related finance support systems and procedures to ensure they meet business delivery needs.

We are looking for a person who has:

- have exceptional organisational skills
- the ability to follow procedures and processes
- have an aptitude for accuracy and attention to detail
- the ability to work well as a team
- be willing to learn new skills

We can offer you:

- Local Government pension scheme.
- Excellent training opportunities.
- Reduced Gym memberships.
- An opportunity to work in a continuing developing school.

Situated in a pleasant suburban area on the borders of Birmingham, Solihull and Worcestershire (only 5 minutes from Junction 3 of the M42), Woodrush High School is an over-subscribed 11-18 mixed Academy and has an excellent reputation locally and nationally. We have both a Youth & Community Hub and a Training Consortium on site. The latter deliver training to trainee, new and experienced teachers and school professionals and manages our school to school engagement. We are proud to be an evidence-informed, outward-facing and well-connected school who are committed to excellence through endeavour.

To find out what we can offer you working at Woodrush and for more information on our school please download our application pack from our website. Details can also be found on how to apply.

Closing date at 9am on Monday 10th January 2022 Interviews to take place shortly after.

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role



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Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy.

Woodrush High School is an extremely popular and over-subscribed Academy for 11- to 18-year-olds, committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

Woodrush staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional and career development for all our staff, reflected in our continual professional development and learning opportunities. We encourage our staff to be creative, ambitious and evidence-informed which promotes a culture of professional learning that challenges and supports all students to be inspired, achieve and be celebrated for their success and aptitude.

Our most recent Ofsted inspection (2018) categorised Woodrush as a 'Good' school with 'Outstanding' Leadership & Management and Personal Development, Behaviour & Welfare.

The inspection acknowledged how:

- *'Pupils achieve well because of strong teaching and the exceptional support and care they receive.'*
- *'Pupils' behaviour is excellent. They are courteous, friendly and routinely regulate their own behaviour. Pupils have very high expectations of each other's behaviour.'*
- *'Parents, staff and pupils are unanimous in their praise for the excellent pastoral care provided to pupils, which includes a strong focus on mental health and wellbeing.'*
- *'The leadership of teaching, learning, and assessment is highly effective.'*
- *'Staff are unanimous in their praise for the many training and professional development opportunities afforded to them.'*
- *'Middle leaders form a dedicated and highly focused group of professionals. They are consistent in their messages and drive for excellence.'*
- *'Morale at the school is exceptionally high. Teachers are proud to work at the school, they are fully engaged in leaders' improvement drive and all share a common goal, namely, to make their school the best it can be.'*

Of all our achievements, we are most proud of our students: their enthusiasm, inquiring minds, eagerness to learn and willingness to contribute to the various opportunities that life at Woodrush offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at Woodrush.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Kind Regards

Ms N. Rancins BSc PGCE NPQH, Headteacher





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About Our School

Woodrush High School is a mixed, comprehensive school of approximately 1000 students aged 11 to 18, including the Sixth Form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham city boundary.

Our reputation and record of success make us a highly attractive place for families to enroll their child[ren]. We are a heavily oversubscribed school, with many students residing in south Birmingham, Worcestershire, and Solihull. The school, which was opened in 1958, enjoys an excellent reputation locally and has a thriving Training Consortium which trains and supports the professional development of teaching and pastoral practitioners.

Our cohorts have an excellent record of attainment compare to national averages and excellent progression into employment, training and Further Higher Education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within the school. We have a wealth of clubs and sports teams and a broad range of educational visits, residential, productions, and performances run across the academic year that enriches the curriculum and life for students at Woodrush.

Our curriculum is dynamic and engaging, leading to a broad range of valued qualifications responsive to local and regional employment and training opportunities. At all Key Stages, students receive a curriculum and pastoral support matched to their strengths, needs, and aspirations. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. Our Special Educational Needs department provides caring, targeted and multi-faceted support for students and any additional needs they may have.



Woodrush has high-quality facilities for sports in the school and Community Hub, which is also open to the community; as well as designated facilities for our Training Consortium, Library, and Sixth Form. Our sports facilities include an all-weather floodlit artificial pitch which is also open to the public during evenings and weekends via the Sports Centre.

We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester).

Our pastoral curriculum provide a comprehensive and progressive programme of support for personal development, citizenship and careers education and guidance.

Students are encouraged to achieve the highest possible standards of which they are capable, and we have an agreed Code of Conduct and students are expected to, and do, behave well.

We aim to provide young people with an orderly, structured, and supportive environment in which they can grow to maturity. Parents and Carers are very supportive of the staff and school at large, and the school has maintained an excellent reputation for creating high standards of achievement and behaviour. Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline.



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Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude and we have a relentless commitment to improving our students' chances in life.

Our success is based on the quality of the staff we have; in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush, we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

Our Staff Enjoy:

- Being part of a successful school and Training Consortium
- Being at a school which has a highly supportive commitment to professional development
- Our interactive and inspiring weekly CPDL training sessions
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- On-site gym with membership at reduced rates
- On-site café and library

What does being part of a Training Consortium mean for staff at Woodrush?

Within our Alliance, (of both Primary and Secondary schools) and situated in a brand-new training building, we lead teacher training through various routes -Schools Direct and PGCE with Universities of Birmingham, Worcester, and Warwick. Training is based at Woodrush High School and/or our partner schools. Alongside initial teacher training, we offer a wealth of CPDL for teachers at all stages and levels of experience, which aims to support teachers to become outstanding practitioners who are highly effective and exceed the professional standards required.

We place a strong emphasis on using educational research and evidence-informed pedagogy to steer our training, ensuring it is creative, dynamic, effective, and leads to exceptionally positive feedback.

We pride ourselves on spotting talent within our Woodrush team (and the Alliance) and nurturing staff potential, to ensure that every single person aims to achieve their best and is supported to do so at any point in their career. We have a team of Specialist Leaders of Education in school and offer School to School support, which involves our SLEs, Senior team and Teaching staff who can effectively support staff within our school or our Alliance/ partner schools.

Therefore, the experience of the staff at the Woodrush High School is enriched by the many opportunities offered by the Training Consortium (and the staff within the Alliance and partner schools.) Joining Woodrush enables you to have the opportunity to access the high-quality training programmes from within the Training Consortium CPD programme, and offers you the chance to take part in our in-house events, train or support teachers or lead CPD for other teachers from Woodrush, or wider afield. As our Training Consortium continues to grow, so do the opportunities which our staff are offered and can benefit from.



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Job Description

JOB TITLE:	Training Consortium Administrator
GRADE:	SCP 5-6
RESPONSIBLE TO:	Training Consortium Team
Hours:	2 days a week (Monday to Tuesday) 14 hours Monday to Tuesday Term Time only post plus 2 INSET days

Job Purpose

To provide high quality professional administration support service to the Training Consortium
To work with the Training Consortium leadership to develop, implement, maintain and evaluate the administrative and related finance support systems and procedures to ensure they meet business delivery needs.

To provide extra support to the reception team, including operation of the switchboard, and general administrative duties.

Duties and Responsibilities

- To assist the training consortium leadership in operating consistent, efficient and effective administrative processes and procedures within the Training Consortium and its partners.
- To liaise with partner schools to ensure that work stream requirements are clearly understood and implemented
- To positively promote effective communication within the training consortium centre to ensure that effective working relationships result in quality service delivery.
- To provide advice and guidance to customers, and escalating queries when appropriate.
- To add extra capacity and support to the reception team as and when needed
- Any other duties as commensurate within the grade in order to ensure the smooth running of the training consortium
- To have a positive customer focus and be always an ambassador for the training consortium
- To operate within agreed financial systems of the training consortium, adhering to ESFA financial regulations and procedures
- To identify areas of professional development needs
- To work positively to meet the safeguarding needs of children
- Some working outside of normal hours may be required on occasion

Tasks

- To provide administrative and financial support across all work streams within the training consortium; to include full co-ordination and servicing of a range of meetings, support for project leads, preparation and distribution of documentation, communication to external partners.
- To take an administrative lead on individual specific areas of training consortium by use of shared systems and agreed processes
- To co-ordinate and maintain the on-site training facility and arrange hospitality where required
- To administer and maintain system with the training consortium e.g. recording, monitoring, processing and reviewing information and data retrieval
- To prepare and produce resource packs/information for all training consortium courses and groups
- Marketing the work of the training consortium
- To upload information to the school website
- To undertake aspects of the training consortium finance support working in conjunction with the school Business Manager to include drafting purchase orders, preparing invoices for sign off,



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recording and monitoring expenditure in liaison with the leadership team, ensure efficient financial management.

- To ensure confidentiality and data protection is maintained
- Welcoming visitors to the training consortium

CPD

- Undertake training where necessary to remain compliant and to ensure ongoing professional development to meet the changing demands of Academy growth.

Other Duties

- A commitment to safeguarding all children
- Confidentiality, respect and understanding
- Maintain safety under the schools Health and safety guidelines
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, including attendance to teacher training days as specified
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.



Person Specification

Training Consortium Administrator Person Specification		Essential	Desirable
QUALIFICATIONS AND TRAINING			
1	GCSE standard Grade C or above in English and Maths	✓	
2	Level 3 Qualifications (A-levels or equivalents)		✓
EXPERIENCE			
1	Experience dealing with members of the public	✓	
2	Experience of working in a busy Administration office	✓	
3	Experience of inputting data accurately and to deadlines	✓	
4	Experience of working in a Secondary school		✓
5	Experience of using MIS system such as SIMS, Arbor		✓
Knowledge, Skills and abilities			
1	Strong organisational skills	✓	
2	Ability to consistently meet deadlines	✓	
3	Knowledge of filing and record keeping	✓	
4	Excellent ICT Skills and confidence is using Excel, word and outlook	✓	
5	Strong attention to detail and able to produce work at a high level of accuracy	✓	
6	Ability to maintain confidentiality	✓	
7	High levels of communication verbal and non-verbal	✓	
8	Ability to prioritise work load	✓	
9	Ability to liaise positively with staff, students and parents/carers and be customer focussed with a professional and friendly manner	✓	
Personal Attributes			
1	Excellent attendance record	✓	
2	Expectations of high standards	✓	
3	Excellent communication, presentation and interpersonal skills.	✓	
4	Excellent personal organisation and self-motivation	✓	
5	Acts as a positive role model who sets a positive example to students.	✓	
6	Demonstrates integrity, warmth, creativity and good humour.	✓	
7	High standards of personal appearance	✓	
5	Demonstrates resilience, positivity, determination and a strong work ethic	✓	



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How to Apply:

If you would like to join our outstanding team and apply for this post, please **complete the application form in full**.

Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment, please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role on students outcomes
- tell us why you want to join us at Woodrush
- outline how you will improve levels of achievement further for our students at Woodrush High School.

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six: References

Please provide two referees and their details. An email address must be provided. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.



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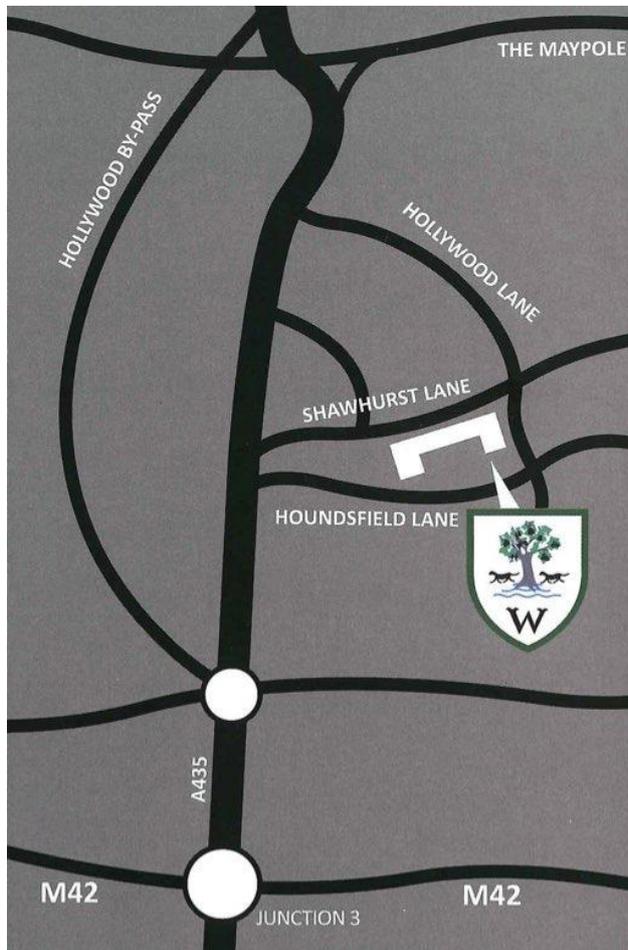
Woodrush High School

An Academy for Students Aged 11-18

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Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrushhigh.worcs.sch.uk
Web: www.woodrushhigh.worcs.sch.uk



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to **Birmingham**.

At the roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates.

Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted