

# Administration Officer Mossley Hollins High School Candidate Information Pack



# Great schools in which to learn, teach and belong.

## The Tame River Educational Trust

### Core Purposes:

- 1 Our Trust will host a family of great community-based schools in which to learn, teach and belong.
- 2 Our Trust will become known for imbuing in our learners, positive character traits and enquiring minds and for the talent and professionalism of our staff.
- 3 Through a cycle of creative self and peer improvement, any school with us for three years or more will be in the top 25% of similar schools nationally for the academic progress of its learners.
- 4 Students in our Trust will receive a distinctive trust-wide community and educational dividend (in the arts, sport and outdoor education, where significant additional opportunities will be made available to them in one or more of these disciplines).

# The Trust Schools

## Mossley Hollins High School

Mossley Hollins High School is an 11-16 Co-Educational School in Tameside, Greater Manchester. Mossley Hollins is currently rated 'Good' by Ofsted (February 2023) and serves over 800 students. The school is heavily over-subscribed, has an impressive modern building and is in a very strong financial position

Website:

[www.mossleyhollins.com](http://www.mossleyhollins.com)



## Droylsden Academy

Droylsden Academy is an 11-16 Co-Educational School in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted (September 2022) and serves over 900 students. The school is heavily over-subscribed, has an impressive modern building and is in a very strong financial position.

Website:

[www.droylsdenacademy.com](http://www.droylsdenacademy.com)



## Application Procedure

For a confidential discussion on current vacancies and/or a tour of the school, please contact the HR Team at [hr@mossleyhollins.com](mailto:hr@mossleyhollins.com)

To apply for the role please complete the application form – available for download from our website and return it to [hr@mossleyhollins.com](mailto:hr@mossleyhollins.com)

**In compliance with Safer Recruitment Guidelines, CVs will not be accepted.**

**Advertised:** 6 September 2024

**Closing date for Applications:** 23 September 2024

**Interview Date:** Will be held as soon as possible following the closing date

*Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application, on this occasion has been unsuccessful.*

### Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

### Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

The Candidate Privacy Notice can be viewed on the website at: <https://www.tret.org.uk/vacancies/mossley-hollins-vacancies/>

The schools within the Tame River Educational Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

## Job Description

The Tame River Educational Trust and Mossley Hollins High School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Job Title:</b>	Administration Officer
<b>Reporting to:</b>	Administration Co-ordinator
<b>Hours &amp; Salary</b>	<p>The normal working hours shall be 36 hours a week, term time only</p> <p>The salary for this position will be paid at Grade D (Point 7-10) pay will be pro-rated</p> <p>Actual starting salary at Grade D Point 7 – £20,788.37</p> <p>Actual salary at Grade D Point 10 – £21,858.85</p>
<b>Role Overview</b>	<p>To provide administrative support services within the school.</p> <p>This job description is written at a specific time and is subject to change as the demands of the school and the role develops. The role requires flexibility and adaptability and employees of the school need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
<b>Child Protection and Safeguarding:</b>	<p>The Tame River Educational Trust and Mossley Hollins High School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>

**Main duties and responsibilities:**

**As Administration Officer, you are expected to:**

**KS4 Administration**

1. To plan and deliver the annual Year 11 Prom
2. To support Prefect and Senior Prefect recruitment and transition
3. To co-ordinate Year 11 Leavers Hoodies
4. To plan and deliver the Year 11 Leaver's Breakfast
5. To co-ordinate and produce the Exam booklets
6. To co-ordinate Year 11 targeted holiday revision sessions

**Health/First Aid**

7. Working to the Lead 1<sup>st</sup> Aider to provide first aid and coordinate provision for staff and pupils
8. To run half termly audits to ensure our first aid policies and procedures are being maintained and developed as required
9. To provide support to those pupils and staff with specific medical conditions
10. To support the Lead 1<sup>st</sup> Aider in updating and maintaining digital records with the necessary medical conditions as required and share this information with staff
11. To run half termly audits on all medication held in school ensuring medication is monitored and that any medication held in school is a prescribed drug and in date.
12. To liaise with parents/carers prior to a medication becoming out of date in order to ensure safe use of medication in school
13. To ensure that procedures for the administration of medication is accurately recorded in school
14. To ensure that any medication taken off school premises (e.g. trips) is accurately logged and that medication is returned to the medical room without delay
15. To support the Lead 1<sup>st</sup> Aider in arranging whole staff training with the relevant medical professionals
16. To provide administrative support, as required, for all matters relating to First Aid under the direction of the Lead 1<sup>st</sup> Aider
17. To plan and co-ordinate school nurse visits
18. To be an active first aider

**Office Administration**

19. To ensure that all visitors are greeted in an appropriate manner
20. To co-ordinate the annual update of the pupil planner

21. To arrange appointments with the school photographer for Years 7 & 9 and record photo permissions
22. To work to the Educational Visits' Coordinator (EVC) to ensure all aspects of the trip checklists have been completed to help to ensure risk-managed and safe educational visit planning
23. To support the Display Co-ordinator in their co-ordination of whole school display
24. To assist with the organisation and delivery of whole school events
25. To provide collective administration support

**As a member of staff, you are expected:**

26. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere
27. To follow and uphold all school policies and be an excellent ambassador for the Trust and Mossley Hollins High School
28. To have a responsible and diplomatic approach to matters of a confidential nature
29. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day
30. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems
31. To undertake any other duties that might be reasonably requested, by the Headteacher, Head of Faculty, Line Manager or any other member of the leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility
32. To attend Open Evenings and other school events, outside of the normal school day, and to play an active part in the school community
33. Contribute to one specific co-curricular activity/elective as part of the main duties of a teacher or member of support staff at our school, at the discretion of the Headteacher
34. To undertake a before school and break time duty in school
35. To undertake first aid training and provide first aid to staff and pupils, working to the Lead First Aider
36. Support educational visits where necessary

<b>Health and Safety:</b>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>Mossley Hollins High School is a non-smoking site.</p>
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<b>General:</b>	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the school's appraisal programme and to participate in appropriate staff training and development activities.</p>
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## Person Specification – Administration Officer

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE (or equivalent) passes at A to C including English and Mathematics</li> <li>Willingness to undertake first aid training</li> </ul>	<ul style="list-style-type: none"> <li>First aid training</li> </ul>	<ul style="list-style-type: none"> <li>Production of the applicant's original certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Administration office experience</li> <li>Use of Computerised systems, including Microsoft Office packages, internet and email</li> </ul>	<ul style="list-style-type: none"> <li>School base administration experience</li> <li>Experience in school MIS systems, specifically Bromcom</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills</li> <li>Excellent interpersonal skills</li> <li>Organised, flexible and efficient</li> <li>Able to work on own initiative and as part of a team</li> <li>Able to maintain efficient office procedures, including filing and record keeping</li> <li>Able to maintain confidentiality and understand the need for this</li> <li>IT Skills</li> <li>Able to prioritise work and work flexibly to deal with competing demands within a busy office environment</li> </ul>		<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>

<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Highest standards of honesty and integrity</li> <li>• Ability to work under pressure</li> <li>• Ability to work in a busy office environment</li> <li>• Ability to learn new skills</li> <li>• Ability to work flexibly to meet the needs of the service</li> <li>• Accuracy and attention to detail</li> <li>• Calm, methodical approach to work related issues</li> <li>• Positive disposition</li> <li>• Trustworthiness and integrity</li> <li>• Passion for helping children and young people learn</li> <li>• A warm, friendly, and patient manner</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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