



ABINGDON



JOB PACK

Head of University Applications

for September 2021

(support applicants)

Closing Date: Monday 17 May 2021 (midday)

Interview Date: Wednesday 26 May 2021

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE
01235 521563 www.abingdon.org.uk



Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon School Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school deliver the very best academic, pastoral and Other Half opportunities to our pupils.



Please take some time to look at our website, www.abingdon.org.uk, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1300 boys, currently 1050 at Abingdon School and 260 at Abingdon Preparatory School. Boarding houses are full with around 140 boarders and the sixth form has around 320 pupils. We employ some 350 teachers and support staff across the Foundation. The Board of Governors oversee the whole Foundation.

Abingdon School and Abingdon Preparatory School occupy large and beautiful campuses. The facilities are excellent with recent significant developments including a new Sixth Form Centre, library and Art department which followed the opening of a stunning Science Centre in 2015. New facilities for the Economics and Business Studies and Computer Science departments opened in 2020 alongside two additional houserrooms for the pupils. We have also added to our extensive sport facilities at Tilsley Park and on the school campus which now offer some of the best sport resources in the area. The Foundation benefits from a continuous refurbishment and redevelopment plan, adding further impressive facilities to a very well-resourced school.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.

Justin Hodges
Director of Finance & Operations

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

www.abingdon.org.uk



SUPPORT STAFF BENEFITS

Annual Leave

Full time staff benefit from 25 days paid annual leave (plus eight statutory bank holidays). The entitlement is pro rata for staff working part time or on a term time or term time plus basis. In some departments, there is a requirement that annual leave is taken during school holidays unless otherwise agreed with the relevant line manager.

Closure Days

Each year at Christmas, consideration is given as to whether up to two additional closure days, which will usually be Christmas Eve and New Year's Eve, will be granted.

Death in Service

All support staff aged between 18 and 65 are members of the Abingdon Foundation Death in Service Scheme. The policy covers staff up to the age of 70 with anyone over the age of 65 needing to complete a medical questionnaire. This scheme is managed by Legal & General and in the event of death a benefit of three times annual salary will be paid.

Employee Assistance Programme

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

Foundation Grant

Qualifying permanent* employees are eligible for a discount (of up to 50% for full-time staff, pro-rata for part-time staff) on tuition fees for their own children attending Abingdon School or Abingdon Prep in accordance with the School's "Foundation Grants Policy". Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements.

Lunch

When the School is open lunch is available for staff free of charge during term time.

Parking

Free parking for staff is available on site on a first come first served basis.

Pension

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates are 3% employee and 6% employer.

In addition to the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can voluntarily join whereby the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

Private Healthcare

Permanent* employees are eligible to benefit from free private health insurance (taxable as a benefit in kind).

* Permanent employees are considered to be staff working under a contract of employment of a year's duration or more.

Sports Centre Membership

Members of staff have automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Staff are entitled to a discounted membership that allows them to attend exercise classes free of charge. Further details are available from the Sports Centre.

Ultimate Activity Camps

Currently staff are entitled to a 50% discount on school holiday courses for children with Ultimate Activity Camps. Childcare vouchers can be used as payment. Further information is available from their website www.ultimateactivity.co.uk.





HEAD OF UNIVERSITY APPLICATIONS (support staff)

NB: This role is open to teachers as well as non-teacher applicants. This job pack and its accompanying notes relate to applicants who wish to apply solely for the University Applications role. There is an alternative job pack for applicants interested in combining the University Applications role with a teaching responsibility.

As well as supporting the work of the Upper Master in general as part of the Sixth Form team, the central responsibility for the holder of this post will be to oversee the process of university applications. In particular they will be required:

1. to review students' online application forms;
2. to organise and deliver workshops for students and staff on writing personal statements, references etc. and then to monitor and support the production of UCAS subject reports and references so that they meet minimum requirements to be fit for purpose;
3. to take the leading role in managing OA (Old Abingdonian) applications;
4. to provide support for Housemasters, sixth-form tutors and HoDs in a consultative and advisory capacity so as to develop internal experience and expertise in UK university application matters;
5. to participate in the process of A level and Pre-U results distribution and to monitor UCAS business during the results period and to be available for consultation with boys and parents on results day and beyond;
6. to foster relationships with universities and other organisations (e.g. UCAS), especially to establish a programme of visitors who can address matters of interest to boys and colleagues;
7. to support the work of the Assistant Upper Master (Extension & Progress), particularly for Oxbridge applications, and the Overseas Universities Advisor;
8. to lead the organisation of key events such as 'After Abingdon' (giving the keynote address here) and '360 Degrees';
9. to contribute to the development of use of software such as Unifrog;
10. to meet students and parents as and when required to discuss application matters;
11. to liaise with Head of Careers Guidance;
12. to keep abreast of developments in the higher education sector and in UCAS procedures so that students' intentions and applications can be appropriately supported;
13. to continue to develop the role of and practices within the Sixth Form team as the interface between the school and the university world;
14. to attend relevant training, meetings, conferences and to develop links with similar/local schools for the purpose of cross-fertilisation;
15. to provide relevant, time-effective support to Abingdon's Partner Schools in the maintained sector;
16. to organise and oversee the delivery of UCAS related events such as the Futures Fair;
17. to keep records of and monitor the progress of UCAS applications throughout the year;
18. to provide insights and data on the national UCAS landscape as well as Abingdon students;
19. to provide and update written guidelines and documentation for the UCAS Toolkit, Apply Guidelines and any other relevant support material.

NOTES:

- A. The line manager for this position is the Upper Master and the post holder will have the status of "Assistant Upper Master". The role is supported with assistance from a member of the teaching staff who has a time allocation for universities applications work and another member of staff who takes the main responsibility for applications to non-UK HE institutions (mainly US colleges). There is also a member of staff with specific responsibility for advising on medical applications.
- B. The current post-holder, who is now retiring, is not a teacher and this is their only role within Abingdon. Previous holders of this responsibility have been teachers who have combined this role with a greatly reduced teaching load, often in the latter years of their career.
- C. The estimated time commitment for the post is around 1,000 hours per annum (which equates to a full time equivalent of 0.549). The work is cyclical in nature with approximately half of the total time commitment expected to be worked during the Michaelmas Term when the work of submitting UCAS applications is the main focus. There is flexibility to discuss working arrangements including the possibility for some work to be undertaken remotely.
- D. The salary for this post will be based on a full time equivalent of circa £40,000 per annum which would result in a pro rata salary of c. £21,960, with the precise sum subject to negotiation upon appointment and dependent on skills and experience.
- E. The post-holder will be required to work on a mainly term time basis although some work during school holidays will be necessary. Availability for consultation with the Head and Deputy Head (Academic) on the day before A Level results are published to the pupils, attendance in person at school on the actual A Level results day and availability for consultation with boys and parents for the week immediately following results are compulsory elements of the role. The exam publication days are concurrent (usually Wednesday-Thursday) and fall in the middle of August each year. The post holder will be expected to plan their summer holidays around the commitments outlined in this paragraph.
- F. This role does not have a specific tenure attached to it. However, the contract for this role will expect the post-holder to give at least a term's notice of intention to cease the role in order to give the School sufficient time to find a replacement.
- G. We feel that this job pack gives sufficient information about the role but if you have any remaining specific questions, please direct them to the Upper Master at nick.odoherty@abingdon.org.uk.



HEAD OF UNIVERSITY APPLICATIONS

PERSON SPECIFIC CRITERIA

Essential Qualities

- Enthusiastic about this position's ability to have a high degree of impact and influence on pupils' chances of obtaining offers from the most competitive universities.
- Thoughtful, creative and dynamic in planning how best to achieve optimal outcomes for pupils in their university applications.
- A team player who, whilst playing a crucial role in pupil outcomes, understands that they are part of a wider group of people involved in achieving the best for pupils.
- Naturally possessed of a friendly, approachable demeanour, whilst also able to be firm and clear when dealing with students.
- Resilient and able to handle a heavy workload which involves interaction with a variety of people in and outside of the school (e.g. pupils, staff, parents, universities, UCAS).
- Highly organised, reliable and strong when it comes to completing administrative tasks.
- A commitment to the protection and safeguarding of children and young people.
- A commitment to valuing and respecting the views and needs of children and young people.

Desirable

- Specific experience in a sixth form setting.
- Experience in handling university applications (e.g. as a previous UCAS coordinator, assistant or sixth form tutor).



HEALTH & SAFETY AT WORK

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation to ensure that they:

- Cooperate on all matters related to health and safety including the investigation of any incident.
- Use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. Any equipment fault or damage must immediately be reported to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- Report any health and safety concerns to the line manager as soon as practicable.
- Report any accidents and injuries at work however minor.
- Familiarise themselves with the fire safety instructions which are displayed on notice boards and near fire exits in the workplace.

All staff are required to confirm that they have read and understood the Foundation's Health and Safety Policy.

TRAINING REQUIREMENTS

The following mandatory training will be provided:

- Equality & Diversity
- Health & Safety Induction
- Safeguarding Training (Triennial)

HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciphr-irecruit.com>

Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

Identity – passport or photocard driving licence

Address – document from Group 2b of the DBS List of Valid Identity Documents with current address

Right to Work in the UK – passport or full birth certificate

Qualifications - original documents confirming any educational and professional qualifications you refer to in your application

Overseas Checks – if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.

Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2020](#), [Prevent 2015](#), [Working Together to Safeguard Children 2018](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education September 2020 (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

Warning

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or recruitment@abingdon.org.uk.

Abingdon School is an Equal Opportunities employer.