

APPLICANT'S INFORMATION PACK

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For more information please visit the School's Website:

www.wrhs1118.co.uk

WHALLEY RANGE 11-18 HIGH SCHOOL
A member of Greater Manchester Education Trust

APPLICATION PROCESS

- 1.** Please complete the enclosed application form.
- 2.** Please return the application form on or before the closing date of 12 noon on Wednesday, 7th June 2023. Electronic applications accepted.

INTERVIEW PROCESS

- 1.** If your application is successful, you will be notified by telephone and confirmation will be sent in a letter.
- 2.** You will not be informed immediately of the final choice of candidate and, therefore will be free to leave the school after the interview.

FORMAT FOR SELECTION

- 1.** Application Form
- 2.** An interview

DATA PROTECTION STATEMENT

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided on the Diversity Monitoring Form will be used to monitor the school's equal opportunities policy and practices.

All processing of personal data by the school is undertaken in accordance with the principles of the Data Protection Act 2018.

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SCHOOL PROFILE

Whalley Range 11-18 High School is a popular high performing, diverse inner-city girls' comprehensive school, with a thriving Sixth Form, close to the heart of the Manchester city centre, bordering Moss Side, Hulme, Withington and Chorlton. The school has 1667 students on roll with 313 students in the Sixth Form. There are currently 200 staff employed at the school, both teaching and non-teaching.

Whalley Range 11-18 High School is part of the Greater Manchester Education Trust, with Levenshulme High School, The East Manchester Academy and Parrswood High School. Co-operative values underpin our work and the Trust's values of Excellence, care and Respect are at the heart of all we do.

At Whalley Range 11-18 High School, we are proud of the progress and attainment made by our students whose exam results show a rising trend and match or exceed those of girls nationally across a wide range of subjects. Attainment has risen in every aspect of the work of the school and students make exceptional progress from Key Stage 2 to Key Stage 4, with a progress 8 score of well above national average. 'A' Level courses and vocational courses from Levels 1 to 3 are offered in the Sixth Form and are extremely successful, with students progressing into higher education, apprenticeships and employment.

The school is a vibrant and lively community. We work hard to maintain a high-quality learning environment. The school has ICT rich, state of the art facilities, including a Virtual Learning Environment (VLE) to enrich and extend learning. Our ethos and atmosphere are conducive to learning and expectations of attainment and behaviour are high, with all relationships are based on mutual respect. Innovative ideas, energetic and imaginative approaches all contribute to the high quality of education we provide.

Our pastoral system is based upon year groups, with students also belonging to mixed year Houses. Student leadership in all aspects of our work has made a significant contribution to our improvements. We have created a school where students are happy, enjoy their learning and become confident citizens. We monitor every child's achievement and progress closely and challenge and support our students to achieve their best in all aspects of their academic work and personal development.

The school places great value on the need to work together as a team. Teams of teaching and support staff are all focused on ensuring every child achieves and develops the necessary skills and attitudes they need to thrive in the world. All staff are encouraged to develop their professional skills and leadership opportunities are available to all staff. Please visit our website (www.wrhs1118.co.uk) or follow us on twitter (www.twitter.com/wrhs1118) to learn more about our mission statement, our Ofsted report and recent events in school.

The school is at the forefront of innovative and challenging educational philosophy and is keen to continue to lead the field, developing research into most effective practice to further improve outcomes for students. The school is in partnership with businesses, sport and community organisations, local schools, colleges and universities to provide many exciting and varied opportunities for enriched learning and achievement. It is essential that anyone applying for a post at the school sees their role as more than just a job and appreciates the great privilege of providing our young people with the best education possible and a positive start to their lives.

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GREATER MANCHESTER EDUCATION TRUST

Greater Manchester Education Trust is a newly-established multi-academy trust in South Manchester, created through the partnership between the Education and Leadership Trust and the Greater Manchester Learning Trust. There are currently 4 schools in the Trust.

Whalley Range 11-18 High School is a popular high performing, diverse inner-city girls' comprehensive school close to the heart of the Manchester city centre, bordering Moss Side, Hulme, Withington and Chorlton. We have created a school where girls are happy, enjoy their learning and become confident citizens. We enjoy excellent facilities for learning. The school has 1,667 students on roll with 313 students in the Sixth Form. There are currently 200 staff employed at the school, both teaching and non-teaching. We are committed to developing and sharing leadership skills and cooperative values.

Levenshulme High School is a popular, outstanding, 11-16 inner city girls' comprehensive school in south Manchester, with a similarly diverse community. The school enjoys excellent facilities and beautiful grounds. Co-operative values underpin our work as a school and will continue to do so in the new Trust. We are forward looking and want to prepare our young women for active leadership roles in their family, their community and our wonderful city. The school has 1,000 students on roll, and there are currently 150 staff employed at the school, both teaching and non-teaching.

The East Manchester Academy is a vibrant 11-16 secondary school serving families in the local community. We joined the Education and Leadership Trust in 2016, alongside Whalley Range High School and Levenshulme High School. As such we share a firm belief in the co-operative values co-operation, self-reliance, team work as absolute keys to success. The school has 1000 students on roll, and there are currently 150 staff employed at the school, both teaching and non-teaching.

Parrs Wood High School is a school at the heart of its community with a diverse population which truly reflects the culture of our city. Its collaborative, community ethos is a key feature of the school. The 1500 pupils on roll in the main school, plus a large and successful Post-16 college of over 400 students, achieve excellent outcomes both academically and personally year-on-year. There are over 200 staff working at the school.

All our schools are vibrant and lively learning communities. At the heart of all our work in developing excellence for pupils is a firm foundation of evidence-based practice for colleagues which all schools share. In order to deliver great outcomes for our pupils we ensure that our colleagues receive high-quality professional development which is aligned with successful research. There are opportunities for our colleagues to network and collaborate with each other and also to influence practice beyond our own Trust as they build their expertise.

We work hard to maintain a high- quality learning environment. The schools have well-developed VLEs to enrich and extend learning. Expectations of attainment and behaviour are high and all relationships are based on mutual respect. Innovative ideas, energetic and imaginative approaches all contribute to the high quality of education we provide.

The schools are at the forefront of innovative and challenging educational ideas and methods and are keen to continue to lead the field. Our schools work in partnership with regional and national organisations and collaborate closely with other Trusts to enrich their own knowledge and to support the success of more children in our context. There are close links with businesses, sport and community organisations, local, colleges and universities to provide many exciting and varied opportunities for learning and achievement. It is essential that anyone applying for a post within

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the Trust sees their role as one of continuous professional improvement and appreciates the great privilege of providing young people with the best education possible.

Safeguarding Children

Greater Manchester Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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CHILD PROTECTION POLICY

AIMS:

- To establish a safe environment in which children can learn and develop.
- To ensure we practice safer recruitment in checking the suitability of staff and safeguard students when deploying volunteers to work with children.
- To raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- To develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- To support students who have been abused in accordance with his/her agreed child protection plan.

WE WILL:

- Follow guidance on procedures and practice set out by Manchester City Council and the DfE and respond to relevant legislation.
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Ensure we have a designated member of the Senior Leadership Team responsible for child protection (the Designated Safeguarding Lead – DSL), who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection, and are aware of the procedures to be followed.
- Ensure Child Protection procedures are included in the Staff Handbook and that every member of staff, teaching and support will be given a copy of this document.
- Undertake Child Protection training as part of the induction process for all new staff appointed to the school.

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- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main student file, and in locked locations.
- Follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safer recruitment practices are always followed.

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DISCLOSURE

Post: Administrative Support Assistant

Level of Disclosure Required	Enhanced
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The post that you have applied for meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If you are shortlisted for the post, you will be asked to reveal any convictions, cautions, final warnings and reprimands, but these will not be looked at unless you are selected for the position. All applicants who are offered employment will be subject to an enhanced DBS check, which will be made with the Disclosure & Barring Service before the appointment is confirmed.

The Trust is an equal opportunities employer and is committed to eliminating prejudice in employment and taking positive action to counter effects of disadvantage.

We recognise that people with criminal convictions face discrimination when seeking employment and so have procedures as part of the recruitment and selection process to guard against further disadvantage.

ANY INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE AND YOU WILL ONLY BE PREVENTED FROM OBTAINING EMPLOYMENT IF THE TRUST CONSIDERS YOU HAVE A CRIMINAL RECORD THAT MAKES YOU UNSUITABLE FOR THE POST IN QUESTION.

The Trust will ignore convictions which are not relevant to the post you are applying for. If a conviction may be relevant, the appointing panel will carefully consider the nature of the offence and the requirements of the post. The panel will also look at when the offence occurred and if there is a pattern of unrelated offences. Some serious offences will, however, almost certainly prevent the panel from making an appointment.

The Trust's full Policy on Employment of Ex-Offenders is included in the Trust's Recruitment Policy. The Code of Practice issued by the Disclosure & Barring Service, which guides the Trust's use of Disclosures in Recruitment, is available from the HR Office upon request.

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***DIRECTIONS TO THE SCHOOL
BY ROAD
FROM THE NORTH***

Aim for the M60 then leave the motorway at Jct.5, following the signs for Manchester City Centre (A5103 – known as ‘Princess Road’).

*Stay in the centre lane until you have crossed ‘Barlow Moor Road’ when you should take the left hand lane. When you reach the traffic lights at ‘Mauldeth Road’ go straight on and then take the next left turn onto ‘Wilbraham Road’. Our school is immediately on your left and the entrance is on the left leading to the car park.

FROM THE SOUTH/WEST

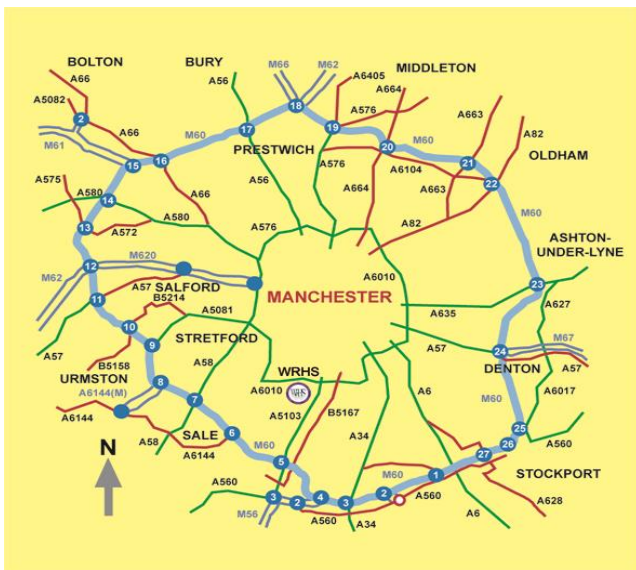
Aim for the M56 Northbound and look for Jct.3 where the road becomes the A5103 ‘Princess Road’

Now follow the ‘From the North’ directions after the*

FROM THE EAST

Aim for the M60 then leave the motorway At Jct.5, following the signs for Manchester City Centre, (A5103 – known as ‘Princess Road’).

Now follow the ‘From the North’ directions after the *



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Whalley Range 11-18 High School

Job Description

Administrative Support Assistant, Grade 4

The post holder will report to the Administration Manager/Headteacher's PA, although day-to-day supervision will be through the Administrative Support Office Supervisor. Apart from other colleagues in the school, the main contacts of the job are: Headteacher, teaching staff, other support staff and students.

Main Purpose of the job:

- Under the direction/instruction of the Administrative Support Office Supervisor, to provide a high quality, efficient and effective administrative support service to the school.

This post encompasses a wide range of administrative tasks that are essential to the effective running of the school and work within the trust. The following list is illustrative and will be reviewed regularly in line with developments in the school.

Organisation

1. Use initiative to organise and manage own workload to ensure that deadlines are met
2. To contribute to the planning, development and organisation of support systems, procedures and policies
3. To undertake routine clerical and administrative support duties on behalf of individual members of staff in relation to the organisation of school activities
4. Working as part of a team providing a complete administrative support service to members of the SLT, the academic team and other staff as appropriate

Administration

5. To maintain manual and computerised records, and to use I.T. systems effectively to provide reports and statistics
6. Drafting and interpreting general typing requests
7. Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors. Disseminating messages to the appropriate colleague/department
8. To administer trips and visits using ParentPay/SIMS/Evolve and to assist in the supervision of students on visits, trips and out of school activities as required
9. To assist with school administrative duties including exam invigilation as part of the agreed system for the school
10. Using phone calls, email and other systems such as EduLink to communicate effectively with a range of stakeholders both internally and externally
11. Using all aspects of Microsoft and SIMS to produce reports and documents for use by staff, students and families

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12. Monitoring of parent and/or student replies to school activities including events

Resources

13. To arrange the orderly and secure storage of stocks and supplies

14. To maintain display boards and to ensure these are refreshed regularly

15. Photocopying and distribution of information as required

16. Despatch of outgoing mail as required

Responsibilities

17. To undertake routine clerical and administrative support duties on behalf of individual members of staff, departments or faculties, in relation to the organisation of all school activities

18. To undertake First Aid Training and deal with and report first aid incidents as part of the agreed system in place

19. To assist with student welfare duties including the supervision of students at social times under the agreed system for the school to ensure the safety and welfare of students

20. To work as part of a team to support colleagues and contribute to the vision and ethos of the school

21. To attend staff meetings and other meetings as required from time to time

22. To undertake any such additional duties as are reasonably commensurate with the level of the post

23. To undertake personal development to improve own practice

24. Actively participate in the trust's support staff appraisal process.

25. Developing good working relationships with stakeholders in the school and trust

26. Liaising with staff at all levels within the school and trust

27. To work collaboratively with all staff and parents in order to support student wellbeing

28. Maintaining high levels of quality assurance including accuracy of information

29. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, relationships with students, parents and colleagues and external communications

30. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Co-operate with the school on all issues associated with Health, Safety and Welfare

31. Ensure, at all levels, the maintenance of confidentiality required by school and trust policies

32. Participate and actively contribute to improving administration standards and promoting a culture of customer care within the school community

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Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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Person Specification

Administrative Support Assistant, Grade 4

Experience

- Experience of working in an administrative support environment

Knowledge/Skills

- Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems and equipment
- Good communication skills, for effective interaction with service users, colleagues and members of the public
- Good literacy and numeracy skills to accurately complete and maintain relevant records and produce reports
- Ability to work on own initiative, to be proactive, and to plan own workload
- Willingness to work as part of a team to ensure high quality standards
- Willingness to abide by the Trust's various policies including safeguarding
- Ability to speak a Community Language eg Arabic/Urdu/Somali would be desirable

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work

Self-motivation and personal drive to complete tasks to the required timescales and quality standards

The flexibility to adapt to changing workload demands and new school challenges

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the school community

Personal commitment to continuous self-development

Personal commitment to continuous service improvement

Personal commitment to the Trust's professional standards, including dress code, at all times

Be willing to consent to and apply for an Enhanced Disclosure & Barring Service (DBS) check