



**FULLHURST**  
COMMUNITY COLLEGE  
EST. 1991

# Pastoral Administrator

## Information Pack







Dear Applicant,

It is a privilege to introduce myself as Principal and to thank you for expressing an interest in working with us here at Fullhurst Community College. To be part of Fullhurst Community College is to transform lives. We are proud to serve a diverse community of over 1275 students, aged 11-16 years, on our large sites in south west Leicester and are oversubscribed each year

As a college, we are very proud to have been the Department for Education Pupil Premium Secondary Regional Champion, Leicester Mercury School of the Year and shortlisted for the Pearson's 2018 National School of the year. Within our context the progress students make at Fullhurst is exceptional, something recognised in our most recent Ofsted inspection.

Fullhurst Community College was inspected by Ofsted in January 2018. We are very proud that Fullhurst Community College continues to be good. The report states; *"Staff work hard to maintain the schools many strengths and improve the school further. There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable."*

Due to both the success and the popularity of the college, Fullhurst is currently expanding in student numbers and over the next two years will grow to accommodate 1500 students. Our newly built Fosse Campus has been developed to facilitate this and has been designed to echo the current Imperial Campus, with the blending of the traditional heritage of the front of the site with the new build at the rear. The continuity across the two sites maintains the college's identity and will aid the transition of students between the two campuses.

Your involvement in our commitment to transform the lives of young people from our local community cannot be underestimated. You will have ample opportunity to share in and enhance our current good practice. The potential for your own professional development is outstanding and we provide excellent support for new staff.

If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk) Visits to the college are welcomed and encouraged; please contact us to arrange a convenient time. I look forward to receiving your application and accompanying letter explaining why you are a suitable applicant for the position.

Yours faithfully

S Piggot  
Principal



*Transforming lives*

Principal: Mr Steve Piggot  
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# Fullhurst Community College

## Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

### We listen to our staff

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

### We value our staff

We have signed up to work towards achieving the Wellbeing Award for Schools (WAS). This award focuses on ensuring effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. *"Staff value the support they receive from senior leaders as well as the focus on their well-being."* Ofsted January 2018

### What we can offer you:

- A comprehensive induction process, with all new teaching staff offered a mentor.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- A comprehensive support structure.
- Developmental lesson observations which are not graded.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Childcare scheme - allows money to be taken out of your salary before Tax and National Insurance.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Vectis discount card - an easy way to save in store on shopping, eating out and much more.
- Annual flu jab - to protect against those winter germs.
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year.
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone.
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities.
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.



Transforming lives

# What staff have to say about Fullhurst Community College



"When I joined Fullhurst I was immediately impressed by the supportive nature of the staff and the desire that all staff share to make a difference to the students who attend the college. This has not changed in the time I have been at Fullhurst. I have had the privilege of leading on Teaching and Learning over the past few years, and have seen the college go from strength to strength in that time and know that we all share a desire to enable students to achieve the best possible outcomes that they can during their time with us. Fullhurst is a great place to work."

**Mrs C Bailey**  
**Senior Deputy Principal**

"I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. Having worked previously as a second in department at a different school in the city, I was ready to influence students' lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college's goals fall in line with my personal goal as a facilitator of learning, which is that 'every child irrespective of their background has the right to achieve and do well to the best of their capability'. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country."

**Mrs V Adeniyi**  
**Standards and Progress Leader, Maths and ICT**

"Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here six years later. I am proud to be part of the team as the college expands and very excited to see what happens in the future."

**Mr T Jones**  
**Teacher of English and Film Studies**

"I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!"

**Miss T Marlow**  
**Technician, Science**

"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

**Miss M Bird**  
**Head of PE**

"I started working at Fullhurst Community College as receptionist back in 2008. I chose to work here because I had heard positive things and wanted to be part of a school that was evolving. After a time, I found myself really enjoying the engagement with the students, at this stage I knew I wanted to be in a role that offered more and found myself interested in the pastoral route. I became the Assistant Head of Year 8 and enjoyed this experience very much. Later I progressed to Head of Year, rolling with our year groups and every year group brought its own challenges and rewards. Four years on, I am now the static Head of Year 11 and loving it. I really enjoy this role as I get to see the students through their most crucial year and help support them through college applications and exams. It is also amazing to come and be a part of results day and makes it all worthwhile! I enjoy working here because I like being part of a fantastic pastoral team that is dedicated and committed to helping our students achieve their best. I enjoy the daily challenges and I look forward to even more future successes."

**Mrs R Buckle**  
**Head of Year 11**

"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community".

**Mr S Willcock**  
**Assistant Principal**

"I joined Fullhurst Community College in 2013 as Cover Instructor. Having graduated from university at a later stage of my life, I wanted to make a contribution to society by working with teenagers from challenging backgrounds. I work closely with staff and students which enables me to develop relationships of mutual respect and trust with colleagues and at the same time build positive relationships with my students. At Fullhurst, staff are encouraged to develop their skills and are given ample opportunities for professional development. This motivated me to apply for a new position and in autumn 2018 I was successful in securing the role of English Mentor. I am passionate about English, as a mentor I teach English to small groups of students and I thoroughly enjoy the outcomes I achieve. I chose to work at Fullhurst because I wanted to make a difference to young peoples' lives. If you are passionate about transforming and improving the lives of young people, then this could be the school for you."

**Ms F Bhattay**  
**English Mentor**



# Fullhurst Community College

## Recruitment advertisement



**Post title:** Pastoral Administrator

**Salary:** Grade 3 Points 5-6 (actual starting salary: £16,557 per annum)

**Contract type:** Permanent 40 weeks per year (38 weeks term time, 5 training days plus 5 days during school holidays).

**Hours:** 37 hours per week (Mon–Thu 8.00am-4.00pm with 30min lunch, Fri 8.00am-3.30pm with 30min lunch)

**Responsible to:** Senior Administration Officer

Due to an internal promotion, we are seeking a Pastoral Administrator to provide comprehensive administrative support for pastoral services and an effective customer-friendly, reception, telephonist service for the college.

As a college, we are very proud to have been the Department for Education Pupil Premium Secondary Regional Champion, Leicester Mercury School of the Year and shortlisted for the Pearson's 2018 National School of the year. Within our context the progress students make at Fullhurst is exceptional, something recognised in our most recent Ofsted inspection which stated : ' There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area'.

We passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With almost 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this. If you want to be part of our continued success and if you believe in improving the life chances of young people from disadvantaged backgrounds we look forward to receiving your application.

Further details, including the application form, are available from our website [www.fullhurst.leicester.sch.uk](http://www.fullhurst.leicester.sch.uk) or by emailing [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)

A letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to The Principal, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)

**Closing date: Monday, 23 September 2019 at 9.00am**

Fullhurst Community College is committed to safeguarding and promoting the welfare of all children and young people. Please note that an Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.



Transforming lives

# Fullhurst Community College

## Job Description



**Post title:** Pastoral Administrator

**Salary:** Grade 3 Points 5-6 (actual starting salary: £16,557 per annum)

**Contract type:** Permanent 40 weeks per year (38 weeks term time, 5 training days plus 5 days during school holidays).

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**Responsible to:** Senior Administration Officer

### Core purpose of the post:

To provide comprehensive administrative support for pastoral services and an effective customer-friendly, reception, telephonist service for the college.

### Specific responsibilities of the role:

- To support the Family Liaison Officer to support with monitoring and recording attendance
- Ensure that allocated administrative and clerical records and systems are maintained accurately and kept up to date and performed on time.
- To maintain daily contact with Heads of Year to harmonise meeting structures, etc.
- Ensure that callers and visitors to the college are dealt with in a friendly and courteous manner.
- Ensure accuracy and confidentiality in dealing with requests and maintaining records
- Ensure that all forms received are complete, accurate and processed correctly.
- Ensure that the college's standards of care are achieved.
- Comply with the appropriate Government, Local Authority (LA) and the College's policies, procedures and systems
- Follow the requisite procedures and legislation regarding confidential information
- Be proactive in the implementation of all college policies and procedures including equal opportunities policy, health and safety regulations, and safeguarding children in education - child protection policy.

### Job tasks: (Each task taking at least 10% of the post holder's time)

- Provide administrative support for the pastoral services and college
- Provide a reception service, both face to face and on the telephone, to parents/carers and other visitors to the college.
- Update and maintain the relevant filing, clerical or computerised record systems, databases, spread sheets etc.
- Provide administrative support for student exclusions.
- Provide general administrative and clerical support to other staff in the college including taking minutes and distributing notes for professional meetings in the college.
- Use SIMS to retrieve pupil data, timetable, registers, etc.
- Provide straightforward statistics and management reports as requested.

### Other responsibilities:

- Keep up to date with the relevant guidelines, procedures, forms etc. used in the college.
- Deal with students who are sick or ill until collected by parents / carers.

- Support the college pastoral system by playing an active role in the tutor system.
- Be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the college behaviour policy.
- Support both visitor and student reception as requested by the Assistant Business Manager.
- To assist with hospitality for meetings/events as and when required.
- Contribute to college development through identified communication and consultation channels.
- Contribute to the overall ethos / work / aims of the college.
- Undertake duties and tasks related to the above deemed reasonable by the Principal, Deputy Principal and Director of Resources.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Fullhurst Community College

## Person Specification



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**Responsible to:** Senior Administration Officer

Training and education	Essential (E) / Desirable (D)
English GCSE (A*-C) or equivalent qualification.	E
Maths GCSE (A*-C) or equivalent qualification.	E
IT qualification or good knowledge of using Word, Microsoft, Excel.	E
SIMS trained or relevant experience.	D
A willingness to be trained in any other systems as required.	E
Hold a first aid qualification.	D
Experience and knowledge	
At least one year working in an office environment.	E
Experience of working in an educational environment.	D
Experience of dealing with the public both face to face and on the telephone.	E
Knowledge of good practice, policies and procedures in schools / colleges including Child Protection.	D
Qualities and skills	
Good organisational skills and self-motivated.	E
Ability to work on own and as part of a team to meet deadlines.	E
Ability to multi-task and prioritise work effectively on a day-to-day basis and when under pressure.	E
Appreciation of the need for honesty and confidentiality.	E
Have a pleasant and caring manner when dealing with students, parents/carers, governors, visitors and staff.	E
Good communication skills both written and verbal.	E
Equal opportunities	
Must be sensitive to the requirements of disadvantaged groups and students with Special Education Needs and Disability (SEND).	E
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all students.	E

Other conditions	
Willing to work additional hours to support staff absence if required.	E
Able and willing to attend / achieve further training / qualifications where appropriate, e.g. first aid, ICT, etc.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E