



**FULLHURST**  
COMMUNITY COLLEGE

EST 1991



# ADMIN ASSISTANT INFORMATION PACK

Transforming Lives

[www.fullhurst.leicester.sch.uk](http://www.fullhurst.leicester.sch.uk)

Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): "Dedicated staff at the school have worked hard to create an inclusive culture."

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills. Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. "The school has planned an ambitious curriculum to meet the needs of all pupils."

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. "These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity." (Ofsted September 2023)

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our 'good' rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated and outstanding staff.

Best regards,

Christina Bailey  
Executive Headteacher

# 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

We continuously collect staff feedback throughout the year using 'Weekly 10', which provides staff with the opportunity to share insights into their well-being and enables us to respond promptly and effectively to their needs.

### WE VALUE OUR STAFF

We have an active group of staff who form our Wellbeing Committee who work to ensure that effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils.

"Staff are proud to work at the school. They are happy and appreciate the support they get from the school to develop their knowledge and skills."

*Ofsted September 2023.*



### WHAT WE CAN OFFER YOU:

- 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
- Free electric car charging
- We provide a wide range of activities and events for staff to relax and enjoy across the year.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen
- Annual flu jab - to protect against those winter germs
- Vivup counselling service offering telephone or face-to-face appointments, 365 days a year
- We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.

# FULLHURST COMMUNITY COLLEGE

## What staff have to say about



“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 later I am still proud to be part of the team. As the college expands and very excited to see what happens in the future.”

**Mr T Jones** *Phase Leader for Communications*

“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** *Science Technician*

# FULLHURST COMMUNITY COLLEGE

## What staff have to say about



“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 and am now a Standards Leader. The reason I applied to work at Fullhurst is the ethos of transforming lives. I believe that as a teacher and a leader, 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**, *PE Teacher and Year 7 Standards Leader*

“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**, *Senior Deputy Headteacher*



“I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. I was then promoted to be Curriculum of Maths. 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 Adeniyan, Phase Leader for Maths**



# FULLHURST COMMUNITY COLLEGE

## Recruitment Advertisement



**Post title:** Administrative Assistant with First Aid

**Salary:** Grade 3 (Points 5-6) actual starting salary £24,790 per annum.

**Contract type:** Full time or Part-Time Permanent.

**Responsible to:** SLT

**We are seeking an Administrative Assistant to join our experienced and successful administrative department.**

Fullhurst Community College is an over-subscribed and multi-award-winning secondary school for 11-16-year-olds based across two impressive campuses in Braunstone, Leicestershire. Our school is dedicated to our local community, and we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK by ensuring that every student has the very best life chances made available to them.

Further details about the role, 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 cover letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to the Executive Headteacher, 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, 6TH JANUARY 2025 AT 9.00AM**

**Safeguarding Statement:**

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.



# Fullhurst Community College

## Job Description



**Post title:** Administrative Assistant with First Aid

**Salary:** Grade 3 (Points 5-6) actual starting salary £24,790 per annum.

**Contract type:** Full time or Part Time Permanent.

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

**Responsible to:** SLT

### Core purpose of the post:

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

### Specific responsibilities of the role:

- Ensure that allocated administrative and clerical records and systems are maintained accurately and kept up to date.
- 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 allocated regular or scheduled administrative tasks and record updates are performed on time.
- Ensure that all forms received are complete, accurate and processed correctly.
- Ensure that the College's standards of care are achieved.
- Follow the requisite procedures and legislation regarding confidential information e.g. GDPR.
- Follow and adhere to all college policies and procedures including data protection policy, equality and diversity policy, health and safety policy, safeguarding children in education – child protection policy.
- To administer First Aid support to students and staff.

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

- Provide administrative support for the college
- Provide a reception service, both face to face and on the telephone, to parents/carers and other visitors to the college.
- Provide a secure and up-to-date filing and recording system for all faculties.
- Provide administration for student data, SIMS, produce reports as required.
- Type minutes, letters basic reports and documents as necessary.
- Assist with other office functions such as arranging transport for college trips/activities etc.
- First Aider who maintains medical inventory and medical records.
- Supports with school vaccinations, EPI pen training and any other First Aid training that may be required.
- Use all communications systems effectively.

### Other responsibilities

- Contact parents when requested by staff.
- Maintain and create displays in the classrooms and corridors in conjunction with Faculty staff.
- Support both visitor and student reception as requested by the Senior Administration Officer by providing first level advice and reception service, both face to face and on the telephone, to parents/carers and other visitors to the College.
- To assist with hospitality as and when required.

- Contribute to college development through identified communication and consultation channels.
- Contribute to the overall ethos / work / aims of the college
- To be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the college behaviour policy.
- Undertake duties and tasks related to the above deemed reasonable by the Headteacher.
- 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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**Contract type:** Full time or Part-Time Permanent.

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

**Responsible to:** SLT

Training and education	Essential (E) / Desirable (D)
English and 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
Experience and knowledge	
Experience of dealing with the public both face to face and on the telephone.	E
Experience of using Education software e.g. SIMS.	D
Experience of working in an educational environment.	D
Experience of dealing with students with special needs.	E
Knowledge of utilising office ICT applications sufficient to build new templates, spreadsheets etc.	E
Knowledge of extracting and analysing data from a mixture of manual or computer sources.	E
Knowledge of good practice, policies and procedures in schools/colleges.	E
Knowledge of Health and Safety at Work Act and the implementation.	D
Working knowledge of GDPR.	E
Qualities and skills	
Ability to deal with people at all levels and from a variety of backgrounds.	E
Excellent interpersonal skills and telephone manner.	E
Ability to prioritise own work with others to meet deadlines.	E
Ability to work as a member of a team and work effectively with others.	E
Ability to communicate effectively with staff external bodies, students and parents.	E
To work to a high standard with attention to detail.	E
Ability to use own initiative and work under pressure.	E
Good organisational and time management skills.	E
Good awareness of, and ability to, exercise confidentiality when necessary.	E

Display a professional approach to the role with a positive attitude to professional development.	E
Equal opportunities	
Commitment to equal opportunities and equal value for all.	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
Other conditions	
Willing to work occasionally outside normal school opening hours, training days and some pre-arranged days in the school holidays to support the service.	E
A willingness to attend training courses and train other staff as required.	E
A polite and helpful manner to staff, students, governors, parents and the wider community.	E
Must satisfy relevant pre-employment checks e.g. Disclosure and Barring Service (DBS).	E

\* **E = Essential**   **D = Desirable**