



The Park Community School

The Park is one of two 11-16 comprehensives in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1420 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us.

The school is a founder member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP is also the employer of staff in both the Devon Primary SCITT, a partner dedicated to primary school teacher training.

TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of Dartmoor Teaching School Alliance and the North Devon Teaching School Alliance. This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. We do not accept Curriculum Vitae. All successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

Support Staff Vacancy Details

Job Title: Systems and Support Resources Assistant

Contract Term: Permanent, term time only

Vacancy Closing Date: 9am 18/10/2021

Interview Date: 21/10/2021

Start Date: As soon as possible

How to Apply

Please visit <http://www.theparkschool.org.uk/working-for-us> to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email hr@theparkschool.org.uk. Please note we do not accept Curriculum Vitae.

Job Description

Job Title: Systems and Support Resource Assistant

Responsible to: Systems and Support Manager

Work Pattern: Contracted hours 22.5 hours per week, 38.8 weeks per year. General working hours will be 8.30-4.30pm. Some flexible working will be required to support out of school time activities.

Grade: Grade B (NJC Scale points 2-3 £18,198-18,562) starting point. Actual salary £8,232.39 pro rata plus holiday pay (pending pay award) plus first aid allowance.

Principal Accountabilities:

1. To assist school-wide administration through effective and efficient administrative services to meet the needs of the school.
2. To be part of the team supporting medical needs of students.

Shared Responsibilities:

1. Foster community links;
2. Liaise with TLP, service providers, schools and colleges;
3. Work to strengthen and enhance The Park Community School's values and culture;
4. Safeguarding and promoting the welfare of children and young people.

Main Duties

Key Function 1 – Administrative Support

- Provide day to day support for colleagues in the Systems and Support team as directed by the Systems and Support Manager
- Daily housekeeping and monitoring of our inhouse ticketing system, Parago
- Ensuring the School MIS Bromcom data is kept up to date relating to student and staff cohorts
- Support the Educational Visits Coordinator with paperwork such as risk assessments, trip lists and booking details
- Support some school day trips as and when required
- Distribute information and resources internally
- Collate student and parent information for analysis
- Schedule and produce Management Information reports
- Provide admin support for Information Governance and policy compliance
- Data input into management information systems
- To provide support to the reprographics department with the production of learning resources.

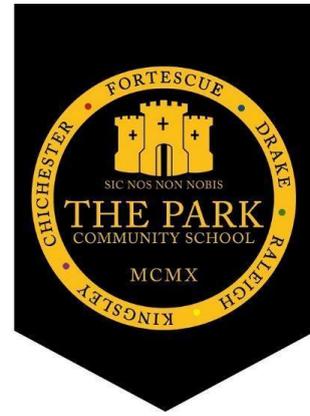
Key Function 2 – Marketing Support

- Support the Marketing function of the school by collating news items and preparing them for publication on the schools website, social media platforms and Park News
- Assist with monitoring the schools social media platforms
- Take photographs for school marketing materials

Key Function 3 – First Aid

- Provide in situ First Aid support to students such as administration of medicine and be on the rota for back up support for first aid (training will be provided)

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.



Person Specification

Shortlisting will be based on these below requirements being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

| <u>Category</u> | <u>Requirement</u> | <u>Essential/Desirable</u> |
|---|---|----------------------------|
| <u>Qualifications, Education and Training</u> | Good standard of GCSEs (Maths and English grade C or above) Business administration or secretarial qualification IT Literate (Microsoft Office or equivalent and Social Media) First Aid Qualification or willingness to become qualified | E D E E |
| <u>Professional Knowledge and skill</u> | Work in an administrative capacity Event organisation Production of Marketing Communications Work in an educational environment Able to communicate effectively verbally and in writing | E D D D E |
| <u>Experience</u> | Customer service Manual handling Awareness of Safeguarding Awareness of Data Protection Experience of a student/customer management information system | E D E E D |
| <u>Professional Skills/Attributes</u> | Able to focus and perform in a busy office environment Able to work to deadlines and under pressure Good team worker Good interpersonal skills Strong IT skills | E E E E E |
| <u>Attitudes</u> | Empathy & appreciation of diversity and different customer needs Flexibility in working hours Able to relate well to young people and retain professional boundaries Resilient and able to function well under pressure Confident to ask question and seek help when you are unsure Willingness to undertake training and self-development | E D E E E E |