



The Park Community School

Nestled close to the beautiful North Devon coast and at the edge of Exmoor, The Park Community School is one of two 11-16 comprehensive schools 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 1472 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. Most year groups are currently oversubscribed.

The school is a founding 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 also includes 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 South West Institute for Teaching (SWIFT) 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. Any successful candidate would be subject to a fully enhanced DBS check, and would be expected to adhere to our Safeguarding and Child Protection Policy as well as other mandatory policies. For more information please contact HR below.

Job Title: **School Administrator**

Contract Type: **Permanent**

Vacancy Closing Date: **Wednesday 29th March 2023**

Interview Date: **Friday 31st March 2023**

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: School Administrator

Responsible to: SLT PA and Communications Officer

Work Pattern: Contracted Hours 1455 hours per annum 37.5 hours per week 38.8 weeks of the year. General working hours will be 8.30-4.30pm. Some flexible working will be required to support out of school time activities.

Grade: NJC Grade C Scale Points 5-7, £21,575 - £22,369. **Actual starting salary £18,629 per annum.**

Principal Accountabilities

1. To assist school-wide administration through effective and efficient administrative services to meet the needs of the school.
2. To have oversight of the Student Reception service and student sales.
3. To have oversight of administrative support for Teaching and Learning Departments
4. Provide a first aid service for students, staff and visitors in emergencies or at agreed times of staff absence or for agreed specific events

Shared Responsibilities:

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

Main Duties

Key Function 1 – School Office Services

- To coordinate the rota for Student Reception and the Intercom, arrange back up cover if needed.
- Delegation of tasks to the resources assistants, reprographics assistant as required.
- Oversight of stock control and effective process for resale services for students and other student services, i.e. thrift, stationery, bike lockers.
- Accurate recording of disposable stocks items, e.g. stationery sets, uniform, revision guides.
- Safe handling of cash and use of tills for over the counter transactions.
- Proactive oversight of lost property.
- Collation of returned student forms and non-uniform contributions as needed.
- Day to day Student Reception duties and intercom duties
- Timely replenishment of Student Reception forms and consumable resources.
- Other administrative support, data entry, preparing resources, printing/copying; and other duties as required as directed by the line manager such as sanction letters/emergency invigilation/support for exams, scribing or school trips.

- To be back up support as needed for Visitor Reception; warmly welcoming all visitors ensuring that the signing in and out protocols are met and enquiries are dealt with efficiently.
- To be backup support as needed for Bromcom Alerts using the walkie talkie to contact 'on call' staff to support classroom staff.
- To be backup support as needed for the Attendance team; to input marks onto registers, follow up missing registers, send absence texts and provide support as required.
- To support the Office team with incoming telephone calls, ensuring these are routed promptly and messages taken where necessary
- To assist with and coordinate resources and support for activities at ad-hoc events throughout the year, such as exams, school photographs, parents evenings, open events and sports day
- To undertake any other administrative duties as directed by the SLT PA and Communications Manager

Key Function 2 – Departmental Admin Services

- To provide primary administrative support for the Maths department on a timetabled five hours per week (approx.) to include preparation of learning resources and exam/test papers/target sheets; certificates; helping with filing; classroom board displays; provision of revision guides; text books.
- Supporting Departments with their stationery requirements/orders.
- Processing of paper orders for department consumables through the Access finance system, liaison with the finance team/TLL as required regarding orders and deliveries.
- To facilitate departmental administrative support requests in consultation with the line manager.

Key Function 3 – Emergency and Occasional First Aid

- Provide occasional and emergency first aid including supporting the rota to cover core the core teams lunch breaks.
- Ensure first aid provision, incidents, accidents and administration of medicines are recorded and report accurately and in a timely manner.
- Liaise effectively with school office, attendance team and parents when students are being sent home or referred onto A&E.
- Ensure effective and timely communication with the First Aid Coordinator and wider first aid team.
- Attend refresher training as required.
- Monitor consumables and report when stock replenishment is needed in a timely manner.

Safeguarding Information:

Level B: This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check.

To be alert and active on issues relating to pupil welfare, safeguarding and child protection. To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a pupil.

Person Specification:

We expect our staff members to role model positive behaviours for young people, be resilient and adaptive in a school with rapidly changing needs, and help promote a supportive and compassionate working environment.

Shortlisting will be ranked based on the essential criteria (set out in the table below) 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.

The Park Community School, and Tarka Learning Partnership, is a Disability Confident Committed employer. If you are disabled and meet the minimum essential criteria (**highlighted**), you will be guaranteed an interview. Please complete the information on Page 15 of the Application Form.

We know there is no 'perfect' candidate, so if you meet most of the criteria and feel you would be an asset to the team, we would encourage you to apply. We provide training and mentoring to give you the best opportunity to excel in your role. The table below is not exhaustive and many more personality traits and skills are required to join the team.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice. If applicable, this is indicated in the Assessment Method column below as follows:

A = Application

I= Interview Questions

T = A Task

O = An Observation

R = References

Category	Essential	Assessment Method	Desirable	Assessment Method
Qualifications, Education and Training	Good standard of GCSEs (Maths and English grade C or above)	A, I, T		
			Experience of using school management information systems	A, I
Experience/Skills/Abilities	Work in a busy office environment	A, I		
	Safeguarding	A, I, T		
	Data Protection	A, I, T		
	Good interpersonal skills and able to communicate effectively and professionally at all levels from students; parents, staff	A, I, R		
	Able to absorb new knowledge and skills	A, I, R		
	Efficient administrative skills and good personal organisation and time management	A, I, T		
	Strong IT skills including use	A		

	of online administration, forms, workbooks, mail merges, etc.			
	Able to work well in a team	A, T, R		
	Able to work to deadlines and under pressure	A, T, R		
			Flexibility in working arrangements	A
			Work in an educational environment	A
			Knowledge of MIS (student information system)	A, I
Attitudes	Empathy & appreciation of diversity and different needs	R, I		
	Able to relate well to children and adults	R, I		
	Able to work under own initiative and independently	R, I		
	Reliable, clam and professional	R, I		
	Propensity for attention to detail	R, I		