



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Administrator to Senior Leadership Team
Burnley High School





A message from the Headteacher

Thank you for expressing an interest in the position of Administrator to Senior Leadership Team (SLT) at Burnley High School.

This is a fantastic opportunity for an outstanding, ambitious and dynamic administrative specialist to join a Good school at an exciting stage of its journey.

Burnley High School is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a smaller than average secondary school, part of Education Partnership Trust (EPT), serving the community of West Burnley and Padiham. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

In May 2017, the school was judged as 'Good' in all areas by Ofsted. A copy of the report can be downloaded from the School's website. Inspectors found our school to have a "polite, well-mannered students who are incredibly proud of their school", "relationships between teachers and pupils are positive and based on genuine respect and care" and that our "pupils have good attitudes to learning and are keen to succeed".

At Burnley High School, everyone is committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

Every student at Burnley High School is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Burnley High School – our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This

commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Burnley High School is a successful 11 – 16 high school and over the past five years has achieved the following:

- Judged as Good across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- External outcomes in 2019 demonstrated good progress with a positive Progress 8 score.
- Established as the 'school of choice' in the local area, and oversubscribed in every year group.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact michael.rigby@burnleyhigh.com



E. Starkey
Headteacher



**Education
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Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals



Job Advertisement

Administrator to SLT

Hours:	Full Time (37 hours)
Weeks Worked:	Term time (39 weeks)
Start Date:	1st September 2024
Salary:	SCP 5 – 8 – Actual Salary £20,668.43 - £21,725.59

Burnley High School wishes to appoint a hardworking, enthusiastic and committed Administrator to SLT. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

- To manage and maintain the school meetings, ensuring efficient use of time and preparation of agendas/ papers and information in advance
- Update the school's social media channels and content
- Administrate the schools medicine procedure inclusive of proper receipt, storage and administering of medicines
- Oversee the annual driver declarations in relation to staff business driving
- Act as a first aider, coordinate the first aid rota and keep first aid boxes up to date
- Respond to all SLT administrative work requests
- To prepare and/or draft correspondence, communications, presentations and other documents for the school as required
- To organise and be responsible for internal and external meetings and teleconferences, including booking venues, arranging accommodation and taking minutes as required
- To ensure the displays are updated and welcoming to the school.

What are the job requirements?

- GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.
- Experience providing administrative support at a high level
- Proficient computer skills and experience of using Microsoft Office packages, particularly Word, Excel, Outlook & PowerPoint
- Experience of working with a school MIS
- Experience of taking and writing minutes, summarising discussions and writing concise reports in a fast-paced environment.



- Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Safeguarding

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



Job Description

Administrator to SLT

Reports To: SLT

Salary: SCP 5 – 8 – Actual Salary £20,668.43 - £21,725.59

Job Purpose

Provide a full business administrative support to the Headteacher, SLT including general administrative and secretarial support, social media communication, minute taking, event and interview coordination.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- To manage and maintain the school meetings, ensuring efficient use of time and preparation of agendas/ papers and information in advance
- Update the school's social media channels and content
- Coordinate the school monthly newsletter
- Administrate the schools medicine procedure inclusive of proper receipt, storage and administering of medicines
- Oversee the annual driver declarations in relation to staff business driving
- Act as a first aider, coordinate the first aid rota and keep first aid boxes up to date
- Respond to all SLT administrative work requests
- Chasing staff to return information on time and ensuring that reporting schedules are maintained
- To undertake duties in connection with parental communications
- Produce accurate and concise minutes to record the business transacted at meetings and resolutions made and to distribute these minutes in a timely manner.
- To prepare and/or draft correspondence, communications, presentations and other documents for the school as required
- To organise and be responsible for internal and external meetings and teleconferences, including booking venues, arranging accommodation and taking minutes as required
- To ensure the displays are updated and welcoming to the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To manage electronic and paper based filing systems, reviewing operating practices and implementing improvements where necessary



- Ensuring relevant data is entered onto the school MIS and other systems to comply with DfE requirements
- Record and provide administrative support relating to permanent exclusions
- Assist in examination administration
- Available to attend meetings out of hours on occasion
- Support SLT in the recruitment of all academic and support staff.
- Support the reception team when required i.e. periods of absence
- Produce and issue interview programmes, as directed by the SLT, and individual interview timetables for all staff involved in the process.
- Make any necessary arrangements for candidates such as visitor parking, school tours, lunches.
- Assist the School Business Manager in general administration requirements including photocopying, filing, report development etc.
- Provide administrative support to the annual salary review process

Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Administrator to SLT

Reports To: SLT

Salary: SCP 5 – 8 – Actual Salary £20,668.43 - £21,725.59

No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS & EXPERIENCE				
1	GCSE or Equivalent qualification in English and Mathematics Grade A – C (4-9)	E	√	√
2	Experience providing administrative support at a high level	E	√	√
3	Proficient computer skills and experience of using Microsoft Office packages, particularly Word, Excel, Outlook & PowerPoint	E	√	√
4	Experience of working with a school MIS	E	√	√
5	Experience of handling a wide range of enquiries and an excellent telephone manner	E	√	√
6	Experience of taking and writing minutes, summarising discussions and writing concise reports in a fast-paced environment.	E	√	√
7	GCSE or Equivalent qualification in English and Mathematics Grade A – C (4-9)	E	√	√
KNOWLEDGE, SKILLS and COMPETENCIES				
8	Knowledge of standard office administrative practices and procedures	E	√	√
9	Collecting relevant Information and monitoring timescales and deadlines	E	√	√
10	To demonstrate confidentiality at all times	E	√	√
11	Excellent organisation with good attention to detail and accuracy	E	√	√
12	Effective time management and ability to prioritise	E	√	√
13	Ability to see projects through from start to finish, managing time and tasks effectively	D	√	√

14	Ability to communicate effectively, both orally and in writing	D	√	√
15	To remain calm under pressure and have a professional approach at all times	D	√	√
PERSONAL QUALITIES				
16	To demonstrate a solution focused and 'can do' approach	E	√	√
17	To demonstrate initiative	E	√	√
18	Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team	E	√	√
19	Ability to work on own initiative with minimal supervision	E	√	√
20	An organised and thorough approach to work	E	√	√
21	Excellent interpersonal skills	E	√	√



Contact

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An Education Partnership Trust School