



Application Pack

Vacancy Title: Premises Administrator
Closing date: 12 noon on Thursday 22 April
Interview date: Interviews will be held as soon as possible after the closing date

Full time: 37 hours per week, all year round including school holiday times
Hours of work: 08.30am – 5.00pm
Actual salary: £18,933 per annum

As part of the Facilities Management Team, you will support the Facilities Manager in a range of administrative tasks to ensure the health and safety, cleanliness and maintenance of the site. You will also be required on occasions to work as part of the Reception team to ensure our Reception is fully covered at all times.

You should be a competent administrator with a positive and 'can-do' attitude. Experience of Word, Excel and Google Docs would be an advantage.

Closing date for applications: 12 noon on Thursday 22 April 2021
Interviews will be held shortly after the closing date

Gillotts is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All staff are expected to promote fundamental British values. The successful candidate will be required to undertake an Enhanced DBS Disclosure.

Gillotts School is a registered company limited by guarantee.
Reg Number: 07984417

How to apply:

Please note a Gillotts application form must be completed in all cases. Please note, we will only consider a CV as supplementary to a fully completed application form. Completed applications should be returned to applications@gillotts.org.uk.



April 2021

Dear colleague

Thank you for your interest in joining the staff of Gillotts School. Our Administrative Team are essential to the effective and efficient running of the school. The work carried out by the admin teams across the school is an invaluable support to the teaching staff in facilitating our students' learning.

The Facilities Team at Gillotts School is responsible for ensuring the maintenance, cleanliness and health and safety of the school site. We are seeking to recruit a full time Premises Administrator to assist the Facilities Manager with premises related administrative tasks and on occasions to be part of the reception team to ensure Reception is covered at all times.

The role involves locking and unlocking the school on a rota basis, involving some early mornings (7am) and late evenings (7pm) .

The position would suit a competent administrator with a positive and 'can-do' attitude.

Please do not hesitate to ring us if you would like to discuss the post before submitting your application.

Please make clear in your application what skills and qualities you would be able to bring to Gillotts.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure & Barring Service checks along with other relevant employment checks.

I look forward to reading your application and to welcoming a new colleague to our team.

Yours sincerely

Ms Catharine Darnton
Headteacher

Job description

Role: Premises Administrator/Receptionist

Accountable to: Facilities Manager

Conditions of service: APT&C

Hours : Full time all year

Objectives:

- To assist the Facilities Manager with premises related administrative tasks
- As part of the reception team, to ensure reception is covered at all times during opening hours
- To ensure that Subject Teams receive timely and dedicated support in administrative tasks
- To undertake whole school administrative cover during school holidays in support of all year round staff

Main areas of responsibility:

1. To provide administrative assistance to the Facilities Manager in maintaining statutory monitoring records for site facilities eg water testing, fire fighting equipment testing, meter readings. This will include taking the relevant readings as well as maintaining the data (relevant training will be given).
2. To provide additional administrative support to the Facilities Manager.
3. In support of the Facilities Manager, to be part of the team who are responsible for unlocking and locking the site. This will not be a regular requirement but the school needs to extend the number of staff available for holiday and sick cover. All such cover would be planned and by agreement but a willingness to be part of the team and give consideration to a request to support this function is an essential part of the role.
4. To provide support and cover for the main reception during term time.
5. To provide administrative support to Subject Leaders in the areas of correspondence, data entry and preparation of documents and reports
6. To organise and support Parent Consultation Evenings (five each year)
7. To compile the weekly Staff Bulletin and the termly parents' newsletter
8. Under direction of the Business Manager, to undertake whole school administrative tasks during the school holidays and in support of all year round staff.
9. To undertake any reasonable tasks, as directed by the Headteacher

The duties of the post may vary from time to time without changing the general character or the level of responsibility.

Child Protection *The post holder is responsible for ensuring all county child protection policies are adhered to and concerns are raised in accordance with these policies.*

Health & Safety *All employees have a responsibility to cooperate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.*

Person Specification

Role: Grade 4 Administrator

The person appointed will be the one who most nearly fits this specification.

Qualifications and experience:

Qualification/experience in administrative work including the use of Microsoft Word and Excel

Suitability to work with young people*

Knowledge and skills:

Ability to communicate effectively with young people and adults

Ability to reflect on and learn from experience

Ability to organise & evolve administrative procedures

Ability to form and maintain appropriate relationships and personal boundaries with young people*

Personal attributes and attitudes:

Commitment to the values and aims of the school

Willingness to work collaboratively

Emotional resilience*

Physical capacity for the job*

* DfE – Safeguarding Children – Recruitment and Selection June 2005

About Gillotts School

Gillotts is a school that takes great pride in its unique identity. It is one of four mixed 11-16 schools in south-east Oxfordshire and its 900 students come from Henley and the surrounding villages. The school occupies a 33 acre site on the edge of Henley-on-Thames, which incorporates a Victorian house as well as extensive grounds, both of which contribute to the school's special character.

Gillotts places innovation in teaching and learning at the heart of its development. There is a strong pastoral focus too, recognising that students' well-being is crucial to their learning. Academic standards at Gillotts are both high and improving. In the last GCSEs taken in 2019, 62% of students achieved grade 5 or above in English and Mathematics.

Gillotts however also prides itself on being a welcoming and inclusive community. Its motto – 'non nobis solum' – translates as 'not by ourselves alone' and the sense of teamwork, collaboration and cooperation underpins the life of the school.

Gillotts

Vision, values and strategic aims

Non nobis solum – Not by ourselves alone

Vision

Gillotts is a high performing, innovative school where every student is valued as an individual, and is supported and encouraged to achieve their potential. We pride ourselves on being inclusive of all, developing academic achievers and individuals who make a positive contribution to society now and in their future lives.

Values

As individuals –we value –

everyone as an individual, capable of growth, change and development; self-respect; self-belief; courage, humour; honesty; integrity; dedication; commitment; generosity of spirit; flexibility; vision; initiative; open-mindedness

In our professional relationships with each other –we value –

all staff, whatever their role; clarity in determining roles and responsibilities; respect for the unique contribution of different parts of the curriculum; effective communication; transparency; teamwork; good timekeeping; pride in our achievements; professional development; confidence in each other's support

In our relationships with our students –we value –

justice; equality; mutual respect; fairness; consistency; courtesy; high expectations; trust; achievement

In the experience of learning in our school –we value –

the joy of learning; creativity; a spirit of enquiry; risk-taking; exploration of ideas; challenge; raising aspiration; inclusion; hard work; celebration of achievement; freedom to express ideas and views; opportunities for reflection; sense of purpose; inventiveness; independence; rigour; mistakes as means of learning

In our capacity as a community school –we value –

partnership with parents, governors and the wider community; lifelong learning; human rights; preparing young people to become effective, responsible citizens; skills for life and for work

In our environment –we value –

an atmosphere conducive to learning; safety; respect for property; healthy living; sustainability

Vision for the medium term

Gillotts School is proud of its successes and proud of its identity. We believe in achievement for all and want to secure the best outcomes for all our learners, without exception. We want to continue to raise students' expectations of themselves and develop them as independent learners, ready for the challenges ahead.

We will build on our success as a highly inclusive and integrated community by enhancing the opportunities for interaction and engagement with the school beyond the planned curriculum, encompassing students' social time within the school day and enhancing opportunities for the use of the school site by the community.

Teaching and learning are at the heart of this school. We see Assessment for Learning as the single most powerful lever for improved teaching and learning, and hence improved attainment and progress. We continue to develop an increasingly personalised approach to CPD recognising that teachers, as professionals, are the best placed to drive their own development.

We will build on our outstanding curriculum, underpinned by a deep understanding of student progress and a commitment to developing the wider skills valued by higher education and employers. Our curriculum will give learners the knowledge and cultural capital they need to succeed in life, whatever their starting point. Knowledge underpins and enables the application of skills – we see knowledge and skills as intertwined.

Seamless, embedded access to ICT supports interaction, collaboration and feedback. We will break down the artificial boundary of the limits of the school day to support the integration of students' learning in school, at home and on the move. A comprehensive and flexible ICT solution is an essential means to this end. Every student has access to a handheld device to motivate and support learning. We will support students to be confident and reflective users of technology, in preparation for their adult lives.

Our motto, "Not by ourselves alone", will continue to underpin an ethos centred on the core values of kindness, respect and living without harm. We know that students will only thrive in their learning when their basic needs are met and we will continue to work towards this goal, through our extended team which offers outstanding pastoral care and by maintaining and developing our partnerships with external agencies who can provide specialist care and support. We will continue to develop the support we offer to parents to enable them in turn to support us as they work alongside their children.

We have an inspirational site – 33 acres with extensive woodland, on the site of the local manor house, parts of which (including two associated cottages) remain. The school is set on the fringes of the town with extensive views across the Thames valley. We want to use the stunning environment to help excite and inspire students and staff to move the school's performance to the next level, making it an outstanding place to study and work with results securely in the top 10% of schools nationally.

Redeveloping the school environment will enable us to achieve all this by allowing us to maximise the potential of the site. It will support us to meet the challenges we face by ensuring we have buildings that are fit for purpose and so allow us to focus on our core priority of continuously improving outcomes for all our young people.

Strategic aims

The primary function of the school is to serve its students and the local community in the best possible way. Bearing this in mind, together with the overall target of being an outstanding school, the Governing Body and the School will work together:-

Primarily (Aim 1):

- **To maximise achievement through effective and inspiring teaching**

And:-

Aim 2

- **To maintain a distinctive curriculum offer tailored to the needs of our students, ensuring that 21st century technology is used effectively to support teaching and learning**

Aim 3

- **To promote personal development by the provision of outstanding support and guidance**

Aim 4

- **To provide a built environment fit for the purpose of 21st century teaching and learning**

Aim 5

- **To promote Gillotts' position as Henley's first class community school**

This document was adopted at a meeting of the Governing Body on 1 December 2020. It is reviewed annually.

Catharine Darnton
Headteacher

David Gorsuch
Chair of Governors

Safeguarding Children

It is the responsibility of all staff to promote and safeguard the welfare of children and young persons for who s/he is responsible or with who s/he comes into contact, and to adhere to and ensure compliance with Gillotts School's Child Protection Policy Statement at all times. If in the course of carrying out duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.

Gillotts is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Living and working in Henley on Thames

Henley-on-Thames is a pretty riverside Oxfordshire market town, on one of the most beautiful stretches of the River Thames, in gently wooded, rolling countryside. With a population of 10,000, it is an hour west of London and close to the M4 (Junction 8/9) and M40 (Junction 4). The town has a variety of restaurants, cafés and pubs as well as high street shops and specialist retailers, excellent schools and leisure facilities.

Henley has a reasonable public transport network, with trains running directly to Paddington at peak times and a good bus service in and around the town. There is a variety of accommodation available to buy or rent in Henley and the nearby towns of Reading, High Wycombe, Maidenhead and Oxford.

Henley is dedicated to maximising its riverside location and has an international reputation for the world's greatest rowing regatta. The town also hosts the Henley Festival, and the 80's music festival Rewind.

Gillotts School is situated adjacent to Henley Leisure Centre, which offers discounted membership for Gillotts staff.

Staff Benefits

- Free on-site parking
- Free staff wellbeing service (subject to limitations)
- Refurbished staff room
- Cashless catering for staff and students
- Discounted membership to Henley Leisure Centre
- Friendly and supportive school community

