

Application Pack

Vacancy:	Student Services Administrator with Reception/First Aid
Hours:	26 hours per week, term time only 08.30am to 3.45pm (Mon, Tues, Wed), 08.30am to 2.45pm (Fri)
Closing date:	12 noon, Monday 08 July 2024
Interview date:	Interviews will be held shortly after the closing date
Salary:	NJC Grade 4 (points 4-5) £23,114 - £23,500 per annum, pro rata. Actual salary for 26 hours per week £13,618.52 per annum

Student Services Administrator with Reception/First Aid

Acting as a first point of contact for student's practical needs during the school day, you will need to be comfortable enforcing school rules and assisting students who feel unwell. A willingness to undertake first aid training and act as a qualified first aider is essential.

As part of the Reception team, you will also provide cover to Reception to ensure phone calls are answered promptly and visitors are dealt with in a professional and welcoming manner.

For all roles within our school, experience of working with young people is desirable. We are looking for friendly, flexible, and resilient staff who are able to relate to young people in a positive way.

For more details visit our website www.gillotts.org.uk. A Gillotts application form should be completed in all cases.

Closing date for applications: 12 noon Monday 8 July 2024

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: 07954417.



How to apply:

For further details of this exciting opportunity to join a supportive, forward looking and friendly team in a highly successful, happy and popular school, please visit our website at www.gillotts.org.uk.

Completed applications should be submitted to applications@gillotts.org.uk. Please note a Gillotts application form must be completed in full, in all cases.



June 2024

Dear colleague

Thank you for your interest in joining the staff of Gillotts School. Our support staff are a highly motivated, dynamic and committed team. The help they provide to the teaching staff in supporting our students' learning is invaluable and we work together to this end.

Enclosed is a job description and person specification for the Student Services Administrator post. This is a permanent position for 26 hours per week, term time only (38 weeks per year). The hours of work are fixed as 08.30am to 3.45pm (Monday, Tuesday and Wednesday and, 08.30am to 2.45pm (Friday). The working hours of the other postholder cover the other days of the week.

Gillotts is a very successful comprehensive academy. Our philosophy is based firmly on the belief that all members of the school community have unique gifts and talents and our task is to help everyone to develop them, not only to raise standards of attainment but also to help students to experience the real joy of learning so that their learning goes on long after they have left school. This is a great opportunity to join a vibrant school recognised by Ofsted in 2023 as outstanding.

Please do not hesitate to ring us if you would like to discuss the post before submitting your application. We are as interested in potential as we are in experience and full training will be given. Please make clear in your application what skills and qualities you would be able to bring to Gillotts.

The closing date for applications is noon on Monday 8 July 2024. Interviews are likely to take place shortly after the closing date. Please note that a Gillotts application form must be completed in all cases. We will only consider a CV as supplementary to a fully completed application form.

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 Enhanced Disclosure via the Disclosure and Barring Service.

I look forward to reading your application and to welcoming new colleagues to our team as soon as possible.

Yours sincerely

Ms Catharine Darnton
Headteacher

Job description – Role: Student Services Administrator with First Aid

Current Post Holder : Vacant/VB

Accountable to: Business Manager

Conditions of service: APT&C Grade 4, 26/13.5 hours per week

Objectives:

- to provide the first point of contact for students to ensure all their practical requirements are met with the minimum amount of disruption to teaching & learning
- to support the provision of First Aid to students
- to provide administrative support to the SENDCo
- as part of the reception team, to ensure reception is covered at all times during opening hours

Main areas of responsibility:

1. Provide support and cover for other receptionists
2. Support the provision of First Aid to students, including support for sick students who may need to go home. and manage student medication stored in Reception
3. Manage all school sales to support the curriculum: coordinate with subjects for online sales of resources (eg revision guides) and for small items for sale from Student Services (eg small stationery items, maths equipment), including ordering and stock control
4. Undertake daily ad hoc administration to include (but not exclusively) the loan of appropriate school uniform (eg plimsolls), laptop loans, purchase of curriculum equipment
5. Administer school uniform sales in liaison with school uniform provider (currently Brian Rosier) and Business Manager
6. Register and control of confiscated items, including contact with staff, students and parents
7. Manage student requests to contact home
8. Administer locker provision: locker key deposits are paid through Scipay - liaise with Business Manager to review online deposits, allocate lockers and provide keys; locker key return - provide finance team with details so refunds can be generated
9. Provide administrative support for the SENDCo, eg with paperwork for annual reviews of EHCPs, Student Profiles, and the list of laptop users
10. 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
Gillotts

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 Google drive, 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 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 2023, 67% 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.

Working for Gillotts

As a high-performing school, Gillotts places teaching and learning at the heart of its development. This is underpinned by an in-house CPD programme which allows staff to develop the skills most pertinent to their needs. We are committed to our staff and work in conjunction with the Oxfordshire Teaching School Hub to offer the very best in professional learning for colleagues at every stage of their career.

We recruit staff who:

- Want to be excellent teachers
- Are keen to work together to achieve our shared aims
- Are committed to helping all our young people be the best they can be
- Are reflective practitioners – keen to grow and develop throughout their career
- Are curious about finding creative solutions to tricky problems and building leadership capacity across the whole school

What we will offer:

- **Remarkable behaviour** – we believe in clear routines, appropriate responses and outstanding relationships fuelled by mutual respect and a commitment to excellence.
- **Great curriculum resources** – clear and coherent schemes of work that mean you can spend time thinking about the how rather than the what.
- **Commitment to high quality CPD** – we'll support and challenge you as an individual so you can develop your skills as a teacher rather than feeding everyone the same diet irrespective of their needs and goals.
- **Efficient solutions** – we focus on evidence-based approaches where teacher-time spent is commensurate with student outcomes. This means, for example, that we use methods of

feedback that are designed to move learning forward; you should be spending time on things that will make a difference.

- **Staff wellbeing as a priority** – we care about our staff as teachers and as people. Teams work very closely together with a focus on developing practice but also supporting each other in the good times and the bad.



Gillotts

Vision, values and strategic aims

Non nobis solum – Not by ourselves alone – Kindness, respect, living without harm

Vision

Gillotts is a high performing 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 young people who make a positive contribution to society now and in their future lives.

Values

Dedication to learning

We thrive as learners, embracing challenges and thinking hard. Our rich and broad curriculum, delivered through expert teaching, enriches students' lives. We support everyone, students and staff, to be the best they can be.

Respect and kindness

We treat our students, families, staff and wider community with respect and kindness – modelling our values and wanting the very best for each other.

Integrity and trust

We put ethical leadership at the heart of our work, serving our community with fairness and honesty.

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 and 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 November 2023. It is reviewed annually.

Catharine Darnton
Headteacher

Emma Hunt
Chair of Governors

Safeguarding Children

It is the responsibility of all staff to promote and safeguard the welfare of children and young persons for whom s/he is responsible or with whom 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).

Online searches

For all shortlisted candidates, we will carry out an online search as part of our due diligence. The reason for the check is to identify any concerns with suitability to work with children and keep them safe. The search will be carried out by the school's HR Manager and they will only pass on information to the panel that may need to be explored at interview.

A search will be carried out using a search engine using the candidate's name, location and current employer. The purpose of the search is to identify any concerns about a candidate, with a focus on recent time.

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.