



Henlow Church of England Academy Application Pack

Administrator



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Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of **Administrator** at Henlow Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

Our agreed pupil admission numbers (PAN) is 150 per year group, Years 7 to 11, but due to the changing climate from middle to secondary there are some year groups which are larger and some are smaller at present. Our expectation is that Henlow Academy will stabilise as a five form entry school over the coming years. We have strong links with our feeder schools of Clifton All Saints, Derwent, Langford, Meppershall and Raynsford and currently house Year 5 and 6 from Meppershall on our school site. Each year students also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and 'Henlow Values' really come alive on a daily basis.

Our staff comprises of 41 teachers and 62 support staff. The Senior Management Team is substantively the Headteacher, two Deputy Headteachers, two Assistant Headteachers, the SENDCo, the Operations Manager and the Chief Financial Officer.

The school's commitment to learning extends to staff as well as students: there is a well-developed structure for ECTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

Our school changed phase from middle to secondary in September 2021. Our first Year 11 cohort will complete their Key Stage 4 journey in the summer of 2024. To accommodate the change of age range, an extensive building project has been completed. Some highlights include a large MUGA, 5 new science laboratories, a large auditorium, graphics room, textiles room, a new food technology room and computer suite. Much of the school has been altered and refurbished to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and a motivated individual who is willing to take on new challenges, embrace change and is keen to join our team of committed professionals.

The application form is available on our website www.henlowacademy.co.uk or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: jmarshall@henlowacademy.org.uk

The closing date for applications is **Friday 4th October** with interviews taking place **week commencing 7th October**.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address.

We appreciate the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



Caren Earp



The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

About Henlow Church of England Academy

Henlow Church of England Academy opened as a middle school (Years 5 - 8) in 1976 and established itself as a popular choice for pupils in the 3 tier offer in Central Bedfordshire. As the area now moves towards a primary/secondary model, Henlow is at the forefront of this change as a thriving secondary school (Years 7 - 11). The journey has been an incredible one for our community and I am proud to welcome you to join us as we take our next steps.

The surrounding countryside has always been a wonderful feature of our setting but the buildings themselves have been transformed in recent years. As a secondary school we now have superb facilities and offer a curriculum full of possibilities designed to develop the interests of our young people. As they progress throughout the school, they begin selecting which areas they wish to pursue further in Years 7 and 8. They have an increased choice alongside a community option in Year 9 and ultimately those subjects they wish to focus on in Key Stage 4. Our commitment in our curriculum and staffing matches the investment in our new buildings. In addition, our secondary Heads of Department have considerable experience at teaching GCSE.

As a community our ambition is driven by our ethos and Christian vision - every young person deserves to enjoy their learning by receiving the right blend of nurture and challenge ('I have come that they may have life, and have it to the full.' John 10:10). A genuine warmth and sense of community defines our approach and underpins all aspects of Henlow life. As teenagers make important decisions about the person that they ultimately want to become, we build positive relationships with them and ensure that they are supported to be the fully rounded person they hope to be.

In 2021 Henlow Academy became the founding member of Poppy Hill Multi Academy Trust which now includes Meppershall Academy. We enjoy strong links with our feeder schools which are now primaries, the Diocese of St Albans and a wide number of community and charity organisations.

Ofsted

We were one of the first schools in the country to be judged according to Ofsted's new framework and in September 2019 we were judged Good overall and in all areas.

In their report the inspectors note that pupils are polite, mature and considerate towards each other, they achieve well and feel safe and happy in school. They recognised our broad curriculum and specialist teachers;

***'The school's curriculum contributes strongly to pupils' wider personal development'.
'(they) have the knowledge and skills needed to teach a range of subjects'.***

Ofsted September 2019

SIAMS

In July 2017 we were judged 'outstanding' in our SIAMS (Statutory Inspection of Anglican Methodist Schools). We are the only middle/secondary in Bedfordshire to receive this grading in a church inspection.

'In keeping with its Christian underpinning the school knows and treats pupils as individuals, recognising and celebrating their various gifts and talents well'

SIAMS July 2017

Curriculum

The Curriculum at Henlow Church of England Academy is designed to meet the needs of all children and provide for the full range of abilities. It has been carefully constructed to ensure that students encounter a balanced and wide range of learning experiences, as well as accommodating the requirements of the National Curriculum.

Key Stage 3

YEAR 7 - 9

In Key Stage 3, the learning opportunities are increased to focus on science, languages, history and geography to strengthen the foundation for future learning in Key Stage 4. In addition, students are offered a wide range of option choices which are varied in Year 7 and 8 and focused on the theme of 'community' in Year 9. In Year 7 and 8 students are taught elective lessons in mixed year group classes which adds to our community feel.

Key Stage 4

YEAR 10 - 11

Key Stage 4 combines compulsory study with a wide range of options to allow students to build a personalised programme suitable for their needs and ambitions. As a Church of England school with a community focus, we feel it is important for all students to study religious education at GCSE standard. In addition, students will benefit from a range of subjects they can select from.

'The school's curriculum contributes strongly to pupils' wider personal development.'

Ofsted September 2019

Our Christian Vision, Aims and Objectives

Our Christian Vision

'I have come that they may have life, and have it to the full.' John 10:10

We seek to create a harmonious community in which the individual is valued and is given every opportunity to fulfil their potential in terms of pastoral, emotional and intellectual growth; thus enabling them to live successfully in an increasingly demanding and ever-changing world.

Aims & Objectives

Our broad aim is to provide opportunity for self-development and self-fulfilment for the children here, to enable them to realise their full potential.

To be more specific, however, this School seeks to pass on to each new generation of children the knowledge, skills, ideas, attitudes and values which are judged necessary to make it possible to live - and live well - in our society. Societies change, however, and in our modern times they change quickly. It follows then that we need to provide not only experiences which enable children to grasp the essentials of this world as it is, but also experiences which will make them ready to fulfil themselves in a world which is likely to be different from today's.

Therefore, the School stands not only for tradition and conformity, but also for the future and a willingness to accept, and at times stimulate fresh thoughts and ideas.



'A caring, inclusive and nurturing learning environment, based on its Christian values, leads to good progress and attainment, to strong relationships and to the excellent behaviour of students.'

SIAMS Inspection June 2017

HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM

Job Description

Post: Administrator

Salary/Grade Range: NJC Level 2b Points 3-5 £22,737-£23,500 (£18,809.18-£19,440.38 actual)

Hours: 8:15am – 3:45pm, 35 hours per week, term time only + 5 training days

Reporting to: Operations Manager

Liaising with: The Headteacher and SLT of Henlow Church of England Academy, teaching and support staff, Diocese of St Albans Schools Team, parents and governors.

Job Purpose: To ensure a full and professional reception service is provided on behalf of the school & administer first aid within the school.

Main Duties and Responsibilities:

- To operate the school's attendance module, input and retrieve data as required to enable accurate follow up if necessary, and monitor to ensure attendance data is appropriately recorded.
- To liaise with parents/carers on matters relating to attendance to assist with maintaining accurate attendance data.
- To be the first point of contact for the school.
- To provide an appropriate professional and helpful response to telephone enquiries and re-direct as necessary, taking accurate messages and distributing to appropriate members of staff.
- To respond efficiently to requests for telephone numbers from members of staff as necessary.
- To operate the door entry system.
- To deal with general face-to-face enquiries, welcome visitors and issue passes, ensuring the signing in/out system is maintained and safeguarding procedures are rigorously adhered to.
- To book pupils in and out of school after morning registration has closed, as and when necessary.
- To assist with hospitality and meeting room facilities, as and when directed.
- To coordinate and manage student Individual Healthcare Plans and medications.
- To carry out general administrative duties such as photocopying, filing, emailing and completion of routine forms.
- To attend to pupils who are unwell or injured during the course of the school day and contacting parents when necessary. To undertake and maintain first aid qualification for this duty.
- Ensure that the first aid room and first aid bags are stocked sufficiently.
- Keep the medical room book and accident records up to date, alerting the Operations Manager when an investigation into an incident needs to be carried out.
- To assist with accurate recording and maintenance of information on the Management Information System (SIMS.net).

- Assisting with the filing of all correspondence in Pupil Record Files to ensure their accuracy and ensure they are always kept up-to-date, and to assist with the proper recording/safe retention of these files.
- To manage pupil lost property, ensuring labelled items are returned to pupils and unnamed items are stored appropriately, and disposed of after the required period of time.
- To ensure that messages about pupils or for parents and staff are passed on to appropriate personnel, and that a record of these are retained.
- To ensure that promotional and support literature is kept current and well-presented and accessible in the main reception.
- To contribute to whole school key processes, eg. pupil reports and statutory school census returns.
- To undertake any training deemed necessary in relation to the post.
- To know and follow school policy especially in regard to Health and Safety, financial procedures and equal opportunities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake duties of a similar nature and level as may be required from time to time.

You will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the exam invigilators will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Person Specification

Key Criteria	Essential	Desirable	Identified By
Education & Qualifications	<ul style="list-style-type: none"> Educated to GCSE standard in Maths and English at Grades A - C or equivalent ICT Competent 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite Knowledge of SIMS Software for Schools. 	Application Form Interview task
Work Experience	<ul style="list-style-type: none"> Experience of working in a busy office environment Ability to manage a modern telephone system and have an excellent telephone manner 	<ul style="list-style-type: none"> Experience of working in a school environment in a similar role 	Application Form Interview References
Skills, Knowledge, and Aptitude	<ul style="list-style-type: none"> Ability to perform the range of duties on the job description Willing to work as a member of a team Excellent interpersonal skills Excellent communication skills (verbal and written) Ability to remain calm under pressure 	<ul style="list-style-type: none"> Evidence of having successfully prioritised tasks/worked on own initiative First Aid experience (qualifications) 	References Interview Interview task
Motivation	<ul style="list-style-type: none"> Commitment to providing a good standard of support without constant supervision 	<ul style="list-style-type: none"> Willing to train and develop in line with the school's ethos and professional development programme Prepared to get involved in the full life of the school 	Interview
Personal Qualities/ Attributes	<ul style="list-style-type: none"> Willingness to occasionally adjust working arrangements to meet emergencies/changes in circumstances Empathy with children and young people Sensitivity to the views of others Smart personal appearance Positive attitude 		References Interview