



Wade Deacon Trust

CEO: Mr G Kelly

Innovation Enterprise Centre, Birchfield Road,
Widnes, WA8 7TD

www.wadedeacontrust.com

Company No: 08278808



Wade Deacon High School

Birchfield Road, Widnes, WA8 7TD

Telephone: 0151 423 2721

Principal: Mr S Corner

Administration Assistant

Application Information

To start: as soon as possible

Term-time, plus 3 weeks during holiday time directed by school

Salary: HBC Scale 2/3, scale points 11-17 (Actual salary £15,166.00 - £16,651.00)

We seek to appoint a committed and dynamic Administration Assistant to work within our Administration Team, to provide support across all aspects of school administration, including pupil services, reception, finance, HR, student attendance, maintenance of student records, communication with parents, and to administer first aid to students.

Our school is a supportive and rewarding place to work. We can offer the successful candidate an opportunity to work with highly trained and supportive staff, as well as a whole school commitment to professional development. Wade Deacon High School was shortlisted for 'Employer of the Year' in the 2014 Investors in People Awards.

Wade Deacon High School is friendly, dynamic and innovative. Our last OFSTED described us as "an outstanding school" in every category. Our passion is to not only maintain this status but achieve our goal to be truly exceptional. We have developed outstanding International links with top schools in Japan, China and India. In 2014 we were shortlisted for both 'Employer of the Year' in the Investors in People Awards, and 'Excellence in Learning and Development' in the Personnel Today Awards. In April 2018, we achieved Arts Mark Platinum status reflecting the excellence within our school and our commitment to providing the best opportunities for our students.

The successful applicant will have to meet the requirements of our Personnel Recruitment specification and be subject to an enhanced DBS (CRB) check and medical clearance.

Application form and further details are available via the school website www.wadedeacon.com/jobs or on request by telephoning the school on 0151 423 2721.

Closing date: 5th October 2018 at 9.00am.



Job Description

Line Management:

The post holder will be accountable to the Senior Administration Leader for all initiatives related to this post.

Job Purpose:

To provide administrative support across all aspects of school administration, including pupil services, reception, support for attendance, maintenance of student records, communication with parents, administration of finance, administration of HR, and to administer first aid to students when required.

Job Tasks and Accountabilities:

- To provide administrative support for the day-to-day requirements of the administration team, including spreadsheets, letters home, reports, SIMS, mail merge and other communication systems.

First Aid

- To support the Lead First Aider in administering first aid to students, and looking after sick pupils and liaising with parents and colleagues as required. The administration assistant is expected to undertake appropriate first aid training as organised by the school to maintain an up-to-date first aid qualification.

Reception

- To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering and redirecting telephone calls.
- To ensure required actions are completed when access to site is requested (i.e. updating visitor list, issuing ID badges etc.)

Attendance

- To support the Attendance in maintaining accurate attendance records on the SIMS.net system and initiate required actions in relation to absent students.

Finance

- To provide administrative support for ordering & payments including processing orders and invoices, and maintaining accurate records.

HR

- To maintain and input data onto HR systems, ensuring that the information is accurate.
- To assist with the administration of the 'Recruitment' processes.
- To support and assist the HR team with HR communications, including standard letters, references and general enquiries in a timely manner.



General Administration

- To provide general clerical and administrative support, for example, photocopying, filing, faxing, and completing standard forms and returns to the LA and outside agencies, and responding to routine correspondence.
- To maintain and update all administrative, information systems and processes as required, including retrieving and collating information to ensure deliver of a high level administrative service.
- To maintain accurate student information records within the SIMS.net system, including admissions, leavers and students records.
- To be assist with the daily distribution of internal and external mail.
- To carry out any other duties reasonably requested by the Principal and/or Line Manager.

All members of the administration team are expected to undertake a collective responsibility for ensuring that:

- The office is manned by at least 2 staff at all times ensuring efficient staffing of all reception points for staff, visitors and students.
- The office/kitchen area is kept tidy at all times.

Excellent knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, databases and word processing is expected. Training will be provided for all bespoke ICT packages such as SIMS.net as required.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.



Person Specification

Selection Criteria	Essential	Desirable
<i>Qualifications</i>		
GCSE Maths and English (Grade C or above) or an equivalent qualification		●
Commitment to continued personal and professional development	●	
First Aid at Work (to undertake training if required)		●
<i>Experience</i>		
Previous experience of general clerical/administrative work	●	
Experience in the use of Microsoft packages including Word, Excel, PowerPoint, and Email	●	
Previous experience of general school administration		●
Previous experience of finance administration		●
Previous experience of HR administration		●
<i>Knowledge and Skills</i>		
Accuracy and precision when preparing, maintaining and monitoring financial records	●	
Ability to implement and follow administrative procedures in a thorough and rigorous manner	●	
Ability to work flexibly whilst under pressure with dealing with competing priorities	●	
A working knowledge of SIMS.net system		●
Have a knowledge and awareness of the regulatory framework around education and schools		●
<i>Personal and Professional Qualities</i>		
Excellent interpersonal skills	●	
A high degree of organisational ability	●	
High levels of motivation and commitment	●	
Ability to establish successful relationships at all levels	●	
Ability to think analytically and flexibly		●
Ability to communicate effectively and appropriately	●	
Ability to liaise with parents/carers and external agencies	●	
Enhanced DBS disclosure	●	

In addition, the post holder should have the ability to:

- vocalise the school's vision and aspiration to be a World class school
- be flexible to adapt to change
- have excellent attendance
- be a role model and act as an ambassador for Wade Deacon High School in and outside of the school by speaking positively about the school in the community; upholding a



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'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.

Wade Deacon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS disclosure and satisfactory medical clearance.



Context

Wade Deacon Trust

Wade Deacon High School is the lead school in a growing multi-academy trust; The Wade Deacon Trust. The Trust is an approved DfE Academy sponsor. It is focused upon improving life chances for students and communities providing sustainable school improvement; and schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools.

Wade Deacon High School

The school is an 11-16 fully comprehensive and heavily oversubscribed school with over 1500 students. In 2011 the school was judged “Outstanding” in all categories by Ofsted.

The school’s ethos of ‘A Commitment to Excellence’ permeates through every aspect of school life. A disciplined, supportive and purposeful working environment enables students to excel across the whole curriculum, reflected in the success that students attain year on year at both Key Stages 3 & 4.

Attainment

Wade Deacon’s external examination results are consistently well above the national average and the best in the local area.

2018 Examination Results Summary:

72% of students achieved Levels 9 - 4 in Mathematics and English

81% of students achieved Levels 9 - 4 in English

77% of students achieved Levels 9 - 4 in Mathematics

122 students achieved the English Baccalaureate

23% of students achieved the highest possible Levels of 9 - 7 across the curriculum

68% of students achieved 2 Science GCSEs Levels 9-4

The school is proud of its academic achievements; however there are strategies in place to reduce elements of in school variation across subjects.

The school has had some success in closing the attainment gap for students registered under the Pupil Premium criteria and continues to implement strategies to reduce this further.

History

The school is proud of its rich history. Wade Deacon High School traces its heritage back to 1507 when the original grammar school was founded by Bishop William Smyth. The main building was opened in 1931 as Wade Deacon Grammar School, named after Sir Henry Wade Deacon. He was a prominent local industrialist and, for many years, chairman of the Local Education Committee. This remains the permanent home for the lead school site.



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School Site

In April 2013 following an extensive £26 million BSF building programme (Design and Build), the school moved into its brand new state of the art facilities. The school was heavily involved in both the internal design and provision of high quality external facilities. The school provides a 21st century and exceptionally high quality learning environment which enhances the teaching and learning of our students.

Community

The majority of the school intake is from Widnes and is across the full range of abilities and socio-economic backgrounds. However, applications are received from the surrounding towns and villages. There is a strong community spirit linked to the school and we work with a number of community partners to strengthen the school's commitment in this area

Widnes

Widnes forms one of two main towns making up the unitary authority of Halton.

The town of Widnes, with its excellent transport links, makes the major cities of Manchester, Liverpool and Chester easily accessible. The Wirral and North Wales are also within a reasonable travelling distance.

The population of Widnes is approximately 58,000. Its heritage is in heavy industrial and chemical manufacture while, in recent years, the development of hi-tech, service and logistical enterprises has taken a lead. Wade Deacon is the largest of three high schools within the town.

Further Information

Further information is available on the school and trust websites;

www.wadedeacon.co.uk

www.wadedeacontrust.com



How to Apply

Application Forms

Any interested candidate should apply by completing the Application Form, Supplementary Information Form, and attaching an accompanying letter of support addressed to the Principal Mr Simon Corner, maximum two sides of A4 font 12, addressing the following points:

- why you are interested in this post and how you have prepared yourself so far
- any particular areas of strength and expertise you feel you may have

Please ensure you send us all three elements of your application as outlined above. We will be unable to process applications with missing elements. Blank forms can be downloaded from the Recruitment page on the school website; www.wadedeacon.co.uk/jobs.

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If you have any difficulty downloading the application form, please contact Mrs C Rogers at the school to request a hard copy by post. Our telephone number is 0151 423 2721.

Application Deadline

Applications should arrive in school by 5th October 2018 at 9.00am.

Shortlisting will take place on 8th October.

Interviews will be held week commencing 15th October.

Address

Ideally you should email your application to jobs@wadedeacon.co.uk with 'Administration Assistant' in the subject line.

Alternatively you may post your application to the address below with the envelope clearly marked 'Administration Assistant'

Human Resources
Wade Deacon High School
Birchfield Road
Widnes
WA8 7TD

Feedback

If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful. **As we receive a large number of applications for each post advertised, unfortunately we cannot provide feedback to individual candidates as to why they were not short-listed for interview.**