



Bingley Grammar School

Application Pack: Attendance Administrator & First Aid Support

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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.

*Please refer to the Bingley Grammar School **Child Protection and Safeguarding Policy** on our website (About/Policies)*

Headteacher Mr Luke Weston MSc BSc.

Bingley Grammar School, Keighley Road, Bingley, West Yorkshire, BD16 2RS Tel: 01274 807700 Fax: 01274 807713



WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for your interest in applying for a position at Bingley Grammar School. This is an exciting opportunity to be part of a dedicated team and to make a real difference to the lives of our students. It is our staff who drive the high standards of achievement that our students expect and deserve.

Within this Information Pack you will find;

- School History & Vision
- Staff Benefits Information
- Post details
- Job Description
- Person Specification
- Guidance Notes

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website. If you would like to speak with me directly or arrange a visit to the school please do not hesitate to contact school on 01274 807700.

I hope the information provided will assist you in submitting your application but if you require any further information please contact our recruitment team on 01274 807720 or recruitment@bingleygrammar.org

To apply for the post please complete the relevant application form in full and ensure it is submitted before the closing date advertised. The attached guidance notes should give you all the necessary information you require to complete the form. Your application should be accompanied by a letter of application which should be no more than one side of A4 describing how your skills, attributes and experience to date make you a suitable candidate for the post. We do not accept CVs but please feel free to attach a copy of your CV to your application form.

Yours faithfully



Mr Luke Weston
Headteacher



SCHOOL HISTORY & VISION

At around 1900 students, Bingley Grammar School is a large and high attaining 11-18 comprehensive, mixed ability and multi-cultural school and understandably that gives the school a great sense of community. All our staff are incredibly hard working and we take pride in knowing our students as individuals. We deliver a constantly evolving broad and rich curriculum along with high quality pastoral support. As a staff we are committed to high quality professional learning and as such we have a two hour CPD session on alternate Mondays as well as many other opportunities such as our programme allowing staff to study for a Master's Degree in Education and a variety of other in-house bespoke courses.

Since its foundation the School has prided itself on its motto of 'passing on the torches of learning', and this is as true today as it was in 1529. We are proud of our past but also focused on the future and aim to provide an education that combines the very best of tradition and innovation.

Constantly developing a culture of excellence is at the heart of everything we do and we do not limit our definition of achievement simply to traditional academic pursuits. We believe in developing well rounded individuals and as a result we make significant investment into the areas of sport and the creative and performing arts.

The Sixth Form at BGS is a thriving one with over 300 students following highly personalised pathways. Virtually all our learners leave us at the end of Y13 to attend their first choice university. We are currently redeveloping our sixth form building to enhance the resources available to our Sixth Form students.

Our vision is simple, we seek to develop the skills, talents and interests of all our students as individuals. No young person learns effectively unless he or she feels safe, secure and happy. Bingley Grammar School is a caring and supportive school and we try to address the individual needs of every student through a comprehensive, flexible pastoral system. As such, we work together to develop self-respect, self-discipline and self-understanding.

We look forward to our future but we value our past and particularly our traditions, believing they provide a solid and stable foundation for the whole school. Our well-established house system at the heart of the school helps to foster a strong sense of belonging.

We, as a school, are extremely proud of all our staff and students and we look forward to you joining our team.



STAFF BENEFITS INFORMATION

The school offers all its staff a range of benefits including:

Appraisal – The opportunities to achieve enhanced increments for outstanding achievement and progress in lessons.

CPD – An extensive programme including the opportunity to apply for Master’s Degree in Education and NPQML/NPQSL. The school also closes early on alternate Mondays in order for staff to participate in training much of which is faculty based.

Cycle to Work Scheme – lease a bike and safety equipment as a tax free benefit through our salary sacrifice scheme.

Employer Pension Scheme – Teachers Pension Scheme (Teachers). Local Government Scheme (Support Staff).



POST DETAILS

Attendance Administrator & First Aid Support

22.5 hours per week (9.00am to 2.00pm) Term time only

Salary level SCP 1-2 (FTE £17,364-£17,711)

Actual Salary £8,775- £8,950

We are looking for an enthusiastic and proactive person to join our Attendance team to update and maintain student attendance records and deal with student enquiries. The role also includes the provision of first aid support and assisting the school's Medical Needs Co-ordinator/Lead First Aider.

The role and responsibilities include:

- Dealing with student late arrivals, issuing sanctions and updating all records including requesting medical letters as appropriate
- Dealing with calls and messages from parents/carers and following up as necessary
- Ensuring parents/carers are contacted in a timely fashion if students are absent from school or late in arriving and dealing with subsequent queries from parents/carers
- Dealing with queries from students at Student Reception
- Providing first aid support to students, staff and visitors to site on a shared basis, assisting the medical Needs Co-ordinator/Lead First Aider and other First Aid staff as necessary
- Providing some break time supervision of students on a rota basis and exam invigilation/reader-scribe duties as required.

The successful candidate will be able to demonstrate:

- Minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths
- A good sense of humour, enthusiasm and a positive attitude
- Previous experience of working in an administration role/office environment
- The ability to work well both individually and as part of a team
- Good literacy and numeracy skills
- Strong organisational skills with good attention to detail
- Excellent interpersonal and communication skills

Closing date for completed applications is: Thursday 14 November 2019 at 9.00am

Interviews will be held during week commencing 18 November 2019

For more information and to apply please visit our website or contact our Recruitment team:

T: 01274 807720 (internal extension 283/212) E: recruitment@bingleygrammar.org

Please note CVs will not be accepted

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check

Working at our school offers the opportunity to work within a culture of professional learning and reflection.

JOB DESCRIPTION

Prime Objectives of the Post

- To update and maintain student attendance records and documentation
- To deal with queries from students at the Student Reception desk
- To provide first aid support to the Medical Needs Co-ordinator/Lead First Aider
- To provide general administration support as required

Supervisory/Management Responsibilities

No supervisory responsibility for other staff. Will be required to deal with students on a 1:1 or small group basis.

Supervision and Guidance

Day to day work as directed by the Lead Attendance Officer.

Range of Decision Making

Required to use own initiative to make decisions within established working practices and procedures to ensure accuracy and consistency of application. Required to use good common sense and initiative in all matters relating to the duties of the post.

Responsibility for Assets, materials, information etc

To maintain the confidential nature of information relating to the school, its pupils, parents and carers. General responsibility for the care of all equipment within the designated area of the school.

Duties and Responsibilities

- To update and maintain student attendance records and documentation, including recording of absences reported on the Absence telephone line, recording late arrivals, entering data into the SIMS management information system from any paper registers, Alternative Curriculum and Isolation registers, and any other information regarding student attendance, including exams, trips etc.
- To ensure that parents/carers are contacted in a timely fashion if students are absent from school and deal with subsequent queries in this regard from parents/carers.
- To administer the school procedures for student absences due to holidays in term time
- To prepare penalty notices for Bradford Local Authority regarding unauthorised absences
- If requested by and guided by the Lead Attendance Officer, to support the attendance function by:
 - Dealing with late arrivals and issuing sanction and text to parent/carer if appropriate
 - Dealing with any telephone calls and messages from staff or parents/carers and acting upon or following up as necessary
 - Obtaining confirmation of absences from parents/carers where necessary, including requesting medical letters as appropriate
 - Issuing standard letters to parents/carers highlighting attendance and punctuality concerns
 - Recording relevant conversations with parents/carers, information and actions in SIMS
 - Providing information to parents/carers regarding school policies, particularly relating to leave of absence during school time
- To deal with queries from students who present at Student Reception, including signing out as necessary
- To control the Lost Property received at Student Reception
- To monitor the internal paper communication system for form tutors (known as B Mail)

- To provide first aid support to students, staff and visitors to site on a shared basis, assisting the medical Needs Co-ordinator/Lead First Aider and other First Aid staff as necessary.
- To maintain a current appropriate First Aid qualification.
- To provide confidential secretarial, word processing and other administrative support services as directed by the Lead Attendance Officer, and assist in the provision of Reception services as required.
- To provide some break time supervision of students on a rota basis and exam invigilation/reader-scribe duties as required.
- To contribute to the efficient running of the school by contributing to the development of office systems to meet changing needs and to improve the services provided.

Your duties also include any assistance which may reasonably be required of you by the School from time to time.

General Responsibilities

- Be aware of and comply with the school's policies and procedures, including those relating to child safeguarding, health and safety, equal opportunities, data security and confidentiality and data protection.
- To support, uphold and contribute to the development and implementation of the school's equal rights policies and practices in respect of employment issues and the delivery of services.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other staff
- Participate in training and other learning activities and performance development as required.

Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may have been used in which case all the usual associated routines are naturally included in the job description.

Staff should not refuse to undertake work which is not specified in this job description. Any additional duties should be recorded and these will be taken into account during the performance management process.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> • Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview) • Experience of working in a similar position in a busy office environment • Experience of working in a customer focused role • Willingness to undertake First Aid Qualification 	<ul style="list-style-type: none"> • Working knowledge of SIMS applications software. • Experience of working in a school or similar establishment • First Aid at Work qualification 	Application form & Selection process
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities (including for First Aid at Work, and Health & Safety training as appropriate) • Evidence of previous personal development. 		Application form & Selection process
EQUALITY	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equality policies and practices. 		Selection process
FLUENCY DUTY	<ul style="list-style-type: none"> • Demonstrate fluency of English language at an intermediate threshold level 		Application form & Selection process
DISPOSITION – ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Enthusiastic and positive disposition • Ability to relate well to pupils and adults. • Ability to work constructively as part of a team. • Ability to remain calm under pressure. • Good sense of humour. 	<ul style="list-style-type: none"> • Ability to identify own training and development needs. 	Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<ul style="list-style-type: none"> • High standard of verbal and written communication skills. • Flexibility and willingness to accept change. • Approachable, courteous and able to present a positive image of the school to callers and visitors. • Maintain confidentiality in matters relating to the school, its pupils, parents and carers. • Smart appearance. • Ability to work without supervision. • Strong organisation skills with the ability to prioritise conflicting demands and pressures. • High level of accuracy and attention to detail. 		
<p>PRACTICAL & INTELLECTUAL SKILLS</p>	<ul style="list-style-type: none"> • Good literacy / numeracy skills. • Ability to use ICT to a high standard, including word-processing, spreadsheet and internet systems. • Ability to use relevant equipment / resources. • Ability to maintain accurate records and filing systems. 		<p>Application form & Selection process / test</p>
<p>CIRCUMSTANCES – PERSONAL</p>	<ul style="list-style-type: none"> • Will not require holiday leave during term time. • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). 		<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>

APPLICATION GUIDANCE NOTES

1. Information

Information you provide in the Application Form will be treated as confidential. To ensure greater objectivity in the selection process it is divided into two parts (A and B) with only Part B being used to shortlist candidates for interview. Therefore please do not enter your name on Part B of the Application Form, or on any additional information submitted in support of your application.

The forms should be returned to: **Bingley Grammar School, Keighley Road, Bingley, West Yorkshire, BD16 2RS** or via email to: recruitment@bingleygrammar.org

2. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed. If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. The Application Form is also available to download or complete via the School web site. If you need to attach additional sheets to support your application or to provide additional information, please quote the job title.

3. Asylum and Immigration Act 1996

The successful applicant will be required to provide one original document which proves their entitlement to work in the UK before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

4. Medical History

All appointments may be subject to the completion of a pre-employment questionnaire. A health problem does not preclude you from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act 1998.

5. References

We need a reference from your present or most recent employer and one other person. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person (Headteacher or Senior Manager) who knows you well but is not a relative. Referees will be sent a copy of the job specification to assist them.

6. Education and Training

The "Qualifications" section gives you an opportunity to list any examinations or certificates you have gained or are currently taking - not all jobs require formal qualifications – the advertisement and person specification should tell you whether qualifications are required. Original certificates will be checked upon appointment.

7. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid or unpaid, including for example voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time, indicate the hours worked per week. Please explain any break in your work history.

8. Information to Support your Application

This section is probably the most difficult part of the Application Form to complete, however it is very important. This is where you match your skills, knowledge, experience and personal qualities to the advert and job specification. Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job specification and provide evidence that you possess them. Any supporting information (i.e. additional sheets) should not contain your name or other personal information and should quote the job title on any additional sheets.

9. Data Protection

Bingley Grammar School collects data in order to process your application and will use it for any subsequent employment purposes. On occasions, the School will have to contact third parties to verify information you have provided and other facts in relation to you and your application, for example references. The School needs to protect public funds it handles so we may use the information provided on your Application Form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

Should you be unsuccessful with your application the School will destroy your application form twelve months after its submission.