

Chellow Heights
South Campus
Netherlands Avenue
Low Moor
Bradford
BD6 1EA
Tel: 01274 679972



Chellow Heights School
Thorn Lane
Bingley Road
Bradford
BD9 6AL
Tel: 01274 484242
Fax: 01274 484217

Email: chsoffice@chellowheightsschool.co.uk

September 2019

Dear Applicant

Thank you for considering a post at Chellow Heights School. Chellow Heights is a generic special school located in Heaton (BD9) and Low Moor (BD6) in Bradford. We cater for pupils aged 2 – 11years with severe, profound and complex learning needs who may also have additional sensory, physical, medical, social and emotional needs. To find out more about us visit our website www.chellowheightsschool.co.uk or read our OFSTED report on the DfE website.

The Governors' vision for the school is that it will provide an outstanding learning environment for all, not just the pupils and is committed to training for parents and staff as well as providing excellent learning opportunities for pupils. We have high expectations of everyone to work hard and to achieve their best. To do this we provide a stimulating, safe and happy school and take our safeguarding responsibilities very seriously.

Please complete the application form and other attached paperwork, ensuring on your application that you follow **all** instructions. Any gaps in the application may lead to you not being considered for the post.

If you have not been invited to an interview within a month of the closing date please assume that you have not been successful on this occasion.

Thank you again for your interest in a post at the school. I would like to take this opportunity to wish you every success in your application and look forward to meeting you soon.

Regards

Sue Haithwaite
Executive Headteacher



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IMPORTANT NOTE

Thank you for requesting an Application Form. Please read the following notes before completing the form. If you require assistance with this form, feel free to contact the school.

- Please note: we do not accept CV's.
- As we follow Safeguarding regulations, there must be NO gaps in your employment history. If there is a gap please explain what you were doing at that time.
- Read ALL enclosed information, particularly the Job Description and Personnel Specification before completing the form.
- Give all the information you can about yourself and tell us why you think you are suitable for the job. Please indicate how you meet the requirements of the Personnel Specification in the specific sections provided on this form.
- You must provide at least TWO referees, one of which must be your present or most recent employer. If you have not previously been employed, give the name of someone who knows you well. Please do not give the name of a relative.
- Complete all sections and ensure you sign the form on the back page. Unsigned application forms cannot be accepted.

The Personnel Specification

The personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.



CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

CHELLOW HEIGHTS SCHOOL

Job Description

**Post Title: Administrator (Reception) Level 2
(37 hours term time only including 5 staff training days)**

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour 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, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
- 4 The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

To provide general administrative/financial support to the school.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Assisting in the supervision of students on work experience, trainees and voluntary helpers with whom the postholder is working.

SUPERVISION AND GUIDANCE:

To work under the instruction/guidance of senior staff.

RANGE OF DECISION MAKING:

To make decisions within established working practices and procedures.

The postholder will be expected to use good common sense and initiative in all matters relating to the health, safety, behaviour and well being of pupils and the correct use and care of materials and equipment by pupils.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the school, its pupils, parents and carers.

The provision, use and storage of equipment and materials.

General responsibility for the care of all equipment within the designated area of the school.

CONTACTS:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

RANGE OF DUTIES:

1. ORGANISATION

- 1.1 Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- 1.2 Assist with pupil first aid/welfare duties, liaising with parents/staff etc.
- 1.3 Assist in arrangements for schools trips, events etc.

2. ADMINISTRATION

- 2.1 Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence, sort and distribute mail.
- 2.2 Maintain manual and computerised records/management information systems e.g. pupil attendance.
- 2.3 Undertake typing and word-processing and other IT based tasks.
- 2.4 Undertake administrative procedures.
- 2.5 Produce lists/information/data as required e.g. pupils data.
- 2.6 Take notes at meetings.
- 2.7 Maintain and collate pupil reports.
- 2.8 Undertake routine administration of school lettings and other uses of school premises.
- 2.9 Undertake the routine administration of school fund.

3. RESOURCES

- 3.1 Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- 3.2 Maintain stock and supplies, cataloguing and distributing as required.
- 3.3 Undertake general financial administration e.g. processing orders; processing invoices; generating cheques.
- 3.4 Operate uniform/snack/other 'shops' within the school.
- 3.5 Provide general advice and guidance to staff, pupils and others.

4. RESPONSIBILITIES

- 4.1 Be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the School's Designated Safeguarding Lead or Named Person.
- 4.2 Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 4.3 Be aware of and support difference and ensure equal opportunities for all.
- 4.4 Contribute to the overall ethos/work/aims of the school.
- 4.5 Appreciate and support the role of other professionals.
- 4.6 Attend and participate in relevant meetings as required.
- 4.7 Participate in training and other learning activities and performance development as required.
- 4.8 To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.

FLUENCY DUTY

In line with the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level.

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Signature of Post Holder _____

Signature of Headteacher _____

Date _____

PERSONNEL SPECIFICATION

Chellow Heights School

Administrator (Reception) LEVEL 2

Bradford is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Council Services.

We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Clerical, Administrative, Financial Work within a school setting. • Experience of working in a team situation. 	<ul style="list-style-type: none"> • Experience of working in a school supporting pupils with additional educational needs, special educational needs or other relevant experience. 	Application form, Selection process and interview.
QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant NVQ 2 or equivalent qualification or experience. • GCSE English and Maths at grade C or higher or equivalent e.g. Adult Literacy/Numeracy at level 2. 	<ul style="list-style-type: none"> • NVQ level 2 Business and Administration. 	Application form & Selection process. Certificates.
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities. • Evidence of previous personal development. • Trained or willingness to train in Child Protection. • Trained or willingness to train in Health and Safety, including risk assessment. 	<ul style="list-style-type: none"> • Team Teach trained. • Moving and Handling Trained. • In relevant school based administration and financial software. 	Application Form and interview

SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of clerical, administrative and financial procedures within a school. • Effective use of ICT packages. 	<ul style="list-style-type: none"> • Understanding of SIMS and FMS administrative systems. • An understanding of the needs of a multicultural society. • An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. 	Application Form, selection process and Interview
EQUALITY	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights policies and practices. 		Application Form and Interview
DISPOSITION-ADJUSTMENT/ATTITUDE	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults. • Ability to work constructively as part of a team. • Ability to remain calm under pressure. • Demonstrate good co-operative, interpersonal and listening skills. • Demonstrate a commitment to working in a school with children of the relevant age. • Ability to understand administrative and financial roles and responsibilities and your own position within these. • Good sense of humour. • Flexibility and willingness to accept change. • Willingness to share knowledge, expertise and experience. • Ability to prioritise conflicting demands and pressures. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to work proactively and independently. • 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. 		Application Form and Interview

PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Excellent literacy / numeracy skills. • Ability to use relevant technology. • Ability to use ICT effectively. • Ability to use relevant equipment / resources. • Good keyboard / computer skills 		Application Form selection process
CIRCUMSTANCES-PERSONAL	<ul style="list-style-type: none"> • Will not require holiday leave during term time. • Must be legally entitled to work in the UK (Immigration, Asylum and Nationality Act 2006). • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (enhanced DBS check required). • If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use) 		
PHYSICAL/ SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010. • Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties. 		

Appointment Matrix Chellow Heights School

Administrative Assistant Level 2

Attributes	Essential
Experience	<p><i>Minimum 1 year's experience in one or more of the following.</i></p> <ul style="list-style-type: none"> • Experience of clerical, administrative and financial work. • Experience of working as part of a team.
Qualifications	<ul style="list-style-type: none"> • Relevant NVO 2 or equivalent qualification or experience. • GCSE English and Maths grade C or above or equivalent e.g. Adult Literacy/Numeracy at level 2
Training	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities. • Evidence of previous personal development. • Trained, or willingness to train, in Child Protection and Health and Safety, including risk assessment.
Special Knowledge	<ul style="list-style-type: none"> • Knowledge of clerical and administrative procedures. • Effective use of ICT packages.
Equality	<ul style="list-style-type: none"> • Trained, or willingness to train, in Equality of Opportunity.
Disposition - Adjustment/ Attitude	<ul style="list-style-type: none"> • Ability to understand administrative roles and responsibilities and your own position within these. • Willingness to share knowledge, expertise and experience.
Practical & Intellectual skills	<ul style="list-style-type: none"> • Good numeracy/literacy skills. • Ability to use other relevant equipment / technology. • Ability to use ICT effectively in relation to the post. • Good organisational skills. Ability to use relevant equipment / resources.