



THE **CORBET** SCHOOL

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Administrative Assistant (Fixed Term for 1 Year)

Application Information Pack



January 2024

Dear Applicant,

POST: ADMINISTRATIVE ASSISTANT – FIXED TERM for 1 year
PART-TIME/30 HOURS PER WEEK
Reporting to: Office Manager
Responsible for: See role of Administrative Assistant

This post is an excellent opportunity for those wishing to work in a supportive and progressive school. The Corbet School is committed to the development of its staff members in order to maximise benefit to the school as well as support individual career opportunities.

To aid your application, please read the overview containing details of the job description, person specification and the role of the administrative assistant.

Please note the deadline for applications is **9.00am, Monday, 5th February 2024.**

We hope this information is useful in allowing candidates to gain a wider understanding of the school and the post.

We look forward to receiving an application from you. We hope that you find the enclosed information helpful and are excited by the opportunities of this post.

Best wishes,

Dr Jane Tinker
Headteacher



The Post

The Corbet School requires from as soon as possible a friendly organised and efficient individual to join the administration team.

Duties will mainly include administrative work that supports the school office, including dealing with parents, pupils and visitors. There may also be some work on Reception.

A person specification and job description follow in this pack.

Application

Application should be received by the Assistant Business Manager, **9.00am, Monday, 5th February 2024.**

The Interview

Interviews are scheduled to take place on: **Date to be confirmed.**

OUR SCHOOL

The Corbet School is an, 11-16, Converter Academy. It is a mixed comprehensive school situated in a pleasant, rural position eight miles from Shrewsbury and eleven miles from Oswestry. The Welsh border is about twelve miles to the west and some fifty miles away is the attractive Mid-Wales coastline. Housing in Shropshire is cheaper than in some other areas of the country.

Originally opened in 1957, Corbet was re-organised as a comprehensive school in 1977. It serves a circular attendance area of some eight miles radius and therefore a large proportion of the 736 pupils travel by the school bus and take school meals. The school enjoys a good reputation in the county and a number of children attend from outside the attendance area. The school day commences at 8.45 am and ends at 3.20 pm, and is organised into a 5 period day (one hour per period). The day is split two: two: one with a break at 11.10 am and lunchtime starting at 1.30 pm.

The school chose to adopt Foundation Status as from September 1999, and from September 2011 applied for and adopted Academy Status.

The Corbet Parent Association is very supportive and fosters both parental contact and involvement. It has proved to be extremely helpful to the school in raising considerable, financial sums.

OFSTED REPORT – MARCH 2022

The Corbet School provides a happy and kind environment where pupils thrive. Pupils say that staff are friendly and approachable. They feel safe and trust staff to help them if they have a problem. Behaviour is good and bullying is rare. If it does occur, staff deal with it well.

Leaders, want the best for every pupil. They have designed an ambitious curriculum which is broad and balanced. Teachers deliver the curriculum well. Lessons are thoughtfully planned. Pupils say that work is challenging, and teachers help them to do their best. As a result, pupils are achieving well.

The school offers pupils a wide range of extra-curricular opportunities. Examples include sports, art, astronomy, chess and drama clubs. Attendance at these activities is flourishing, with many pupils keen to get involved. For example, large numbers of pupils were seen participating in auditions for the current school production, 'Into the Woods'.

The vast majority of parents and carers would recommend the school. They praise the quality of teaching and pastoral support. Many comment that their children were well supported through the COVID-19 pandemic. One parent summed up the views of many by saying 'I could not be happier, and neither could my child.'

CURRICULUM

We have 32 full-time and 16 part-time teachers who deliver a wide curriculum in academic, practical and leisure pursuits. Although broad-based, the curriculum remains balanced with setting in core subjects. In the Upper School, pupils experience a core curriculum, including for many, languages. In 2023 we achieved

- Progress 8 +0.16
- Standard Pass (9-4) in English (Literature or Language) 78%
- Strong Pass (9-5) in English (Literature or Language) 58%
- Standard Pass (9-4) in Maths 76%
- Strong Pass (9-5) in Maths 53%
- Standard Pass (9-4) in English and Maths 67%
- Strong Pass (9-5) in English and Maths 46%
- Students achieving a standard pass (9-4) in two sciences (Combined or Separate) 75%
- Students achieving 5+ standard passes (9-4) Inc. English & Maths 62%
- Students achieving at least one qualification (9-1) 100%
- Attainment 8: 47.77
- Percentage of pupils entered for EBacc: 55%
- Percentage of pupils achieving the EBacc Standard Pass: 26%
- Percentage of pupils achieving the EBacc Strong Pass: 16%

Pupils transfer for further education to either Shrewsbury Colleges Group, the Walford and North Shropshire College and some into other local schools who are Sixth Form providers as well as some private sector schools.

Children's pastoral needs are recognised by organising the pupils into small, tutor groups in each year on a horizontally grouped basis, with some continuance of tutors between KS3 and KS4. Each year group is assigned a Pastoral Assistant overseen by an Assistant Headteacher

We have a house system which creates healthy competition and the opportunity to develop pupil interests and aptitudes both within and outside the formal curriculum. The five houses are directed by Heads of House.

Extra-curricular activities are well established. Some take place at lunchtime due to the high proportion of pupils who use school buses before and after school (approx. 80%). Others, including inter-school sports matches and visits to the theatre, etc., take place after school and parents arrange for the collection of their children. Each year, various school parties enjoy visits further afield in Britain and on the continent.

STAFFING

The departmental structure within the school is as follows:-

English, Mathematics & Computing, Science, Art & Design & Technology, Humanities, Modern Languages, Performing Arts, Physical Education, PSHEE, and Learning Support.

The Head believes in distributed leadership model, with a wide measure of responsibility given to senior and middle managers. Teachers have considerable freedom and leadership is encouraged at all levels of school. The school has good systems to monitor performance and ensure accountability.

The Leadership Team consists of the Head, Deputy Head, three Assistant Heads and the Director of Business, Finance & Operations. Various staff meetings are held which make recommendations to the Head on all aspects of school policy and give the staff opportunities to participate in decision-making. Working parties address themselves to specific issues. We feel that this open style of management ensures that staff accept collective responsibility for the implementation of all aspects of school policy and feel committed to shaping the school's future.

BUILDINGS AND FACILITIES

In addition to normal classroom provision, there is specialist accommodation for:-

Art, Food Technology, Textiles, Technology resistant materials, Graphics Studio, electronics, five Science Laboratories, Music, Humanities, Library, assembly/dining hall, 3 Computer Rooms, Gymnasium, Sports Hall, Modern Foreign Languages and Drama.

The school is always seeking to improve, refurbish and extend its buildings. The most recent refurbishments include roofing, heating and electrical works, and classroom refurbishments to Science Laboratories and Music.

The school has also up graded the IT Network capability, and communication systems, and introduced High-Definition Interactive Screens into all appropriate classrooms.

All teachers are issued with a laptop that enables them to access the network within school, and remotely via wi-fi.

ADMINISTRATIVE ASSISTANT (FIXED TERM)

Role: Administrative Assistant

Pay Range: Grade 5, Scale Point 5 – 6 £23,893 - £24,294 FTE (Pro Rata)
£12.38 - £12.59 per Hour

Line Manager: Office Manager

Contract: Fixed Term for 1 Year
Term Time plus 5 PD Days
30 hours per week
8.30am to 3.00pm Monday to Friday
30 Minute lunch break

The successful candidate will:

- have a good, standard level of Education
- experience of general clerical/administrative work
- have good computer/keyboard skills
- ability to work well as part of a team.

We can offer:

- a calm and supportive school community
- a strong leadership team and a dedicated team of staff
- a committed and supportive Governing Board
- a firm commitment to your ongoing professional development.

APPOINTMENT OF PART-TIME ADMINISTRATIVE ASSISTANT

The Corbet School requires from as soon as possible a friendly, organised and efficient individual to join the administrative team.

Duties will mainly be administrative work that supports the school office including dealing with parents, pupils and visitors. There may also be some work on Reception.

The Corbet School is “Very Good” and over-subscribed, rural, 11-16 comprehensive with outstanding pupil behaviour and consistently high results, highlighted by our progress scores.

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

This job description may be amended at any time following discussion between the Headteacher/Team Leader and member of staff, and will be reviewed annually.

Under the direction/instruction off senior staff: provide routine general clerical, administrative and financial support to the school.

DUTIES AND RESPONSIBILITIES: ORGANISATION

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors when required.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with arrangements for visits by the school nurse, photographer etc
- Sort & Distribute mail and other communications
- Support colleagues to provide an efficient administration resource for the school
- Assist under guidance in arrangements for schools trips, events etc.

DUTIES AND RESPONSIBILITIES: ADMINISTRATION

- Provide routine clerical support as required e.g. photocopying, filing, faxing, e-mailing, completing routine forms
- Undertake administration work as allocated by the Office Manager.
- Maintain manual and computerised records/management information systems
- Word-processing and other IT based tasks
- Provide administrative support to selected projects / staff
- Take notes at meetings under direction of the Office Manager

DUTIES AND RESPONSIBILITIES: RESOURCES

- Operate office equipment e.g. photocopier, computer, telephone
- Arrange orderly and secure storage of supplies
- Ensure information and records are secured safely
- Develop Resources as required for selected projects
- Maintain stock and supplies, cataloguing and distributing as required.

DUTIES AND RESPONSIBILITIES: RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school

- Appreciate and support the role of other agencies, professionals, and suppliers.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

GENERAL

Any other duties that would reasonably be expected of the post holder.

PERSON SPECIFICATION

Job Title: Administrative Assistant

Responsible to: Office Manager

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of Education • 5 GCSE's or equivalent, including English and Maths 	<ul style="list-style-type: none"> • First Aid Qualification • NVQ Level 2 in administration or equivalent or a willingness to undertake this qualification
Experience	<ul style="list-style-type: none"> • General clerical/administrative work • Computer/keyboard/ICT skills • Good numeracy and literacy skills 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Ability to take notes
Professional Development	<ul style="list-style-type: none"> • Willingness and desire to undertake further professional development 	
Skills & Abilities	<ul style="list-style-type: none"> • Good communication skills • Ability to relate well to children and adults • Ability to work well as part of a team • Flexibility and reliability • Ability to maintain confidentiality. 	
Special Conditions	<ul style="list-style-type: none"> • Willing to undertake an enhanced DBS Disclosure and Barring Check. 	