

Candidate brief for the position of:

Staff Services Supervisor

Bullers Wood Multi Academy Trust

Application Deadline: Monday, 2nd March 2020 – 9.00am



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Dear Applicant

Thank you for expressing an interest in the post of Staff Services Supervisor at Bullers Wood Multi Academy Trust. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available now and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

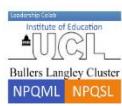
If you have any questions, please contact Gill Newton, HR Manager on 0208 467 2280 ext 359 or email gnewton@bwsgirls.org

We very much hope to receive your application.

Yours sincerely

T Millar
Executive Headteacher

q u o d p o t e s t e n t a



Overview

The position reports to the Deputy Headteacher with responsibility for staffing.

Person Specification

The successful applicant is likely to demonstrate the following qualities/skills:

- Good working knowledge of Windows and MS Office Products
- Excellent interpersonal, communication and organisational skills
- Be willing to undertake training/professional development
- Have the ability to work to deadlines and under pressure
- Be calm under pressure
- Experience of working with young people ideally in an education setting
- Ideally have SIMS expertise
- Demonstrate a willingness to work as part of a team as well as the ability to work on your own.
- Be sympathetic to the ethos of the school
- Uphold the positive image of the school in terms of dress and behaviour in the local community, in relationships with students, parents, outside agencies, companies and all visitors to the school.
- Understand the need for confidentiality.

The successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

The Role

Job title: Staff Services Supervisor (Bullers Wood School for Girls)

Start Date: asap

Salary Range: £20976 - 23566 FTE

Hours of duty: Monday to Friday 8.00am – 4.00pm with an unpaid lunch break of 50 minutes

Based on 36 hours per week over term plus 5 inset days and 15 days as directed (41 weeks) the pro rata salary at £20976 would be £18483.93 per annum. The annualised salary is paid in 12 monthly instalments.

Core purpose:

Staff Services Management

- Liaise with staff and delegate tasks to the admin team.
- Manage the work of the school administration.



- Ensuring quality assurance for material issued by the office.
- Manage multiple mailboxes.
- Organise cover for Medical, Switchboard, Reception and for administration staff absences.
- Responsible for management of staff services team including coordinating cover for staff services office to ensure adequate office cover during the holiday period.
- Cover switchboard and post duties during the school holidays or as required.

First Aid

- Responsible for management of the First Aider ensuring that they comply with legislative and recording responsibilities; ensuring first aid supplies are fully stocked and available including safe keeping of medicines for students and appropriate liaison with parents; ensure Health Care Plans are properly logged and adhered to and that there is a record of accidents, treatments etc. Ensure all staff are appropriately First Aid trained and that student medical data is accurately recorded on SIMS and that all formal and informal conversations and treatments and advice given to students is recorded.
- Liaise with DSL as needed.

Parent Evening System

- Co-ordinate and set up Parents evenings for Key Stage 3 & 4 using the Parents Evening system
- Trouble shoot and support each event as required
- Organise floor plans and update PE System
- Set up events for Year Groups/faculties

Schoolcomms/Gateway/Fund Manager

- Maintain schoolcomms – sending out communications for all new Year 7 and ensuring they have registered.
- Set up school offers on Schoolcomms and maintain for faculties/SLT including exporting data when requested.
- Provide cost centre codes for offers using Fund Manager
- Monitor schoolcomms inbox and distribute accordingly
- Send out school communications via school coms

Sims

- Creating and run reports on student data as required.
- Update and maintain student records
- Responsible for new timetables for the new academic year (by exporting current sets, liaising with HoY, importing new sets using curriculum scheme).
- Export/import new rotations ensuring students are in the correct set and subject.
- Add all new Year 7 emails to their Sims record at the start of term
- Ensure all Year 9 students have a ULN by October Census

- Deputise for the Cover Manager in their absence
- Coordinate end of year and start of new school year arrangements i.e. destinations

Reprographics

- Provide reprographic support for staff i.e. Exam papers, School productions and any other ad hoc requests.
- Submit annual paper tender and manage stock of paper resources
- Maintain photocopiers and liaise with engineers as required and ensure supplies are maintained.

Training

- Responsible for training Staff Services on relevant software - Parents Evening System, Schoolcomms, Cpoms, Excel etc
- Attend Health & Safety Meetings as needed.

Undertake such other duties as may be reasonably determined by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email *Gill Newton, Human Resources Manager, on ext 359 or gnewton@bwsgirls.org*. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Gill Newton
Human Resources Manager
Bullers Wood School

St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

gnewton@bwsgirls.org

Please send your application by Monday, 2nd March 2020– 9am.

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
 - ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.
- If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.
- iii. Candidates called to interview will
 - be given a tour of the school
 - usually have an opportunity to meet with members of the department
 - normally be expected to conduct a short task.
 - Have an interview.

Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



