



St Paul's Way

Education • Foundation • Trust



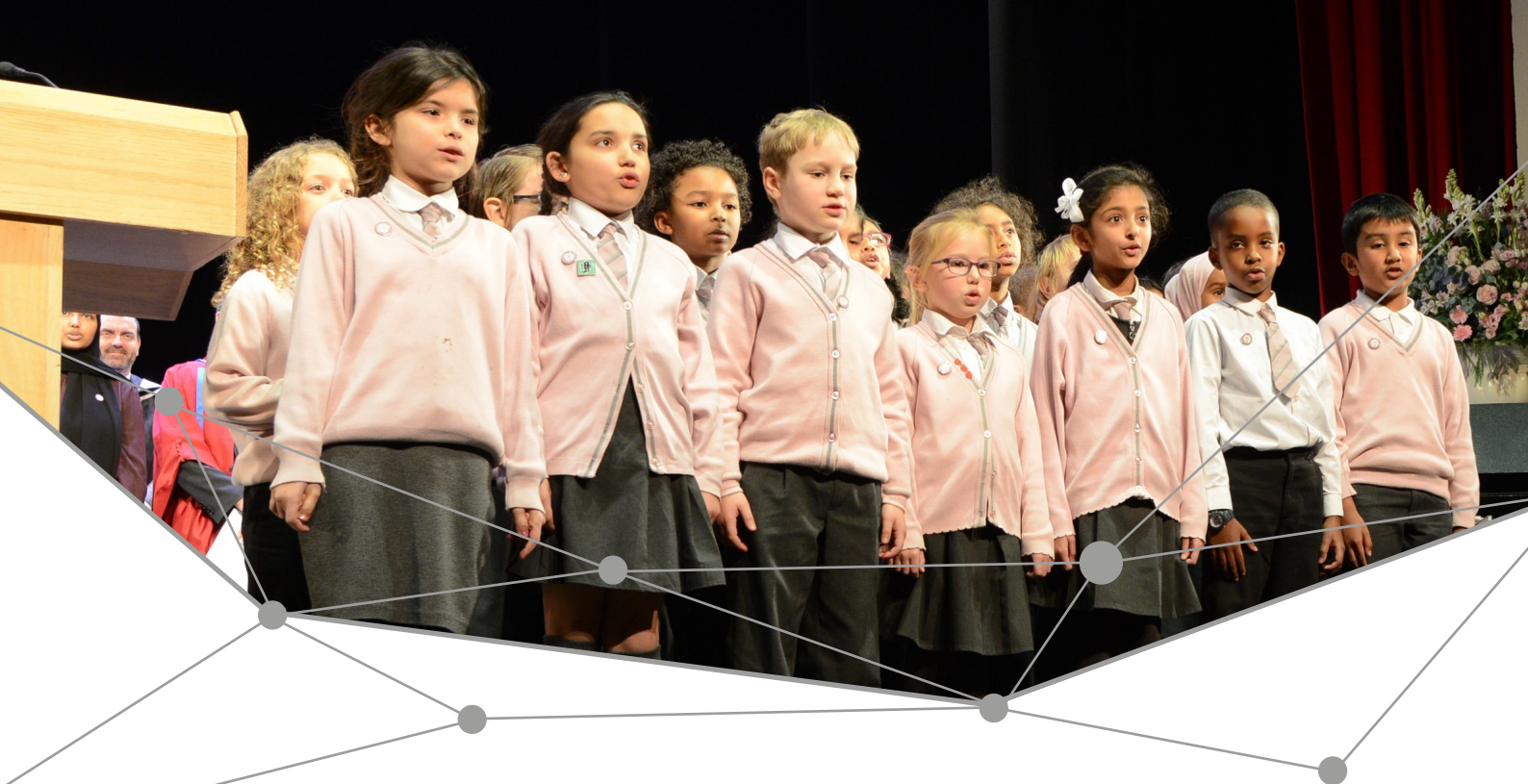
Candidate Information Pack

Cover & Office Administrator Maternity Cover

*the best place to learn in, the best place to work in
and the best place to partner with*

UST

University Schools Trust



“ Providing transformational educational opportunities for all children...” ”



St Paul's Way Trust School

University Schools Trust

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Welcome



At St Paul's Way Trust we expect each of our graduates to be fully prepared for the opportunities and the demands of the adult world. During each child's school career we place strong emphasis on six key areas: Communication, Investigation, Networking, Participation, Scholarship and Vision. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens.

Our undergraduate curriculum, which promotes both academic excellence and the development of well-rounded citizens, is the result of very close work with two of our Trustees: Queen Mary University of London and King's College, London. It is precisely because of our unique relationship with these Higher Education institutions, alongside our other University Trust Partners, including Warwick University, University College London, The University of Greenwich and the University of East London, that we are able to provide this exciting, relevant and robust learning experience.

The superb outcomes and the impressive university/career destinations achieved by our students, are testament to the success of our model and our belief that every child can fulfil their potential. Our accomplishments, however, have always been underpinned by the strong partnership forged with our families and the local community.

Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

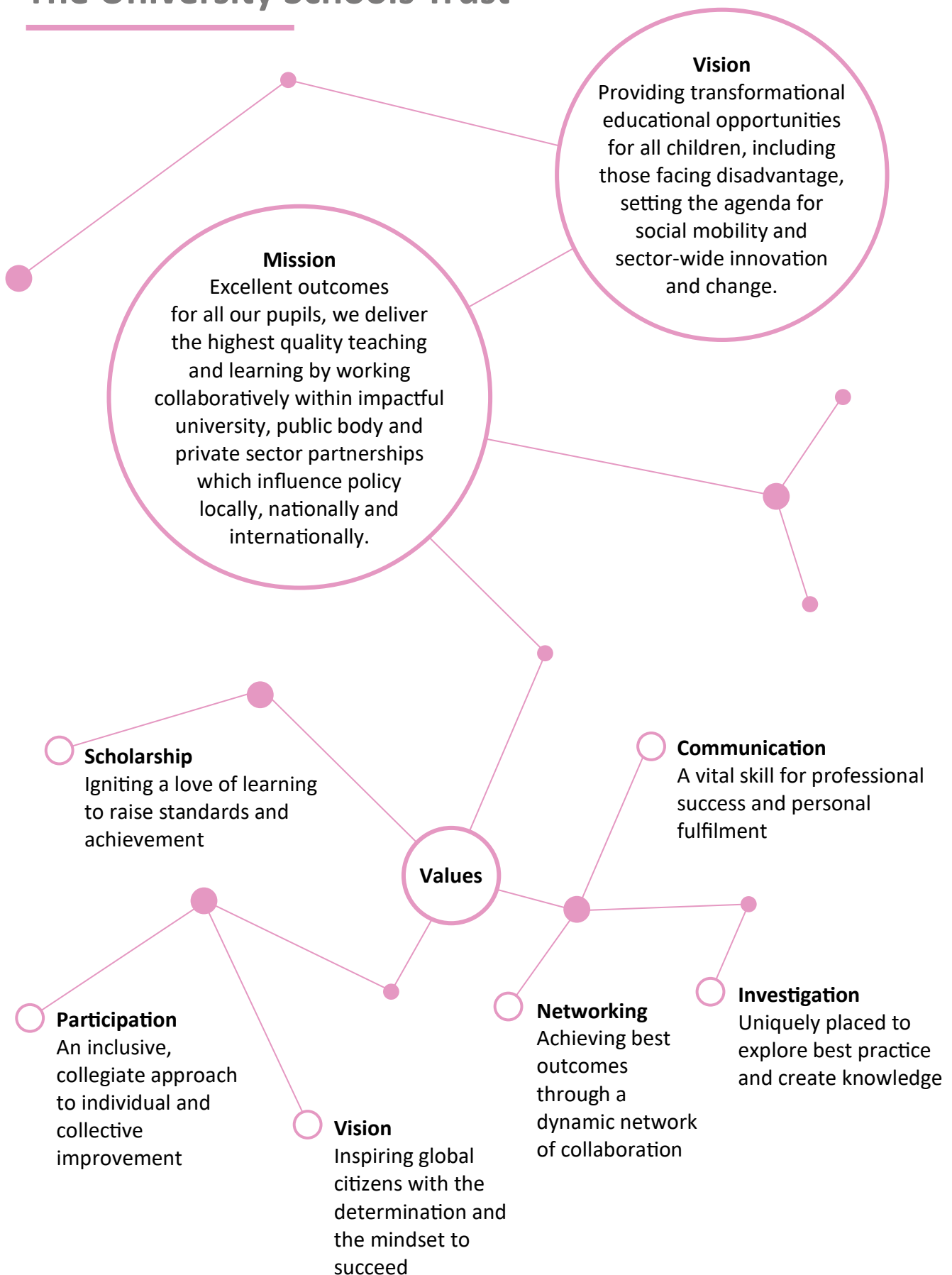
www.spwt.net

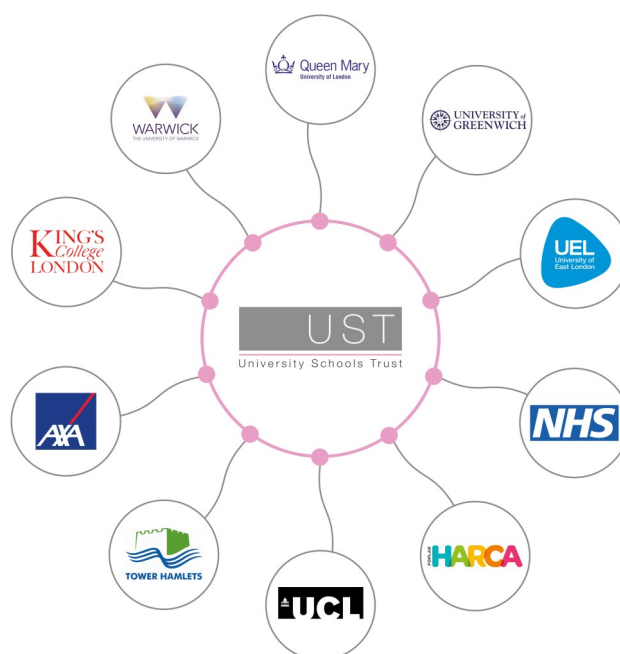
If you are interested in applying for the post and would like to arrange an informal discussion or a visit to our school, please contact Maria Ahmed (HR) on 020 7987 1883 or email umariaahamed@spwt.net

Philip Akerman

Executive Headteacher

The University Schools Trust





The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning.

Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

www.ust.london/444/school-of-education

Our School

St Paul's Way Trust School is the secondary phase of an all-through school with St Paul's Way Foundation School. The school consists of 1,189 students on roll.

The school plays a pivotal role within the local community. The school received 540 1st choice applications for the 2019 intake in year 7, making it the most popular school in the borough for the fifth consecutive year. We have created a culture that is committed to ensuring that students and staff excel. Leaders are relentless in ensuring that students receive the highest quality of provision in terms of curriculum and extracurricular opportunity.

Through the school's extensive network of partnerships through the University Schools Trust and beyond, there is a culture of high expectation of outcome beyond just the classroom and students are offered an extensive range of opportunities to excel. Leaders are ambitious in their vision for the school. They continually set and achieve ambitious targets in terms of student outcomes, attendance, and destinations.

In 2017-2018, 98% of students from SPWT Sixth Form went to university. 66% of students went onto study at Russell Group Universities. Ambitious targets have been set for this year's GCSE and A Level outcomes, in keeping with the trend of high performance at both Key Stage 4 and 5 that exceed both local and national averages.

St Paul's Way Trust School provides an inspirational physical learning environment for children and young people, and warmly welcomes the community. Secure access between public and private areas enables pupils and members of the local community to easily access the school's extensive dual use community facilities, which include a theatre and a large public sports provision.

The school benefits from a Science Research Centre; a project managed by Queen Mary University of London (QMUL) and an additional set of outdoor tennis courts that were completed in Autumn 2018, funded by extended grants from London Marathon Trust and the Tennis Foundation.

Our Offer to you

Exceptional outcomes

- Exceptional A-Level results
- 96% of SPWT graduates going on to study at university.
- Most oversubscribed school in the borough
- Top attendance in the borough.

Attractive pay/conditions

- Inner London pay spine.
- Access to car parking facilities.
- Finance guidance and support.

Great location

- Located on Hackney/ Tower Hamlets border.
- Walking distance from Victoria Park/Mile End Park.
- Easy access to the Central line and Devons Road DLR.
- Short commute from Canary Wharf.
- Short commute to Westfield Stratford.

Workload and well-being

- 'Purposeful practice' workload tool.
- On-site gym access.
- Local incentives/discounts.
- Access to Cycle/Tech scheme.

Bespoke career pathways

- Teacher Development Trust 'Bronze' award for professional learning
- IOE accredited leadership courses (NPQML/ NPQSL/NPQH)
- Lead Practitioner development programme
- Bespoke career pathways for teaching and non teaching support staff.
- Faculty-led CPD budgets.

Partnerships

- University partners including those from Russell Groups.
- UST lead school.
- Opportunities to positively affect student life chances in schools across London.
- Annual Science Summer School hosted by Professor Brian Cox, the school's patron.

Unique curriculum

- Music scholars programme.
- Faraday school.
- Academic sixth form.
- Lead members of the Tower Hamlets Art Network (THAT).
- Inclusive provision including Deaf Support Base.
- Greenhouse tennis provision for students.

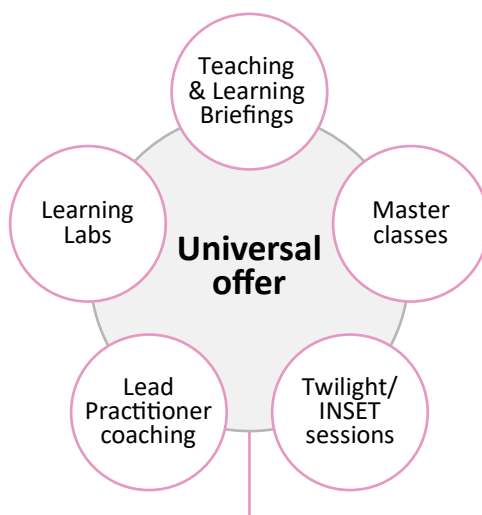
Policies driven by professionals

- Faculty lead feedback policies.
- Teacher led curriculum design.
- 'Purposeful practice' staff consultation to reduce teacher workload.

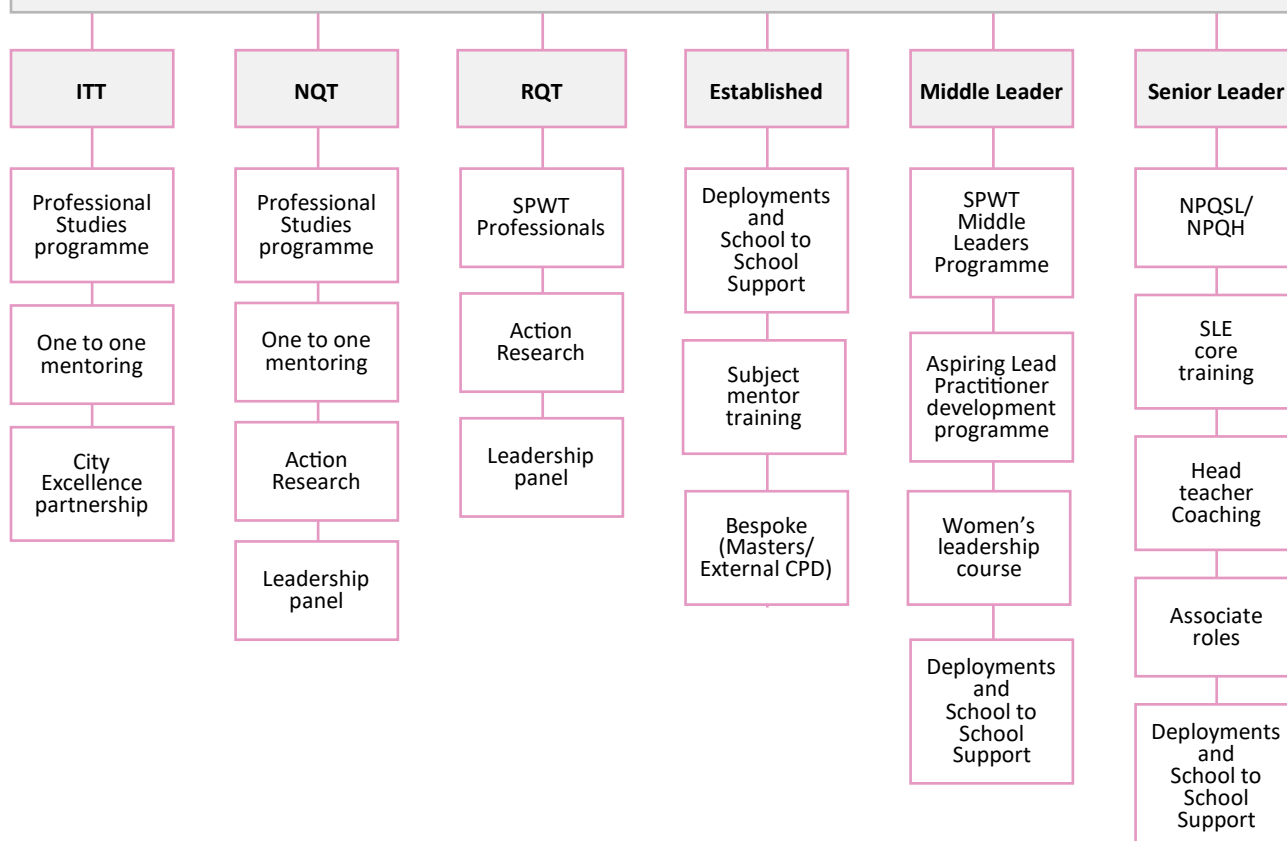
Development and Networking Opportunities

SPWT offers all staff teaching and non-teaching opportunities to train and develop as professionals at all stages of their careers.

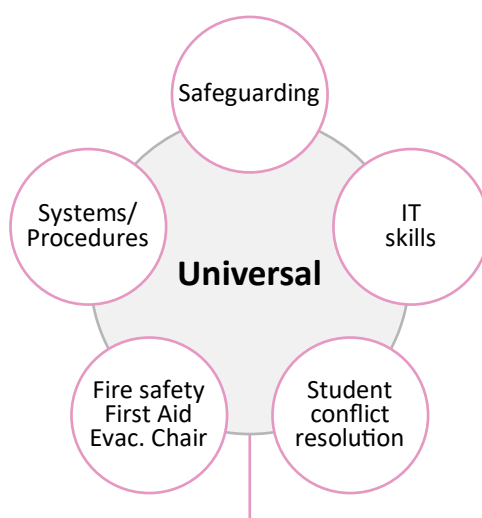
Our CPD Offer:



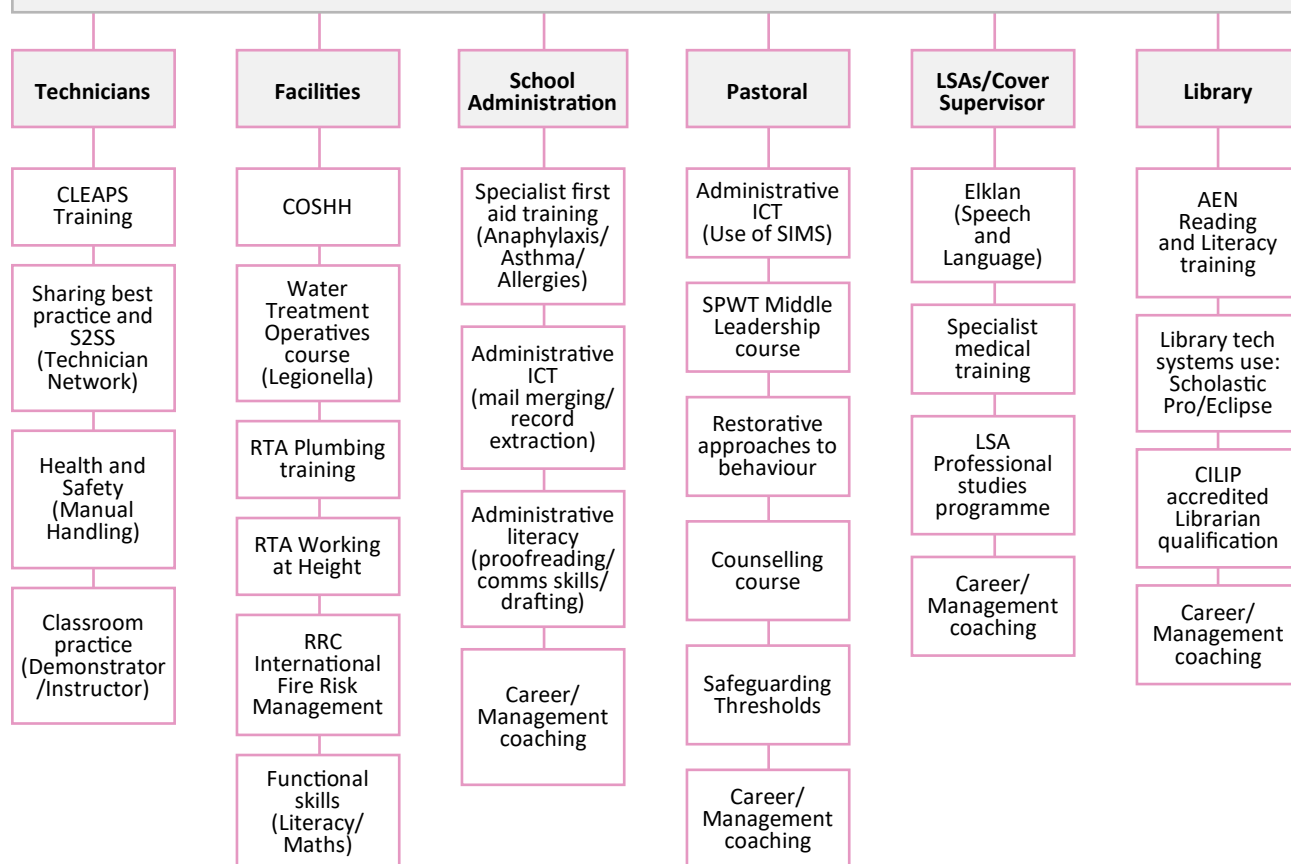
Bespoke career stage courses in addition to your universal offer



Our CPD Offer: The School Community



Bespoke career stage/training courses in addition to your universal offer





Job Description

| | | | |
|------------------------|--|------------------------|---|
| Job title: | Cover & Office Administrator— Maternity Cover | Full/Part time: | Full Time |
| Location: | St Paul's Way Trust School | Salary range: | Scale 4 £24,279 - £25,614 per annum (Pro rota) |
| Responsible to: | Office Manager | Grade: | Scale 4 |

Job description:

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee. Through our influential trust partners, we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London,
setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

DUTIES & RESPONSIBILITIES

- Ensuring that there is a warm, welcoming and professional feel to our 'front of house' for visitors and events.
- Managing the school cover arrangements including duties
- Overseeing the administration of school trips
- Ensuring that all records are kept and maintained accurately and comply with requirements of Data Protection including Free School Meals, Students records and archives.
- Carrying out P.A. duties to member(s) of the Senior Leadership Team as necessary
- Supporting with the smooth running of the office and wider administration teams.
- Providing hospitality for SLT meeting and events, some that may occur both before, during and after school day.
- Promoting the development and use of computer aided administration within the school, ensuring that all records are kept accurately and comply with the requirements of the Data Protection Act.
- Supporting with management, maintenance and development of filing systems and databases.
- Dealing with internal and external queries in an efficient and effective manner.
- Responsible for a variety of administrative processes and procedures, developing them as necessary.
- Operating flexibly in order to meet rapidly changing priorities.
- To use information technology and word processing equipment to create and maintain computer systems relating to pupil data and any other information system.
- To input and manipulate a variety of data using Microsoft Excel as directed.
- To type correspondence, policies and other documents as directed.
- To undertake general office duties including filing, photocopying and collating documents, opening and date-stamping post, ensuring timely distribution of internal and external mail.
- To cover Reception, Student Reception and Attendance Reception as required.
- To ensure that front line enquiries from staff, parents, pupils and visitors, whether in person, by telephone, fax or email are dealt with, including resolving or passing on complaints to the appropriate member of staff.
- To ensure that messages are passed on and suitable records maintained of such enquiries, events, messages and appointments.
- To ensure that all enquiries, as well as the taking and passing on of messages, are dealt with in strict confidence and that information is not disclosed to those persons who should not properly be made aware of such information.
- To ensure visitors to the school are welcomed in a professional, polite and friendly manner and adhere to the school's security/Safeguarding policy (e.g. visitors badges, signing in/out etc).
- To work collaboratively with teaching staff on student records, school transfers and new admissions.
- To input data for student referrals and maintaining accurate manual records.
- To organise appointments by telephone/letter and any other duties required for Academic Planning Day, Parents Evening, Open Evening, Year 6 interviews etc.
- To prepare orders for stationery, first aid stock or materials through the school's published procedures, ensuring 'value for money' in all areas of expenditure by testing the market.
- To post weekly Merit letters and certificates, and to keep a record of all Merits.
- Collect money for school trips, write receipts and keep an accurate record of all payments.
- Book TFL tickets for school trips.

- Provide refreshments for weekly SLT meeting.
- To provide hospitality and reception cover for events that may occur before, during and after the school day.
- To attend Team and Staff Meetings as required.
- Undertaking additional duties and responsibilities that may arise from time to time, commensurate with the scope and grade of the post.
- To provide refreshments and organise room setups and coordinator meetings/events with both internal and external organisations and colleagues as required.
- To return meeting areas to original state following meetings, and contribute to upkeep of these spaces and rooms.
- To work flexibly across all school admin teams when required.
- Ensuring that all duties and responsibilities are discharged in accordance with the School's Health & Safety at Work Policy.
- Complying with the School's Equal Opportunities, Child Protection, Confidentiality, Security and other policies, assisting with their development and promotion within the School, reporting all concerns to an appropriate person

Cover Responsibilities

- Processing planned absences and cover requests, including school trip via evolve
- Ensure that staff are trained to complete the cover process
- Ensure that the cover system runs efficiently and smoothly for both planned and unplanned absences.
- To work alongside the DHT in compiling and implementing the step-in timetable.
- To analyse absences and, in liaising with the DHT, ensure that external supply is procured appropriately.
- Regularly provide SLT with an analysis of expenditure on external supply.
- Ensure that the General Office and Reception Teams provide all temporary staff with the required essential information.
- Ensure that staff absences are recorded on the school's SIMS.
- Ensure cover teacher timesheets are completed accordingly
- Approve cover teacher invoices, ensuring they correlate with relevant timesheets.
- Generate purchase orders on PS financials for cover teacher invoices
- Liaise with agencies and negotiate rates for cover teachers
- Book cover teachers as necessary
- Generate the daily cover list and distribute to SLT
- To brief cover teacher on arrival and provide cover packs for external cover teacher, including photo registers of class lists, visitor & safeguarding information, fire evacuation procedures
- Supporting with the day to day management of the Cover Supervisors e.g. cover allocations
- Oversee the school duties and arrange cover as necessary, keeping the DOL in charge up to date
- To lead in the development of a step-in timetable liaising with the Deputy headteacher in charge of timetabling

COMMON ROLES OF THE ALL TRUST MEMBERS

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional requirements

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant).
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Office Manager

The above job description was agreed in January 2021. It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

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Signed by (Post holder)

.....

Signed by (Headteacher)

| Person Specification for the Post of Office Administrator | | Ess | Des | Evi |
|--|--|-----|-----|-----|
| Knowledge | <p>Good working knowledge of Facility SIMS or similar management information system.</p> <p>Working knowledge of data protection legislation.</p> | | | |
| Qualifications & Experience | <p>GCSE A* - C, English and Maths</p> <p>NVQ III or above</p> <p>Experience of working in a secondary school environment.</p> <p>Excellent IT skills including Word, EXCEL, email and the internet.</p> <p>Highly developed organisational skills.</p> <p>Excellent interpersonal and communication skills (both oral and written).</p> <p>Experience in the use of electronic data transmission.</p> <p>A qualified First Aider or to undertake the necessary training for this role.</p> | | | |
| Leadership and Management Framework | <p><u>Achieving Results</u></p> <p>Ability to maintain effective and accurate records.</p> <p>Ability to work independently and take initiative when appropriate.</p> <p>Flexibility and ability to work as part of, and contribute to, the school's Administrative Team</p> <p>Sound time management skills, including ability to determine priorities and deal with conflicting deadlines.</p> <p>Ability to pay close attention to detail.</p> <p>Ability to work under pressure in the School environment</p> <p>An understanding of the necessity for maintaining strict confidentiality, where appropriate</p> <p>Resourcefulness, enthusiasm, patience and a sense of humour</p> | | | |
| | <p><u>Engaging With Others</u></p> <p>Ability to deal with staff, pupils, parents, visitors and outside agencies, including the ability to promote the image of the School.</p> | | | |
| | <p><u>Valuing Diversity</u></p> <p>Experience, or empathy with, working in a multicultural environment.</p> | | | |
| | <p><u>Learning Effectively</u></p> <p>IT literate and willing to undertake further training as required.</p> <p>To undertake CAF (Common Assessment Framework) training</p> <p>A commitment to continuous professional development</p> | | | |
| Other | <p>1. A satisfactory Enhanced DBS disclosure</p> | | | |

Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit [www.spwt.net/contact vacancies](http://www.spwt.net/contact-vacancies) and follow the link to complete your application form.

Deadline for applications to be received by Midday , Monday 1st February 2021





St Paul's Way

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