

Administration Assistant

Dates: Apply by 06 January 2022, Job start: As soon as possible
Interviews: To be confirmed

Salary: NJC JE Grade 3 (£19,562 - £21,153) [SCP 5 – 9]

Location: Speke, Liverpool

Contract type: 39 weeks per year (pro rata)
Full Time – 8:30 am – 4:30 pm (5 x days) [40 hours]

Contract term: Permanent

New Heights School's Key Stage 4 provision is looking for a dynamic, progressive and resilient individual to help lead the school in its growth and development and ensure high quality learning for a group of children who present challenging circumstances.

Our Key Stage 4 site is a new provision entering its third year. We were formed to equip students with academic qualifications as well as giving them a wide range of experiences with local and national employers. At New Heights (Key Stage 4) we cater for a cohort of Year 10 and Year 11 students, who focus on academic and vocational qualifications.

All students at New Heights (Key Stage 4) will study: English Language, English Literature, Mathematics, Science Synergy.

This will give students five GCSE examination grades and allow them to access higher education in their future if that is the path they wish to follow.

In addition to this, students will study an ICT qualification (ECDL) and The Prince's Trust Level 2 Diploma, as well as a number of industry-specific qualifications.

At New Heights School we believe we stand out from other providers due to the range of work-based learning students will access during their time with us.

Are you looking to inspire our school, through delivering and developing an outstanding administration service? Are you self-motivated, flexible and energetic?

We are looking for a dynamic, progressive and resilient individual to assist the school and ensure high quality administration service for a school with students, who present very challenging circumstances.

The ideal applicant will be of smart appearance, articulate and will demonstrate the high level of interpersonal skills required when dealing with parents / carers, staff, students and all other stakeholders. They will need to demonstrate a readiness to be

part of an important administration team, in a busy school environment. It is essential that the successful candidate has the ability to manage varied workloads, to combine routine duties and to work well under pressure, as well as demonstrating the ability to work using their own initiative. Knowledge of Microsoft packages and experience of working in education and / or customer care would be an advantage.

Knowledge of using a Management Information System would be beneficial, but **not** essential, as training will be provided.

Main Responsibilities:

- To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive
- To act as the main point of contact on the telephone and email
- To provide secretarial, clerical and administrative support to the Headteacher, senior staff, and other staff
- Contribute to the overall ethos / work / aims of the school and meeting the needs of the students
- Be aware of and support difference and ensure equal opportunities for all

Candidates will also:

- Support the management / leadership in the efficient and effective organisation of the school and conduct of staff and pupils.
- Establish effective working relationships with professional colleagues and be a very enthusiastic team player.
- Play a full part in the life of the school community, support its aims and ethos and encourage staff and students to follow this example.
- Promote and comply with the school's policies and procedures, including the 'Code of Conduct for Adults'.
- Take responsibility for their own professional development
- Set a good example to all students in their presentation and their personal conduct.
- Evaluate their own work and use this to improve their effectiveness.

We can offer:

- A well-resourced school
- Opportunities for high quality professional development
- Supportive, proactive governors and senior leaders, who seek to facilitate future professional development
- An innovative and talented team of committed staff who offer a wide range of skills and experience
- The opportunity to forge a vibrant and effective relationship with local secondary schools that are committed to inclusion and partnership.

How to Apply

For further information please contact Mr Bissette (Operations Director). The application form and job description / person specification can either be downloaded from this website, the school's website, or is available by emailing:

- recruitment@newheights.liverpool.sch.uk

Please take note that New Heights School does **not** accept CV's in lieu of applications.

Successful applicants are subject to **all** DfE pre-employment checks, including an Enhanced DBS clearance, evidence of right to work in the UK, satisfactory references, medical clearance, verification of qualifications, and satisfactory completion of 6 months probationary service.

We have a **strong** commitment to safeguarding and promoting the welfare of all young people and staff at New Heights High School.

We expect **all** staff to adhere to the school's Code of Conduct.

This post is subject to a probationary period of six months

Safer Recruitment

New Heights School and Liverpool City Council are committed to safeguarding and promoting the welfare of students and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks, along with all other Department for Education pre-employment checks.

