



Eggar's School

Applicant Information

Senior Administration Assistant

Encouraging every
individual to belong, to
aspire, to achieve

Closing Date:

17 March 2023

(We reserve the right to close the application window early, depending on suitability of application received)

Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful applicants will be subject to DBS checks and other relevant employment checks

Welcome from Patrick Sullivan, Head Teacher

Thank you for your interest in the position.

We are seeking to appoint a Senior Administration Assistant who will work with the whole school team to deliver excellent quality administration supporting the Site Team and the School Business Manager.

The successful applicant will help maintain our existing high-level Health and Safety compliance standards, whilst at the same time driving forward our H&S agenda across the School and taking a pro-active approach to reducing risk.

This post is suitable for a forward thinking and organised individual, who is willing to undertake additional training to become fully competent in Health and Safety Administration in our Single Academy Trust.

The hours are **35 per week** and **41 weeks per year** (term time plus 2 weeks). **We would consider a job-share for this role or part time working.**

We strive to give the very best well-round educational experience for our students. We are not a school driven by central government initiatives; we do what is best for the young people in our care. For example, we do not insist on children taking English Bacculaureate, we advise each family on an individual basis.

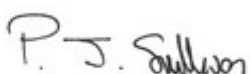
Eggar's is committed to ongoing improvement, and we recognise there are always areas where we can still improve further. In September 2012 we converted to academy status, which has already provided a catalyst for improving our buildings and facilities. We have a new 100 metre, floodlit Astro-turf sports facility and a bespoke Refectory to accommodate over 400 students.

Our Eggar's Experience programme is unique, where all staff run a club of their choice which offers many fantastic extra-curricular opportunities for students; and staff really enjoy it. We have the NACE (National Association for Able Children in Education) award for our provision for Able & Talented children. This is nationally recognised and held by only 2% of schools.

Shortlisted candidates will be invited to interview. Interview days usually involve time for applicants to get to see the school and staff they will be working with, as well as a number of assessment activities. Interviews are normally arranged within three weeks of the closing date. I am sorry that we will not be able to reply personally to all unsuccessful applicants, but please be assured that we will take the time and trouble to read each application carefully.

Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expects 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 a Disclosure & Barring Services check, along with other relevant employment checks. The application form is available on our website www.eggars.net.

Yours sincerely



Patrick Sullivan
Head Teacher

Welcome to Eggar's School

Eggar's School is situated at one end of the beautiful and historic Wey Valley, beneath the wooded slopes of the Hampshire Downs. The school has one of the oldest foundations in the county.

Under a Trust Deed dated 21 March 1638, a local farmer named John Eggar realised his idea of providing a school to serve the needs of its community. He appointed 'Feoffes' (Governors) and negotiated the purchase of 39 acres of land at Anstey. Unfortunately, he did not live to see his scheme become reality, but Eggar's School thrives and achieves continuous improvement. Each year, in a Founder's Day service at Holybourne Parish Church, the school community remembers John Eggar.

The first Head Teacher was appointed in April 1642, and Mr Patrick Sullivan is the 27th Head Teacher to lead our school. In 1968, the school moved from the original site to the modern buildings and spacious grounds it now occupies at Holybourne. Since 1979, it has been an 11 – 16 comprehensive school aiming to build on its proud tradition by continuing to provide the very best, high quality education for all its children.

We translate this important sense of history into the traditional values of good manners, courtesy and cooperation. We encourage all our students to believe in the importance of respect; respect for themselves, for each other, for their local community and for the community of the world. We are proud of the effect of this emphasis on the young people who leave Eggar's with affection for their school and its traditional values. They carry these comfortably alongside the modern values of flexibility, independence, self-discipline and resilience. They are well prepared for a successful future in a challenging new millennium.

Eggar's School Aims

We encourage every individual to belong, to aspire and to achieve. We have high expectations and believe in high standards, a learning environment in which the aptitudes and interests of each individual child are recognised, respected and fully developed. We know our students well.

We offer a variety of approaches and teaching strategies to develop each student as an independent as well as a cooperative learner. We strive to prepare students for a life beyond school and focus on developing Independent Learning skills.

We seek to match the curriculum to the needs of the individual so that each student develops confidence and a sense of achievement through learning.

We provide continuous professional development for all staff which serves the students very well indeed.

We believe in partnership with parents. We consistently seek to develop this further, and to enrich the curriculum through involvement in our community.

We train student teachers and Newly Qualified Teachers through the recently updated National Early career framework. We support staff at all levels to improve, develop and further enhance their career prospects. If staff leave the school for promotion and career enhancement, we have done our job. We are always looking to develop School Leaders. Support Staff and Teaching staff are supported in exactly the same way. Some members of the Support Team started at the lowest grade and have progressed to higher grades.

Eggar's is a caring school in which we encourage all members of the school to respect themselves, each other, our local community and the environment.

Facilities

Eggar's School is set on a magnificent 30-acre site, which gives us excellent recreational space including 100 metre astro-turf sports pitch. We have a well-equipped Sports Hall with a fitness suite and a large Computer Science Centre, alongside our catering refectory.

We have a very successful Arts Faculty, with fine art, three-dimensional art and music great strengths of the school. We have specialist art areas with two music suites, five practice rooms and a drama studio leading into an open-air amphitheatre. We have a Learning Resource Centre and Library. Students also enjoy the use of covered walkways, landscaped seating areas and a large reception area where children's work is displayed.

Contact with Parents

The school values and encourages its partnership with parents. Parents and carers are invited to meet subject teachers during the year and progress reviews are issued to keep them informed about the progress of their children.

Curriculum and Teaching Organisation

Years 7 and 8

The curriculum we offer has always been broad and balanced including English, Mathematics, Science, Computer Science, Design Technology, Physical Education, History, Geography, PPD (Philosophy Personal Development) French and Spanish, Music, Art and Drama.

Years 9, 10 and 11

The programme of study in Years 9, 10 and 11 have been developed to deliver an academic and vocational curriculum to meet the needs, aspirations and interests of our students. Every student studies English, Mathematics, Science, Computer Science and Physical Education. There is an opportunity for choice at this level and every effort is made to accommodate the wishes of students and their parents. The school offers a diverse range of KS4 courses including many of the more practical BTEC courses. Some students study KS4 courses at other schools or colleges in Hampshire.

Pastoral Care

Our concern for individual students is reflected in our pastoral organisation. The school is year based, each year having a team of tutors and a Year Leader. Tutors and Year Leaders stay with their groups for the full five years. The role of the Year Leader is fundamental to the system; each one has a specific responsibility for the progress for the year group and has a distinct curriculum role. As with all managers in the school, an important aspect of the role of the Year Leader is to monitor learning. All teachers and tutors in the school are trained to use our data systems so that they can track and monitor the academic development of each individual child and ensure that all children make progress. In 2011 we introduced a House System, which has energised the rewards system and brought staff and students from all parts of the school together in a vibrant and warmly competitive atmosphere.

Service

Please note that it may not be possible to transfer across previously accrued service with other local authority schools or colleges.

Salary

The salary payable for this position is on a pro-rata basis of the Full Time Equivalent range between £23,703 and £32,026 depending on experience. This equates to an actual salary of between £20,107 and £27,284 (pro-rata).

Equality and Inclusion

British and European law states that a person cannot be employed to this post if they do not have permission to live and work in the United Kingdom.

Staff Benefits at Eggar's School

Eggar's School enjoys a supportive work environment and offers staff a number of benefits:

- Free on-site parking
- Tea and coffee provided free of charge
- Employer contributions to the Hampshire Local Government Pension Plan
- Access to a free and confidential counselling support line and face to face sessions
- Free eye tests every 2 years if a DSE user, and a set payment towards the cost of glasses if, as a result of the eye test, it is considered necessary by the optician that glasses be worn for display screen work.
- Travel/mileage reimbursement for business reasons.

Data Protection Act 2018

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of UK General Data Protection Regulations (GDPR).

Disclosure & Barring Certificate

Successful applicants will be required to complete an enhanced Disclosure & Barring Certificate application, together with other pre-employment checks.

Job Title: Senior Administration Assistant
Reports to: Business Manager

Job Description

The main purpose of the role is:

- Assist and support the Business Manager and the Site Manager in the administration of the delivery of the H&S service.
- Ensure that the school's policies, and in particular the H&S policy and procedures, are up-to-date and adhered to across all operations.
- Support with the maintenance of data, compliance, and training.
- Assist with the development, implementation, monitoring, and auditing of H&S procedures already in place across the school.
- Co-ordinate and manage training in the school, working with external partners to deliver training where necessary and maintaining records.
- Reporting as appropriate - Investigating and recording incidents, accidents and near misses.
- Carry out risk assessments for staff such as DSE, pregnant workers, lone working etc. as well as specific school events.

A full role profile will be available.

Application Procedure

Applicants should complete an application form in full before your application can be considered. It is available to download from our website www.eggars.net Please submit your application so that it is received no later than the closing date and time.

Eggar's School
London Road
Holybourne
Alton
Hampshire
GU34 4EQ

FAO: Charlotte Neill

E: joinus@eggars.hants.sch.uk

Application Form Completion

Please ensure that the application form is fully completed, including the Equality Monitoring Form. Two referees must be supplied, as indicated on the application form. Please indicate on the form where you saw the post advertised. We do not accept CVs.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact us.

Senior Administrative Assistant Person Specification

Attributes	Essential	Desirable	Assessment Method
Qualification and Professional Development	<p>Qualified to high level in Maths and English. Minimum requirement GCSE pass level</p> <p>Competency in Microsoft applications including Word, Excel, Forms and Outlook</p>	<p>H&S qualification (NEBOSH)</p> <p>Risk Assessment Training / Certification</p> <p>COSHH Management</p> <p>Experience of delivering H&S advice and training programmes, particularly in a school environment.</p>	Application
Experience	Willingness to learn and be trained in Health and Safety Administration	Previous Health and Safety Administration experience	Application
Personal Specification	<p>Exceptional interpersonal, communication and relationship-building skills</p> <p>Effective team player that works collaboratively and effectively with others</p> <p>Ability to support, motivate and inspire both colleagues and students by leading through example</p> <p>Resilient, flexible and energetic approach</p> <p>A good attendance record</p>	<p>Ability to demonstrate developed interpersonal and communication skills</p> <p>Experience of working with young people</p>	Application and interview
Skills	Able to exercise discretion and maintain confidentiality	Willingness to undertake MIDAS training to assist with driving students in the school minibuses	Application and Interview

	<p>Meticulous attention to detail and maintain a high level of accuracy</p> <p>Produce a range of reports for senior leaders and governors</p> <p>Ability to work on own initiative and under pressure without supervision</p> <p>Ability to prioritise and work in an organised way to achieve objectives</p>	Clear understanding of the role of a Health & Safety Administrator	
Equalities and Diversity	Strong understanding of equalities and diversity		Application interview

Senior Administrator Job Hazard Assessment

Job Specific Information

The following information highlights hazards related to the role that could pose a risk to the post holder. Applicants should be aware that where roles are exposed to hazardous risk, risk assessments are undertaken and control measures are put into place where possible.

Manual Handling

The types of manual handling operation involved in this role are:	Objects
The above manual handling operations are required on the following basis:	infrequent
The weights involved in these manual handling operations are likely to be:	Up to 5kg

Display Screen Equipment

This role will require the post holder to be a Display Screen Equipment user and will involve the use of:	A desktop computer
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Job Characteristics

This role involves working with children and young people:	Between 11 and 16 years of age
This role also has potential to involve:	Verbal abuse and/or aggression however this is likely on an infrequent basis

Work Environment

This role is carried out in an environment which involves:	Lone working on occasions
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