

QUEEN ELIZABETH'S HIGH SCHOOL

11-18 Mixed Grammar School

Headteacher: Mr David Allsop, BA(Hons) MSc NPQH



Vacancy Information Booklet

Administrative Assistants

[supporting various departments]

*20 hours per week/39 weeks per year
G4 (£19,171 pro-rata)*

Closing Date: Midday on Monday 2nd March 2020

Inside this booklet you will find information about QEHS, more details about the vacancy, a detailed job description, as well as information about how to apply.



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Morton Terrace · Gainsborough · Lincs DN21 2ST ·

. Tel (01427) 612354 ·

Website: www.qehs.lincs.sch.uk Email: office@qehs.lincs.sch.uk



THE SCHOOL

Queen Elizabeth's High School is a school where children can grow and develop into successful young adults who are equipped with the knowledge, skills and qualifications to follow their dreams and aspirations. Qualifications are a key element of that success and our past results at both GCSE and A level speak for themselves; we are regularly listed in The Times top 200 schools list. However, education is more than that, and here at QEHS we provide a safe environment in which young people can grow and learn who they are, what interests them and who they would like to be in the future.

Intellectual curiosity is encouraged, as is scholarship. Our House system encourages healthy competition as well as developing team work and leadership. It also forms the basis of our pastoral support and all students are allocated a House when they enter in Year 7.

At QEHS we are proud of our heritage but are always looking forward, embracing changes which will benefit our students both now and in the future.

QEHS is very much a local grammar school and we are pleased to have made the positive choice to remain with the Local Authority. This allows us to continue to work both within our immediate locality and also more widely across the Counties that surround us, providing outstanding education and aspiration to the young people of Gainsborough and its surrounding villages and towns.

The governors, staff, parents and students all created our School Aims which are as follows:-

- *At Queen Elizabeth's High School we aim for high standards in all we do.*
- *We strive to fulfil the potential of each student. We set out to develop knowledge, understanding, skills and values and we encourage endeavour and achievement of all kinds; academic, sporting, artistic and personal.*
- *We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom. We work hard to involve students and parents in responsibility for learning. Staff set themselves high standards and expect the same from students. All members of the QEHS community are encouraged to contribute to the whole and from that gain a genuine sense of belonging.*
- *We aim to maintain a friendly and caring atmosphere in which students and staff share a mutual respect. We expect responsible behaviour from students; they can expect fair treatment from staff. We intend to keep parents and students fully informed about our policies and achievements and to listen to their views.*
- *When they leave Queen Elizabeth's High School we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society. We recognise that school provides a solid and firm foundation upon which students build their lives. As such we focus on traditional values set in a modern-day context.*
- *Queen Elizabeth's High School is committed to the highest possible standards of child protection.*

Staff appointed to the School would need to be comfortable with these aims and reflect them in their work. Existing staff are generous in giving of their time to support individual students and activities outside the classroom.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years, or who are recruited to fill certain key posts. See the full Admissions Policy on our school website (www.qehs.lincs.sch.uk) .

THE VACANCY

The Administrative Assistant vacancies at Queen Elizabeth's High School arise due to the support required within various departments in school. The successful applicants will provide routine administrative support on a daily basis with specific tasks to the relevant department as outlined in the Appendices linked to the Job Description.

A strong team of support staff fulfil various roles within the school. We are looking for candidates who will join this team and provide excellent administrative support. They should be able to work with initiative and foresight to a high standard and contribute to the smooth running of the school's management and administrative functions.

The successful candidates may be expected to support the first-aid team in school; training will be provided where appropriate.

We would endeavour to appoint individuals with a good educational standard and excellent computer skills. Previous experience as an administrator and experience of working within a school environment would be desirable but is not essential.

The successful candidates will be required to work 20 hours per week/39 weeks per year (term time plus 5 Inset days) and will be paid on Grade 4 (£8,824 per annum – paid in twelve equal instalments of £735.35 per calendar month). The working days/hours will be discussed and agreed with candidates at interview. Interested applicants are encouraged to contact the school for further details if required.

Candidates should find the job description enclosed in this booklet useful in describing the work expected of the successful applicants.

This is an opportunity for the ideal candidates to join the workforce at a school which provides the very best education for the children in their care.

Queen Elizabeth's High School offers a friendly working environment and extensive benefits for staff. These include a local government pension scheme, tax efficient childcare vouchers, a cycle to work scheme and continuous CPD. In addition, children of our staff feature favourably in the admissions criteria (subject to length of service or skills criteria).

JOB DESCRIPTION



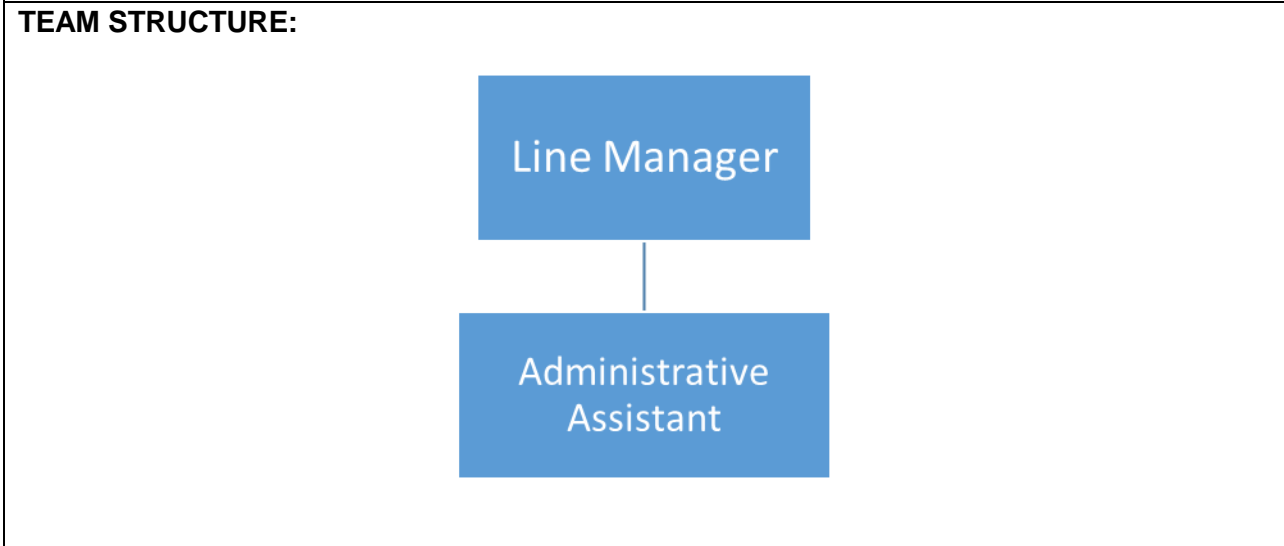
JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Education/Schools	Job Ref Number: 02-831
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Service Area: Queen Elizabeth's High School	Grade: 4
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Job Title: Administrative Assistant

PURPOSE OF JOB:
To assist the administration team in the provision of clerical and administrative duties and care of the students for the school.



MAIN DUTIES:

1	As outlined in relevant Appendix
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General:

- | | |
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| 2 | To provide administrative support including telephone, reception and messenger duties, filing, word processing, reprographics work and data input. |
| 3 | To open and distribute incoming mail, record and send outgoing mail. Receive incoming goods and check against orders as required. |
| 4 | To assist the arrangement of routine in-school activities such as vaccination programmes, school photographs, Open Evenings, Presentation Evenings etc |
| 5 | To assist in the compilation of such reports and records, and assessment of data as may be required by the school, governors, Education Authority or others. |
| 6 | To assist in the compilation, maintenance and analysis of registers |
| 7 | To assist in the maintenance of such records as may be required, including admissions, leavers, staff and student records. |
| 8 | To liaise with parents as directed regarding issues relating to individual students, including investigating absences. |
| 9 | To input data onto computerised systems e.g. SAP/SIMS/CPOMS (or other database software) as required |
| 10 | Ensure an efficient and effective customer service to students, staff, parents and outside agencies. |
| 11 | Provide assistance to students in particular dealing with medical issues and (with training) administering first aid |

12	Evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development
13	The postholder will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Good educational standard	A, I	✓	
Accurate and speedy keyboard/ clerical/IT skills	A, I		✓
Good written and spoken communication skills	A, I	✓	
Good organization skills and ability to multi-task	A, I	✓	
Ability to handle sensitive and confidential information with complete discretion and trust	A, I	✓	
Ability to present an appropriate image of the school to all stakeholders at all times	A, I	✓	
At least one year's experience as an administrator	A, I		✓
Ability to work with, and relate to, a wide variety of people from different backgrounds and cultures	A, I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



Appendix 1

Administrative Assistant (HR)

- **To assist the human resources (HR) function within the school in providing a professional and successful people-focused HR service. To ensure an efficient and effective customer service to students, staff, parents and outside agencies.**

MAIN DUTIES

- Responsible for maintaining staff sickness absence records and coordinating “Return to Work” meetings and documentation appropriately
- To maintain personal staff absence and holiday entitlement records.
- To be responsible for Leave of Absence administration
- To be responsible for maternity and paternity leave administration
- To have administrative responsibility for the recruitment process.
- To support the DBS application and authentication processes.
- To support the induction process for new staff.
- To ensure relevant information is passed to HR and payroll providers as appropriate
- To ensure DBS documentation is in place for outside agencies where appropriate
- To provide reports and analysis where requested.

GENERAL

As outlined in Administrative Assistant Job Description

REPORTING AND ACCOUNTABILITY

The Administrative Assistant (HR) will report and be accountable to the Business Officer.



Appendix 2

Administrative Assistant (Library)

- **To assist the Learning Resource Centre Manager in providing an efficient and effective Library service to all stakeholders and visitors as required.**

MAIN DUTIES

- Assist in the day-to-day running of the Library including general administration, book processing, new book orders, chasing overdue items.
- Provide a good working environment that is welcoming, safe and informative with appropriate displays.
- Guide and supervise students and volunteer helpers.
- Provide advice and guidance in respect of available resources.
- Assist with ordering new and replacement books and materials as required.
- Assist with the production of reading lists for each Year group (to be approved by English Department).
- Regularly update electronic Room Booking System for Library lessons etc.
- Cleaning and performing minor repair work on damaged books.
- Operate photocopier when requested by staff and students and record payments.
- Assist students with any IT problems when using Library computers.
- Compile subject specific book boxes when requested by subject teachers.
- Assist with Year 7 Accelerated Reader lessons by encouraging students to choose suitable books and read regularly, recording quiz results etc.
- Print out results and AR certificates for Year 8 English teachers.
- Assist with processing new textbooks orders and issuing them to appropriate departments, classrooms or students.
- Assist with collecting in textbooks at end of school year and during exam season; repairing where necessary and re-issuing to younger students.

GENERAL

As outlined in Administrative Assistant Job Description

REPORTING AND ACCOUNTABILITY

The Administrative Assistant (Library) will report and be accountable to the Learning Resource Centre Manager.



Appendix 3

Administrative Assistant (Educational Visits)

- **To assist the Educational Visits Coordinator (EVC) and trip leaders by providing proactive and supportive educational visit administration for the school. Ensure an efficient and effective customer service to students, staff, parents and outside agencies.**

MAIN DUTIES

- To be the central coordinator for the administration of educational visits, supporting the EVC and trip leaders.
- Maintain excellent communication with relevant staff and departments.
- Be responsible for ensuring the necessary bookings are made and resources are available as required for educational visits
- Administration of Evolve educational visits system
- Produce and send all educational visit correspondence
- Administration of all educational visits on ParentMail
- Maintenance of the educational visits spreadsheet
- Reconciliation of educational visit accounts

GENERAL

As outlined in Administrative Assistant Job Description

REPORTING AND ACCOUNTABILITY

The Administrative Assistant (Educational Visits) will report and be accountable to the Business Officer.

HOW TO APPLY

The closing date for these vacancies is midday on Monday 2nd March 2020.

Potential applicants are welcome to telephone (01427 612354) if they have any questions about the posts. Please complete and sign the Lincolnshire County Council Standard Application Form (available on our website) stating clearly which post(s) you are of interest to you. A letter of application can be submitted to accompany the formal application, which must be succinct, limited to one side of A4 paper and is an opportunity to explain how you believe your own experience equips you for the post and also for you to outline how you would approach this new role at QEHS.

Completed applications should be submitted by email to recruitment@qehs.lincs.sch.uk **by midday on Monday 2nd March 2020.**

We will contact your referees for a reference before the interviews and, for shortlisted candidates, the references will be taken into account in deliberations at the conclusion of the final panel interviews.

Candidates are required to bring to interview evidence of all relevant qualifications listed on their application as well as certificates for A Level, degree, teaching and other qualifications acquired. Please also bring proof of identity, including at least one item of *photographic* evidence (current passport or new style UK driving license with associated counterpart licence). A list will be provided detailing which documents can support your application. Please be aware that at least one document should include your National Insurance number.

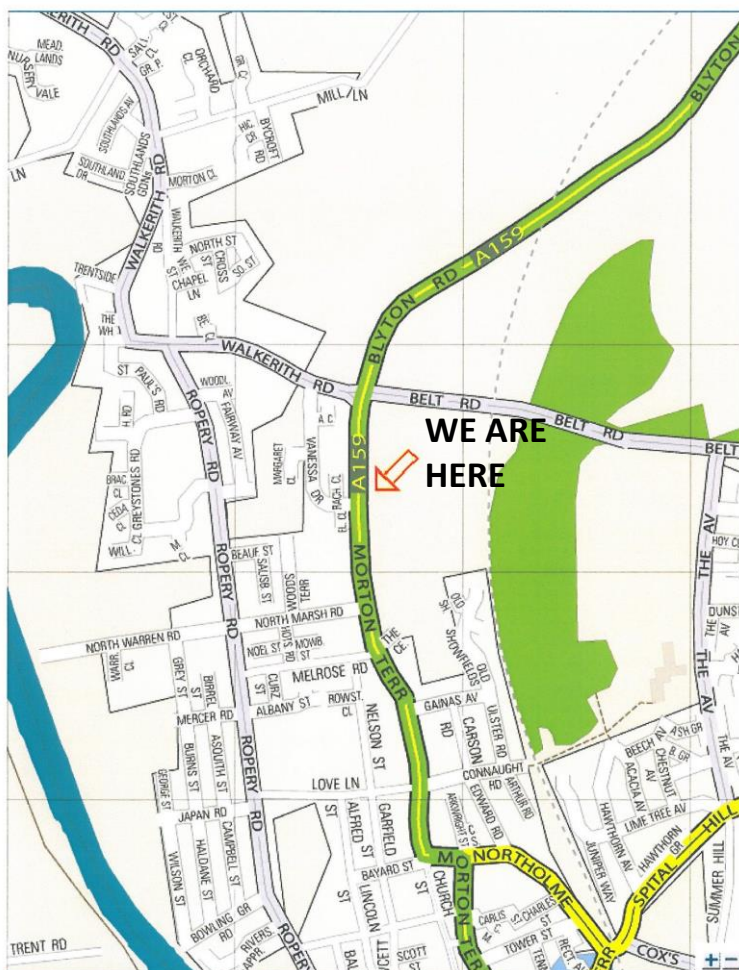
Queen Elizabeth's High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Queen Elizabeth's High School is committed to equal opportunities and staff development. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, marital status, religion, disablement or criminal record (QEHS policy 17a). Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

Selection criteria and procedures will be frequently reviewed to ensure fair treatment and efficient selection. Successful applicants will be provided with access to the Staff Handbook in plenty of time to prepare for their new post. We are always happy to see new staff in school if they are able to visit us for preparation before taking up their appointment. There is an induction programme for new staff.

QEHS and Lincolnshire Children Services are committed to the highest standards of child protection staff development

THE TOWN



Gainsborough is situated in the North of Lincolnshire on the banks of the River Trent, the County's western boundary. It is within easy reach of the A1 and is Britain's most inland port, with a population of about 20,000. The local council have plans for a significant expansion with around 5000 new houses planned over the coming years. It is hoped that this will attract further investment into the town and the area. Gainsborough's Old Hall, a fifteenth century manor house, is a local tourist attraction. Whilst the town is surrounded by farmland, Gainsborough has a rich history of both light and heavy industry and this continues to today.

Gainsborough is surrounded by a number of delightful villages many of which feed our school. Housing is relatively inexpensive compared to the rest of the UK. There are plans for a cinema to be built in the next year which will further enhance the town centre which has a large shopping complex, known as Marshall's Yard, as well as exciting developments in the market place. West Lindsey District Council was successful in securing funding from the Heritage Lottery Fund to develop the town centre.

Education in Lincolnshire schools is uniform to the end of the primary phase but there is a range of good schools in the secondary sector varying from selective to comprehensive. Most of Lincolnshire is designated as a selective area but the city of Lincoln and some of the surrounding area is served by comprehensive schools.

Gainsborough has a number of small primary schools and a non-selective secondary school called The Gainsborough Academy (TGA). We work with these schools through a group which meets regularly although TGA is part of the Wickersley Educational Trust and so they tend to work with their own trust rather than local schools.

MORE ABOUT OUR SCHOOL

We have a thriving extra-curricular program in which almost all students take some part throughout the year. It includes wide-ranging House competitions from music, through cooking to drama, art and chess.

Students in all key stages are offered opportunities to visit Germany and Spain. There is a thriving German exchange programme for Year 10 and the 6th Form.

We have a full and growing international dimension to our offer which includes links with schools in China and Tanzania with regular exchanges of students and staff.

Each year the School holds an Inter-House Debating competition sponsored by the local Rotary Club. Winners go through to the 'Youth Speaks' competition in Lincoln.

Every two years the Geography department organises a trip for some students to Iceland