



## Application Pack & Job Description Post 16 Administration Officer



**Brookvale Groby Learning Campus**



## Welcome from the Headteacher

Dear Prospective Applicant

Thank you for expressing an interest in the role of Post 16 Administration Officer at Brookvale Groby Learning Campus. This is an exciting time to join our campus and we look forward to working with a new member of staff who will share our ambitious vision, "Valuing Everyone, Achieving Excellence".

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. Now, as a united campus, we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provisions.

We have a strong ethos of valuing everyone and achieving excellence for all. We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence, the motto we use on a daily basis with our young people is to work hard, be kind which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages with some travelling from Leicester and its western suburbs.

We hope the documents provided help you to gain a feel for the school, but if you'd like to find out more, then please contact Michelle Cheadle, Head of Post 16 - [mcheadle@brookvalegroby.com](mailto:mcheadle@brookvalegroby.com)

All of the documents to support this application process are available on our website, [www.brookvalegroby.com](http://www.brookvalegroby.com).

We would like to thank you again for your interest in the post and we look forward to receiving your application. Please do note however that, to adhere to our Child Protection and Safeguarding procedures, CVs are not accepted as a form of application and are not put forward to the shortlisting panel. If you have not heard from us within 2 weeks of the closing date, then please take it that on this occasion your application has not been successful. If this is the case, then we thank you for your interest, and for the time spent applying.

Yours sincerely

Will Teece  
Headteacher



## Visions, Values and Ethos

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

### **Our Vision**

*Valuing Everyone, Achieving Excellence*

### **Our Motto**

*Work Hard, Be Kind*

### **Our Core Values**

*Community, Aspiration, Resilience, Excellence*





## **Testimonials**

### **Emails from parents during COVID pandemic:**

*'I just wanted to acknowledge and thank you for all the ongoing engagement with students and communication with us as parents during this very difficult time. I can only imagine how much additional work this has generated for all the staff at BGLC, and it is greatly appreciated - we have felt very well informed throughout. As parents who both work full time we are not able to very closely supervise our sons during their home schooling, but we have seen how much engagement there has already been from their teachers, and I think/hope this will keep them on the right track! Many thanks again to all of the staff at BGLC.'*

*'I just wanted to send a quick "well done" and "thank you" to all your staff. I have 2 children at BGLC and I am very impressed with the lockdown learning that they have received this week. Thank you to your teaching staff for keeping them engaged in learning. In these challenging times, keep up the good work all.'*

### **Extract taken from email correspondence, following a tour of the school by a prospective parent:**

*'I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave.'*

### **Written comments from parent following Open Evening:**

*'I just wanted to write to say what a credit the students were to your campus last night. They were very helpful, polite and informative. I was in awe of the two students who spoke so confidently in front of a hall full of parents – what a talent to have at such a young age. The staff were all lovely too! We definitely left with a very positive view of the campus.'*

### **Written comments from parents following Year 11 Progress Evening:**

*'All the teachers I have met tonight know my son very well. I think all of them are interested and care about his progress.'*

*'All 3 of our children have thrived through the support that the school has given them, so happy with their education.'*

*'The school is excellent, helping my child progress and I would recommend it.'*

### **Year 10 student:**

*'In my opinion, the teachers that teach me are very patient in the sense that if I don't understand something, they will try their best to ensure that I grasp that piece of knowledge whether it be by a diagram or an acronym etc. Another great thing about the school is that we have so many facilities so that we can excel in whatever we may want to do.'*

### **Year 7 student:**

*'At our school we have amazing facilities and most importantly, very supportive staff!'*

*'Students feel safe at BGLC.'*

*'We are rewarded for hard work.'*

*'We are listened to and supported by the teachers and staff.'*

### **Extract of letter from staff member:**

*'I have had the most positive experience and have enjoyed every day of it. I have worked in schools for the last 10 years and have never worked anywhere like this. From day 1, I have felt part of something amazing and special....the school has such a positive atmosphere and nothing has been too much trouble for anyone.*

*I am sad to leave, but now have a great basis for my career ...although I think it will be hard to find a school as good! I wish you continued success and maybe one day we'll meet again!'*



## Why work at BGLC?

✓	✗
<ul style="list-style-type: none"><li>● Free on-site car parking</li><li>● 'Open Door' policy and commitment to all staff wellbeing</li><li>● School Canteen in both buildings</li><li>● Fully resourced curriculum for KS3-5</li><li>● Clear CPD pathways to support every career aspiration</li><li>● Centralised behaviour system</li><li>● Friendly supportive community</li><li>● Professional learning community</li><li>● Opportunities to participate in school trips/events if desired</li><li>● Strong SLT presence</li><li>● Social gatherings at various points throughout the academic year for those who wish to take part</li><li>● Amazing campus!</li></ul>	<ul style="list-style-type: none"><li>● No disruption to lessons permitted</li><li>● No fads - We have a plan and we stick to it</li><li>● No excessive after school meetings</li><li>● No culture of hierarchy – teachers and support staff all belong to the same community, striving for the same goals to help our young people progress and achieve.</li></ul>





## General Information

The Brookvale Groby Learning Campus Post 16 Centre is a thriving, vibrant place to be! Our Post 16 students are at the heart of our campus and they stand out as ambassadors and role models for our campus due to their many attributes and their commitment to our motto 'Work Hard, Be Kind'.

We are passionately committed to academic achievement of every individual student and to develop the skills and attributes which are essential for success later in life. We are determined to develop independent learners who can thrive in their future career pathways university studies, apprenticeships or further education.

We provide the highest standards of Post 16 teaching delivered by subject specialists. We are proud of the progress that our Post 16 students make, in academic qualifications progress is good and in vocational qualifications progress is outstanding and significantly above the national average.

The campus places high emphasise on whole staff wellbeing, and operates an 'open door' policy for suggestions and ideas on how we can make things even better!

If you thrive in a fast-paced environment, then this is the job for you! We look forward to receiving your application.





## Advert

### **POST 16 ADMINISTRATION OFFICER**

We are looking to appoint a friendly, confident and enthusiastic person to join our busy Post 16 team. You will support and manage Post 16 student attendance, as well as the Post 16 Application Process.

You will provide administrative/reception support to the Post 16 Team.

You will be in constant contact with our staff and students.

You will need to have a good sense of humour and plenty of resilience!

Grade 5 - £15,467

Working hours:

8.15am - 3.45pm (½ hour unpaid lunch)

35 hours per week for 38 weeks term time plus 30 holiday hours.

Full details of the role can be found on our website – [www.brookvalegroby.com](http://www.brookvalegroby.com)

Should you wish to discuss this opportunity further, please email  
Michelle Cheadle, Head of Post 16  
[mcheadle@brookvalegroby.com](mailto:mcheadle@brookvalegroby.com)

**Closing Date: Friday 2<sup>nd</sup> December 2022**

**Interviews will be held within 2 weeks of the closing date.**

*The Brookvale Groby Learning Campus is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.*



## How to apply

Please email your complete application form to:  
Elaine Freeman - [efreeman@brookvalegroby.com](mailto:efreeman@brookvalegroby.com)

### **Queries:**

If you have any queries on any aspect of the application, or need additional information, please contact Elaine Freeman on the above email address.

Thank you.







## JOB DESCRIPTION

<b>Job Title:</b>	Post 16 Administration Officer
<b>Grade:</b>	5
<b>Responsible To:</b>	Head of Post 16
<b>Key Relationships/ Liaison with:</b>	Staff, students and outside agencies
<b>Job Purpose:</b>	To support/manage Post 16 student attendance as well as the Post 16 Application Process, and provide administrative/reception support to the Post 16 Team.
<b>Hours:</b>	8.15am - 3.45pm (½ hour unpaid lunch) 35 hours per week for 38 weeks term time + 30 holiday hours

### **MAIN DUTIES AND RESPONSIBILITIES:**

1.	<p><b>To manage Post 16 student admin and attendance and provide general clerical assistance to the Post 16 team including:</b></p> <ul style="list-style-type: none"><li>● Monitoring and identifying students with low attendance weekly, and meeting with students and/or parents/carers, with persistent low attendance to initiate interventions to support the students to increase attendance.</li><li>● To report attendance figures when requested to Head of Post 16/SLT.</li><li>● To work closely with the Lead Tutor, tutor team and subject teachers to supply accurate attendance data and to implement the school's attendance procedures within Post 16.</li><li>● Provide general clerical assistance to the Head of Post 16 and manage Post 16 diary.</li><li>● To be part of a Post 16 rota for the Post 16 Supervised Study/Duty rota and run the Post 16 reception daily including allocated break and lunchtimes.</li><li>● Assist Head of Post 16 in organising, administering and running of Post 16 Open Evening/ Induction/HE visits/HE taster days/Internal exams/Trips/External Speakers and workshops.</li><li>● Maintain databases and administration for new intake including Post 16 Applications, CTF Transfers, Student Data through Arbor and Choices Database.</li><li>● Manage incoming and outgoing mail and e-mail relating to Post 16 and produce parental letters and other information for Post 16 students in the school.</li><li>● Manage the planning of interviews and meetings for Post 16.</li><li>● The administration for the Post 16 subject information and prospectus e.g. updating, printing and ordering.</li><li>● Support in planning the exit strategy for students including awards ceremony and prom including the collation and distribution of leavers packs/HE Day packs/UCAS Packs etc.</li><li>● Ensure all Post 16 display boards are kept up to date and relevant new material is displayed termly.</li><li>● To ensure that all Post 16 correspondence is sent to the Post 16 tutor team for distribution and also sent home through Arbor.</li><li>● Support students with payments for ID cards, Printer Credit, Trip etc through Arbor.</li><li>● Ensure high standards and rules are adhered to in the usage of all Post 16 Areas.</li><li>● Ensure Post 16 standards including the P16 dress code and lanyards are maintained by all.</li><li>● Support students pastorally and signpost them to relevant staff members/agencies.</li></ul>
----	---

### **WHOLE CAMPUS RESPONSIBILITIES:**

- Support current policies and recognised good practice on campus.
- Be aware of the importance of confidentiality and data protection.
- To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
- Willingness to be flexible in both approach and use of time.



- All tasks should be undertaken with due regard to Health & Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

**The Trust Board are seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable candidate with a disability.**

**All Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at the school. Our Safeguarding Policy can be found on the campus websites and is made known to all. It is designed to guide staff, students and parents/carers with regard to Safeguarding issues. This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**



## PERSON SPECIFICATION

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
English GCSE Grade C or above	✓		
Attended Management Software training.		✓	
<b><u>Experience</u></b>			
Previous working in a school setting.		✓	
Use of ICT applications relevant to the post, i.e. Word, Excel.	✓		App/Ref
Experience of dealing with queries from parents, students and the public.		✓	
<b><u>Skills/Attributes</u></b>			
Literate – excellent standard of grammar, punctuation and spelling.	✓		App/Test
Excellent interpersonal skills – able to deal with a variety of people, including students, where necessary, sensitively, emphatically and, when necessary, assertively.	✓		Int/Ref
Able to make judgements about processing calls and correspondence (e.g. filtering, passing on to other staff, etc).	✓		App/Test for all of this section
Good communication skills – both oral and written.	✓		
Good time management skills – be able to prioritise work.	✓		
Able to be assertive when necessary, to achieve appropriate priorities and outcomes.	✓		
Able to keep calm in difficult situations.	✓		



	Essential	Desirable	How assessed
Able to operate effectively as a member of a team and with minimum supervision.	✓		
Loyalty and dependability	✓		
Self-motivated.	✓		
Flexible – to meet peaks and flows of work.	✓		
Willingness to undertake training.	✓		
Commitment to Equal Opportunities.	✓		
<b><u>General Circumstances</u></b>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
Willingness to dress as a professional in line with the ethos of the Campus.	✓		Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**

In addition to candidates' ability to perform the duties of the post, all Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at the school, therefore the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people



- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Please be aware that any relevant safeguarding issues that arise on receipt of references may be discussed at interview.