

Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

Admin Support SEND, Community and Work Related Learning

Vacancy Information booklet



Admin Support SEND, Community and Work Related Learning at Bedford High School

Bedford High School is looking to appoint an enthusiastic, committed and professional Administrator to work alongside our special educational needs and disability (SEND) team, as well as our community and work-based learning team.

The post is permanent from September 2024.

Bedford High School has a dedicated SEND department named The Base. The department consists of our Sendco, Deputy Sendco, Lead Sen Teaching Assistant, and 7 Teaching Assistants. This role will involve working closely with this team to provide all areas of administrative support, including making referrals, creating learning plans and updating student provisions. This role will be integral in supporting the Sendco / Deputy Sendco with the management and organisation of identified students with special educational needs & difficulties (SEND) through multi agency and home / school liaison.

This role will also involve working alongside our Community and Work Based Learning lead, providing administrative support. This will include liaising with colleges, businesses and the wider community to support the planning of careers events, trips, activities and work experience.

As well as supporting with school events such as Open Evening, Transition, Celebration Events.

At Bedford we pride ourselves in the fantastic opportunities and provision for all students. This role is integral in ensuring this provision takes place, that it is documented accurately and is communicated with staff and parents.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in October 2023. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

To Care, To Learn, To Achieve.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with fully trained Mental Wellbeing First Aiders
- Dedicated off site wellbeing hour for all staff
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Gym facilities
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff...

All the wellbeing initiatives make for a good work life balance and make you feel appreciated in the work place

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Job Description

Job Title:	Admin Support SEND, Community and Work-Related Learning
Job purpose:	<ul style="list-style-type: none"> • To provide routine administrative support to the Headteacher, senior office staff and managers within the school. • To provide administrative support to the SEND and Community and Work-Related Learning teams as directed. • To work alongside the Community and Work-Related Learning Coordinator undertaking all aspects of this role. • To support the SENDCO and Deputy SENDCO with the management of identifying students with special educational needs and difficulties (SEND). • To gather all relevant information and provide the administration of exams Access Arrangements.
Reporting to:	Headteacher, Assistant Headteacher, SENDCO, Deputy SENDCO and the Community and Work-Related Learning Coordinator.
Responsible for – staff:	N/A
Liaising with:	Headteacher, Assistant Headteacher, SENDCO, Deputy SENDCO, Community and Work-Related Learning Coordinator, Senior Leadership Team, Governors, teachers and support staff within the school, Local Authority, external agencies, parents/carers and businesses.
Grade:	Grade 4 pro rata Starting salary approx. £20,880 pa
Hours:	37 hours per week, Monday to Friday, core working hours 8.00 am – 4.00 pm, term time plus 2 weeks.
Contract:	Permanent
Disclosure level:	<p>All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates, you will be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.</p> <p>This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act.</p>
Base:	Bedford High School
Date:	July 2024

Job outline
<ul style="list-style-type: none"> • To undertake a range of administrative and IT based tasks. • To take notes/minutes of meetings as required. • To maintain and update manual and computer records/returns and management information systems and to manage, input and extract data/information in order to produce relevant reports as requested. • To undertake reception duties and to respond to general enquiries from staff, visitors, parents/carers and students. • The job holder will be required to undertake first aid/welfare duties including liaising with parents/carers and staff. • To be competent and able to use Microsoft office, in particular excel to create spreadsheets. • Liaising with colleagues, businesses and the wider community to support the planning of careers events, trips, activities and work experience.

- To support with school events such as Open Evening, Transition and Celebration Events.
- To support the SENDCO/Deputy SENDCO with administrative and clerical duties.
- To gather all relevant information and the administration of exams Access Arrangements.
- To liaise with external agencies, Local Authority, staff and parents/carers.

Other Specific Duties

- Positively participate in the continuing professional development programme including the training of staff on new systems and procedures.
- Participate in the school development planning processes, and attend relevant internal/external meetings.
- Positively participate in the continuing professional development programme.
- To carry out the duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To have due regard and comply with all school policies
- To supervise students as required
- To undertake training as required
- To participate in personal and team reviews/meetings
- To participate in annual appraisal and implement agreed targets
- Review and develop own professional practice, undertaking training as required.
- Develop good working relations with other colleagues and students and promote a positive impression of the school
- To contribute to the overall ethos/work/aims of the school
- To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.
- Assist in supporting whole school administration / projects where required.
- To have due regard for data protection, confidentiality, child protection and health & safety policies.
- To undertake first aid training.
- Any other duties as the Headteacher may from time to time determine commensurate with the grade.

Health and Safety Training

- Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.
- To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

Person Specification

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using various IT packages i.e. Word/Excel/Access	E		A, I, T
Experience of undertaking a range of administration tasks	E		A, I, R
Experience of using internet, sending/receiving email	E		A, I
Previous experience of working with children of a relevant age		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
2 X GCSE's in English & Maths or equivalent level of qualification	E		A, I
NVQ level 3 in Business Administration or relevant equivalent qualification		D	A, I
Willingness to obtain basic first aid certificate	E		I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of office procedures	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service	E		A, I
Good communication skills to deal with adults and children	E		A, I
Ability to use initiative to respond to and resolve problems	E		A, I
Organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I, R
Ability to prioritise own tasks and those of others		D	A, I
Ability to use different approaches to deal with whole classroom and individual behaviour	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Facilities & Communication Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Monday 2nd September at 9.00 am

Interviews: To be confirmed, or earlier for the right candidate. Early applications are encouraged and we reserve the right to close the vacancy early and interview before the closing date if a suitable candidate is found.

Start date: September 2024

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

This post involves working with children, young people or vulnerable adults and is therefore Exempt from the Rehabilitation of Offenders Act.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.