

## **APPOINTMENT OF SCHOOL ADMINISTRATOR**

### **CONTEXTUAL INFORMATION**

Stratford upon Avon School is a large successful school with a student roll of about 1800, and with capacity to grow further. We converted to an Academy in August 2011, and under our Headteacher, Mr Neil Wallace, we are in an exciting period of development.

Due to internal progression, we are now looking to appoint an enthusiastic and committed individual to join our busy team as school administrator. This individual will work primarily in the Attendance Support Room (ASR) alongside two other colleagues, each with their own areas of specialism, and as part of the wider Administration Team.

This position is critical in helping the school to continue to provide a welcoming environment for our students and to support our first aid and health care provision.

Our attendance structure is central to maintaining and developing the important relationships between students, staff and parents/carers that we currently have, to improve social and academic outcomes for all students. This, in turn, supports our students to make good choices ensuring their ongoing progression throughout their school career and to equip them for adult life.

The post holder will be disciplined enough for students to understand the seriousness of attending school regularly and yet sensitive enough to identify possible triggers and underlying reasons for poor attendance. They will be required to work pro-actively to ensure a fair and rigorous approach across the school and demonstrate a commitment to improving attendance.

### **Holiday Arrangements**

This is primarily a term time post and personal leave is not allowed during term time. (See Appendix 2 in the job description for further details)

In the case that the successful candidate already has holiday arranged when offered the post, and if it is declared at this time, we honour the arrangement.

### **Induction and Professional Development**

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, a planned professional development programme will be agreed, linked to the competency-based performance review system, which is carried out in school for all staff.

### **Grading of the Post**

The pay system in operation uses a banding system, and this post is aligned to Band E. The indicative salary is as noted in the advertisement.

Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account. Cost of living rises are awarded for all staff on or around 1<sup>st</sup> April each year, except during national wage freezes. Increments within the scale for the post are automatic in April, as long as a minimum of six months has been completed by the time of the first increment and successful completion of the probationary period. For example, if starting in September, the increment would be paid the following April, but if starting on 1<sup>st</sup> December, the first increment would not be paid until six months had elapsed, that is on 1<sup>st</sup> June.

### **The Organisation of Staff at Stratford upon Avon School**

There are around 220 staff employed at the school, with slightly over half being support staff.

We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

We take seriously the wellbeing of our staff and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff are given the opportunity to be involved in school improvement activities, and to contribute to student development through co-tutoring, mentoring and other areas appropriate to their role and expertise. Other opportunities include running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g., staff football or badminton), and participating in staff social events.

**Start Date**

It is anticipated that the successful candidate will be able to start as soon as possible. However, it is our policy always to appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

I hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact me via email [staff@stratfordschool.co.uk](mailto:staff@stratfordschool.co.uk).

Jon Yardley  
Admin & Planning Manager