

APPOINTMENT OF SCHOOL ADMINISTRATOR

CONTEXTUAL INFORMATION

Stratford upon Avon School is a large successful school with a student roll of about 1650, 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.

We are now looking to appoint a new administrator with a particular focus on the student admissions and transition processes. This position is critical in helping the school to continue to provide a welcoming environment for our new students, visitors and parents and assisting with other administrative-based functions such as communications.

The School Administrator will work primarily in the main office alongside their line manager and the Admin team, each with their own areas of specialism, and as part of the wider Administrative Support Team encompassing areas such as attendance and reception.

Our admissions structure is central to developing and maintaining the important relationships between prospective parents/carers and students, local primary and secondary schools and the local authorities to ensure a seamless transition when joining Stratford upon Avon School.

The post holder will be required to work pro-actively to ensure an efficient and rigorous approach toward admissions across the school and demonstrate a commitment to improving the systems and procedures underpinning this function.

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 1st 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 1st December, the first increment would not be paid until six months had elapsed, that is on 1st June.

The Organisation of Staff at Stratford upon Avon School

There are around 194 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 cycling), and participating in staff social events.

Start Date

It is anticipated that the successful candidate will be able to start as soon as possible or at least by the beginning of the summer term. 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.

Interviews

The selection process will take place week within 2 weeks of the closing date.

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.

Jon Yardley
Admin & Planning Manager