



Thirsk School

& Sixth Form College

Educating today, preparing for tomorrow

www.thirskschool.org

EDUCATING TODAY, PREPARING FOR TOMORROW
"A good school" Ofsted February 2022

Applicant Information Pack 2024-25

Administration Assistant

Required from Mid/End November 2024

11-18 MIXED COMPREHENSIVE SCHOOL

1014 STUDENTS INCLUDING 126

www.thirskschool.org



www.facebook.com/BeMoreThirsk



[bemorethirsk](https://www.instagram.com/bemorethirsk)

TOGETHERNESS

HONESTY

INCLUSIVITY

RESPECT

SUPPORT

KINDNESS

 01845 522024

 thirskschool@thirskschool.org

 Topcliffe Road, Sowerby, Thirsk, N. Yorks YO7 1RZ

Headteacher: Emma Lambden



An introductory note from Miss Emma Lambden the Headteacher

Dear Applicant

We are delighted that you are interested in joining us here at Thirsk School & Sixth Form College. We are pleased that you are interested in both the post and becoming part of our community. I hope that what we can offer you, inspires you to apply. We do appreciate that applying for a post is a time-consuming process and would like to do whatever we can to help; please do look at our website and do not hesitate to get in touch should you require more information or wish to arrange a visit to the school.

We are a school which is constantly seeking ways to further improve, and we pride ourselves on our focus in putting people at the heart of what we do; both students and staff. There is a strong sense of collegiality amongst staff and Thirsk is a fantastic place to come and work. We were very pleased to continue to be a good school following Ofsted's visit in February 2022, but we have much to do to push us on to the next phase of being consistently excellent. We hope that, with your skills, experience, and ambition, you will become a part of achieving this aim.

We will offer you:

- Great students, "A feature of the school is the friendly and warm relationships between the staff and pupils. This ensures that pupils behave well and apply themselves. There is a calm and settled atmosphere", Ofsted report 2022.
- Great colleagues who go the extra mile for our students, "The school has added more staffing to support pupils' pastoral needs. This means the staff know the pupils well. Safeguarding leaders have particularly detailed knowledge of the most vulnerable pupils", Ofsted report 2022.
- Innovative professional development both within school and as part of the Yorkshire Teaching School Alliance, and other professional networks.
- An opportunity to access leadership training and development.
- A very supportive leadership team who all teach and have an open-door approach.
- A school that has clear ambition expressed in its strategic plan and fully supported by its Governing Board.

If this interests you, we'd love to hear from you! Please complete the application form and write a letter of no more than two sides of A4. You should outline:-

- Your values and principles, with examples of how they have underpinned your work, with evidence of impact



- Your experiences which have enabled you to apply for this job.

Please email your application to andrew.rickard@thirskschool.org. Alternatively, your application can be sent to us by post. Also, please ensure that you have identified in your application when you would be available to commence employment with us.

The deadline is 4pm on Friday 8th November 2024, and interviews will take place the following week.

I know from my own experience that applying for a post is an intensive process and, if you do choose to apply, I am grateful for the efforts that this will require of you. I look forward to receiving your application.

E Lambden

Best wishes and good luck.

Emma Lambden
Headteacher



Thirsk – the Heart of North Yorkshire



A great place to live, learn and work

As a market town serving the heart of North Yorkshire, it has all the facilities you might expect from a larger town, but with an intimacy and sense of community. The town itself has a traditional marketplace, banks, shops, supermarkets, pubs and restaurants, medical facilities, primary schools, and childcare providers.

Culture

There is a unique community run cinema in Thirsk which is small and characterful but has all the latest releases along with more unusual productions. The arts scene is complemented by several galleries and Thirsk is the home to North Yorkshire's Rural Arts Centre which promotes exhibitions, workshops, and classes in a variety of the arts. Thirsk is also the home of the nationally recognised Herriot Museum, and this reflects its traditional roots as the centre of the agricultural community. Local history is well promoted with information boards linking walks around the town. Additionally, Thirsk remains the centre of the hand-made furniture industry with several nationally renowned brands, each with distinctive carved trademarks. Some showrooms have workshop tours and cafes.

Sport

Sporting interests are facilitated by a local leisure centre with swimming pool, newly expanded and upgraded gym and other facilities. The local running club, Thirsk and Sowerby Harriers, meets at the school twice a week. There are thriving local clubs - Thirsk Hockey Club, and Thirsk Falcons Football Club run a full spectrum of junior and senior teams for both genders. There is a rich tradition in rugby and cricket with clubs based in the town and many local football and cricket teams in the local villages. A squash club and a golf club lie on the town's fringes along with Thirsk Racecourse. A fantastic development has been the establishment of the Sowerby Sports Village on the school's doorstep; this developing facility provides for a variety of clubs and individuals offering a measured kilometre track that attracts runners, cyclists, and walkers.

Leisure

Thirsk lies between two National Parks, The Yorkshire Dales, and the North Yorkshire Moors, which are easily accessible and provide wonderful walking, mountain biking, fell running and bird-watching opportunities. The hosting of the Tour de France in 2014 elevated the cycling tradition in the area and the school has previously hosted the London to Edinburgh cycle venture. North Yorkshire's stunning coast is within easy



reach offering wild and dramatic cliffs, beautiful fishing villages and traditional seaside resorts along the bracing North Sea coast.

Housing and Transport

There is a variety of housing available in the area from more traditional market town houses, and local village cottages, family houses, apartments, and terraced properties. The Sowerby Gateway development on the southern fringe of the town offers a wide range of housing on a modern estate. Fantastic transport links via the A1 (M), A19, A61 and the mainline railway running from London to Edinburgh enhance Thirsk as a great place to locate. Many staff members live within the school's catchment and send their children to our neighbouring primary schools or to our school, whilst others choose to live in York, Harrogate, Ripon, Northallerton and Teesside.





Administration Assistant - Advert

Are you able to provide an efficient, effective and accurate administrative service? Are you highly organised and able to prioritise? We are looking for a skilled and well qualified Administrator with good IT skills and a knowledge of Microsoft Office (fast, accurate typing required), to support the work of our teaching and pastoral staff. Excellent communication skills are required as well as a professional approach. You will need to have flexibility, attention to detail, be able to handle sensitive information and an ability to work as part of a team, whilst demonstrating initiative and resilience. Knowledge of Bromcom as the MIS would be an advantage. Occasionally, the Admin team also cover reception. Specific responsibilities to be decided upon appointment.

37 hours per week, term time only plus 5 additional days during the Summer Holidays. Salary will be APT&C Grade D scale point 4-6 (£23,150 - £23,893 pro rata) depending on experience and service for NYCC. This equates to an actual salary of £21,178-£21,858 per annum, pay award pending.

Holidays will not be allowed during term time, unless under exceptional and approved circumstances.

Closing date for applications is 4 pm on Friday 8th November 2024.

Interviews will take place the following week.

Prospective candidates are welcome to visit the school prior to the application deadline. Please contact school using the details below if you wish to arrange a visit. Further details of the school, the post and a downloadable application form are available from our website: www.thirskschool.org or upon request from andrew.rickard@thirskschool.org

Completed forms should be returned to andrew.rickard@thirskschool.org

Our ambitious school is based in the easily accessible market town of Thirsk which lies very close to the A1(M), A19 and mainline rail links, between two beautiful National Parks.

Thirsk School and Sixth Form College is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory approved references and enhanced Disclosure and Barring Service criminal records check for work with children. Candidates invited to interview are required to complete a self-disclosure proforma; this will be opened in the event of a job offer being made.



Administration Team Background Information

The Admin Team comprises of various parts, including Reception, Finance, Data, Attendance, Work Experience/Careers, Cover and core Admin. The successful application would be appointed to the core admin team and would work in the main school office with colleagues.

The team is made up of the Office Manager who oversees administration across the school as well as being PA to the Headteacher, and two full time administrators, all work 37 hours per week. Working hours are 8.00am – 4.00pm each day except Friday which is a 3.30pm finish. The team are also expected to work an additional five days during the last few weeks of the summer holiday to assist the preparation of the new academic year.

The two full time administrators offer administration across the whole school, including the pastoral and curriculum. The role also includes reprographics and at times covering reception. There are also specific roles supporting the pastoral Assistant Headteachers in Lower School, Upper School, and Sixth Form. Currently one administrator works with lower school, the other with upper school and sixth form administration is divided between the two. However, this is currently under review and upon appointment the specific duties will be discussed and decided.

In essence, we are seeking someone to offer a wide and varied administration service, they would be accountable for decision-making, short-term and medium-term planning in line with the school calendar as well as dealing with unexpected work requests submitted to the school office.

Excellent organisational skills, the ability to prioritise and cope under pressure as well as a good sense of humour are essential to handle the variety of tasks that need to be undertaken.

We are a Microsoft school, therefore, a thorough working knowledge of Teams, Forms, Lists, and Office is required. Experience of Bromcom as a Management Information System would certainly be an advantage. A working knowledge of websites would also be an advantage.

If you feel you tick the boxes as such then we would be delighted to receive an application.



Job Description

POST:	Administrative Assistant
GRADE:	Grade D (scp 4-6)
RESPONSIBLE TO:	Assistant Headteacher & Office Manager/PA to the Headteacher
STAFF MANAGED:	None
JOB PURPOSE:	To provide an administrative support service to the school, specifically Heads of School, Heads of Year and Departments. The postholder is accountable for decision-making, short-term planning and dealing with unexpected problems within the school office.
JOB CONTEXT:	<p>Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics and reception service, where excellent organisational skills are essential to handle the variety of tasks that need to be undertaken.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> To provide administrative, clerical and secretarial duties, (fast accurate typing required), as required To maintain, use and share appropriately, information held on the school's information management system, e.g. extracting personal student information To carry out research, analysis and evaluation of data to assist in the preparation of reports e.g. for the school's Governing Board To take minutes at various meetings, as required To arrange short term planning e.g. administering school visits, liaison with other schools and agencies To make appropriate decisions to problems/issues when they arise within the office To report concerns and obtain support for any issues raised To assist teaching and support staff with administrative queries Make appropriate decisions to problems/issues when they arise within the office. Assist teaching and non-teaching staff with administrative queries
Communications	<ul style="list-style-type: none"> To communicate effectively with other staff, Governors, visitors, contractors, students and their families/carers



	<ul style="list-style-type: none"> To undertake reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors
Resource/People management	<ul style="list-style-type: none"> To assist in the induction of new employees To attend staff meetings and training days and management team meetings by agreement with the Office Manager To participate in the school's performance management scheme To highlight additional training and supervision needs to build on skills and knowledge To participate in training and other learning activities and performance development as required
Safeguarding	<ul style="list-style-type: none"> To know about data protection issues in the context of the role To maintain confidentiality To be responsible for promoting and safeguarding the welfare of children and young people by knowing who to report your concerns to To have an awareness and basic knowledge where appropriate of the most recent legislation
Systems and Information	<ul style="list-style-type: none"> To be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences To share information appropriately - in writing, by telephone, electronically and in person To maintain and update accurate computerised and manual records as required
Data Protection	<ul style="list-style-type: none"> To comply with the school's policies and supporting documentation in relation to information governance this includes Data Protection, information security and confidentiality
Health and Safety	<ul style="list-style-type: none"> To be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure
Equalities	<ul style="list-style-type: none"> To ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users To develop your own understanding of equality issues
Flexibility	<ul style="list-style-type: none"> To respond to any reasonable request made by the Office Manager commensurate with the grading for this post Thirsk School & Sixth Form College provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with school policies and procedures



Customer Service

- The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment
- The school requires that staff offer the best level of service to its students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values
- To understand your role and its limits, and the importance of providing care or support

Date of Issue:

October 2024

