

**Oaklands Catholic School and Sixth Form College
Business Support Assistant (Admissions)**



**Oaklands Catholic School and
Sixth Form College**

Information for Applicants

Oaklands Catholic School and Sixth Form College Business Support Assistant (Admissions)

Dear Colleague

Business Support Assistant (Admissions)

This opportunity is one that I hope will capture your enthusiasm and I would like to thank you for your interest in this post. The governors are seeking to appoint a Business Support Assistant for September 2018, with specific responsibility for admissions to join our hardworking, committed and enthusiastic team. The successful candidate will also provide a range of services to support the members of the Business Support Team. This role will require the successful candidate to liaise with prospective parents, primary schools, the diocese, governors, teachers and support staff. The successful candidate will ideally have knowledge of school admissions processes and experience of working within the academy school environment.

Further details related to the position can be found in the Job description.

Towards the end of this information you will find the application information (page 4) necessary to complete the application form issued by the governors regarding the post. If you are a Catholic you will understand the distinctiveness of Catholic schools such as Oaklands and this will be attractive to you. **You do not have to be a Catholic to work at Oaklands;** the governors welcome applications from candidates of differing faith backgrounds or none who can be supportive of the school ethos.



The successful applicant will be highly organised and possess good interpersonal skills. A high level of practical skills, technical knowledge and organisation ability are also essential.

In return we offer an excellent salary and benefits package, the prospect of working for a value-led organization which is committed to educational excellence, the skills and resources to share best practice, plus a supportive and dedicated staff and senior team. This role also has the potential to expand in the future.

In addition to the role of Business Support Assistant (Admissions) the successful candidate must have the correct appreciation of child protection issues and where necessary be prepared to undertake relevant training in relation to working with and protecting children and young people.

All staff at Oaklands are expected to display a commitment to the protection and safeguarding of children and young people. An enhanced DBS is required.

I hope this information is useful. However, if there is any further way in which I can be of assistance, please do not hesitate to contact me at the school.

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May I remind you of the following dates:

Closing Date for Applications	Friday 22 nd June 2018
Proposed Interview Date Week Commencing	2 nd July 2018

We look forward to receiving your application for this important appointment.

Yours sincerely



Matthew Quinn
Headteacher

APPLICATION DOCUMENTS

Please see our website for all application documents which include:

- **CES** Application forms
- Notes to applicants
- Recruitment and monitoring form
- Rehabilitation of offenders Act 1974 disclosure form
- Pay Policy
- Governor Strategy
- Oaklands Prospectus

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Cover Assistant Job Description

TERMS AND CONDITIONS

All support staff are bound by the terms and conditions of contract of employment issued by the Catholic Education Service. The governors, as employer issue you with a Catholic Education Service (CES) contract this is downloadable from the CES and school websites.

Position Offered:	Business Support Assistant (Admissions)
Scale:	C1 £17,224 (full-time equivalent) term time only + 5 days. Actual estimated gross £9,188.
Hours:	22.5 hours a week. 8.30am to 1pm Monday to Friday
Commitment:	Permanent
Commencement:	3 rd September 2018

APPLICATION PROCESS

You are asked to complete and include the following:

1. Application Form
2. Curriculum Vitae
3. Application statement (page 8 and 9 of the application form) on this page I would be grateful if you could indicate in no more than 1300 words how your previous experience has prepared you for this position.

Applications received without a CES Application Form will not be considered for the post.

Completed applications should be returned to: Nadia Persiano, Human Resources either by post or via email n.persiano@oaklandscatholicschool.org

If you require any further information please contact Nadia Persiano, by emailing n.persiano@oaklandscatholicschool.org or telephoning 023 9225 9214 ext 3062.

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PROCEDURE FOR OBTAINING REFERENCES

The candidate application form asks for three references. Normally one of these referees should be your current or most recent employer. Please see the details in the application form. We reserve the right to take up references with your previous employer.

In addition to asking your referee questions related to your suitability for the position we will make enquires in to the following:

1. Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
2. Whether the applicant has been the subject of any safeguarding concerns
3. The outcome of any enquiry or disciplinary procedure

If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open references' from a candidate.

INTERVIEW PROCEDURE

If a candidate is selected for interview the procedure will test how the candidate fulfils the requirement of the post. The selection process will include a consideration of the suitability to work with children and young people.

The activities at interview will include:

- Tour of the school
- Administration Task
- Meet the Team
- Panel interview

During the interview day candidates will have a tour of the school, an opportunity to meet key personnel, these events are organised so that candidates can form a judgment of the school and will not be part of the interview assessment.

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Our Journey

Oaklands is a Catholic Academy taking in boys and girls from 11-18, which has been established by the Diocese of Portsmouth for the education of Catholic children who live within the designated parish catchment area allocated to the school. In addition, Oaklands also takes in a number of children from other Christian denominations whose parents have specifically requested a Catholic education at the school, provided that they satisfy the criteria laid down in the Governors' Admissions Policy.

Oaklands has over 1400 students on roll, including a Sixth Form College of 270 students. It is a well-established comprehensive school, which is well supported by parents and highly respected in the community. Oaklands offers a full range of GCSE and A Level courses. Students at all levels are provided with challenge and support as appropriate. The school's success is rooted in a strong academic tradition.



The school became an Academy in September 2011. The Edith Stein Catholic Academy Trust has overall responsibility for the school. We are now autonomous receiving our funding direct from the Education Funding Agency. There is the opportunity for other Catholic Schools to join our Trust in the future.

The school is part of a soft federation; working closely with other local schools, this provides an opportunity to share expertise and resources. As a school we also take part in teacher training initiatives with local universities.

We are on an exciting and imaginative journey; creativity is the heart of the school's approach, resulting in innovative approaches.

The school stands within attractive and extensive grounds of 26 acres including woodlands and playing fields. Well-equipped specialist facilities are provided for all areas of the curriculum. In recent years the school has

undergone a major expansion to provide an extra suite of RE classrooms, an additional Drama area, Health Suite, Sixth Form College block, Music block and specialist accommodation designed to accommodate History, Geography and Learning Support. More recently the Science and Mathematics areas have undergone major refurbishment. In the past year we have completed major fenestration and roofing replacement project for one of our teaching blocks and embarked on a toilet and classroom refurbishment programme which we aim to continue over the next few years. We have also just secured a £1.1 million pound grant to refurbish one of our 3 storey teaching blocks and £200 thousand pound Energy Efficiency Fund loan to improve our energy efficiency throughout the school. This work will start during the Summer Term 2018.

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The aims of the school emphasise the importance of each student as an individual and the need to focus on and promote the spiritual, moral, intellectual, physical, social, personal and cultural development of each person entrusted to our care. It is important that this mission is not allowed to drift as a result of the school's business function.

To this end, the community endeavour to create a Christ centred learning community whose primary aim is to ignite a passion for faith and learning. At Oaklands we recognise that students have special and different gifts, we aim to develop them in a climate where they can be shared and personal achievement can be maximised, where difference is not just tolerated but celebrated. Students need to work within an environment where they can develop their unique God given gifts and feel lovable, loved, capable and valued members of the community. This occurs within a warm and caring safe and open environment in which all children can grow in confidence and trust, and achieve their true all round potential.

At Oaklands extra-curricular activities are an essential part of a young person's development and all students are encouraged to profit from the wide range of activities on offer. Whatever their talents and abilities there are opportunities to succeed.

The successful pastoral system at Oaklands is built on the strong partnership between the school, home and parish enabling each student to flourish. We believe that parents have a key role to play in the education of their child. The Year Head and Form Tutors, through the pastoral curriculum at Oaklands, emphasise with students the importance of self-discipline and responsibility and also the importance of care, concern and respect for each other at all times. Close parental links with the tutor and Head of Year are an essential ingredient of our success as a school.



June 2018

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8 Reasons why we think you might want this role at Oaklands

1. In your current role you have already had a positive impact to your school.
2. You believe in the strength that working with a diverse group of people brings.



3. You are attracted to working in a school that can provide a range of opportunities for you and colleagues.
4. You value young people and see that effective lesson cover ensures continuity of learning
5. You can see the value in developing professional relationships that get the best out of colleagues.
6. You are motivated by the thought of being a member of a team that delivers some of the best education in Hampshire
7. You give of your time freely recognising that this contributes to successful outcomes and job satisfaction.
8. You would like to use this position as a stepping stone to career advancement.

4 reasons why you might not want to come and work for us (Please look at the very last section)

1. The match of your skills and experiences to our needs is not a good fit.
2. You are anxious about coming into a Catholic school (don't be).
3. You have only ever worked in one secondary school.
4. You feel you might not be ready to work in a high performing school.

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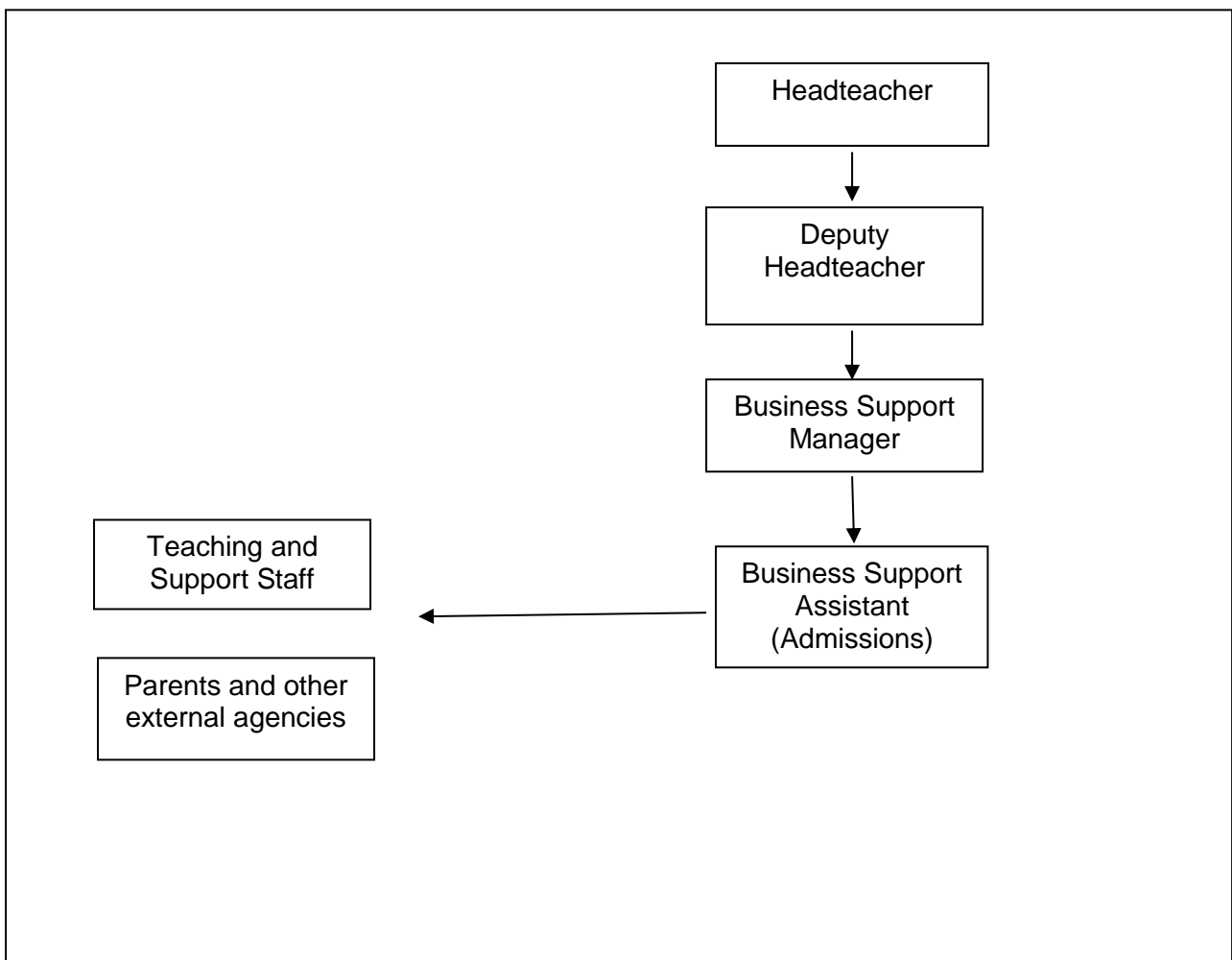
Role Profile: Support Staff (Part-time, term-time only)

Grade: C1 £17,224 (full-time equivalent) term time only + 5 days. Actual estimated gross £9,188.

Hours: 22.5 hours a week. 8.30am to 1pm Monday to Friday

JOB DESCRIPTION

Role Title	Business Support Assistant (Admissions)
Reports To- (Supervisor/Manager's role title):	Business Support Manager
Role Purpose: (why the role exists)	To be responsible for school admissions at each stage of entry and for in-year admissions, liaising with the relevant pastoral and curriculum staff, members of the leadership team, governors, diocese, parents and the local authority as appropriate.



Oaklands Catholic School and Sixth Form College Business Support Assistant (Admissions)

Job Description

Role Requirements

Accountabilities	Accountability Statements
Customer Service	<ul style="list-style-type: none"> • Act as the first point of contact for general parent/pupil/visitor enquiries, responding within standard procedures or referring the enquiry to an appropriate destination • Contribute to the smooth running of the school's reception, postal, telephone and stationery facilities • Promote the image of the school in all contact with the outside world
Administration	<ul style="list-style-type: none"> • Provide high quality administrative services to support teaching and learning. • Liaise with other staff, pupils, parents/carers and external agencies • Analyse and evaluate data and information as required • Contribute to the planning and development of administrative procedures and systems • Assist in the organisation of school events • Assist with marketing and promotional material for the school • Provide cover in reception and student services as required • Man the student reward shop as required • May be required to mentor or supervise Business Support Assistants • To keep abreast of national and local developments in education. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Business Support Manger to carry out appropriate duties within the context of the job, skills and grade
Area of Expertise - Admissions	<ul style="list-style-type: none"> • Operate as the lead contact for parents seeking admission to the school, explaining and assisting with admissions processes and procedures. • Process external applications to all year groups, liaising with the Headteacher and Heads of Year.

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	<ul style="list-style-type: none"> • Maintain waiting lists and pursue applicants when places become available. • Ensure all relevant paperwork is in place for the Governor’s Admissions Committee, attending the meetings and providing information as appropriate. • Support the appeal process as required by compiling necessary documentation for appeals, attending appeals hearings when required. • Ensure relevant student information is gathered from previous schools for new admissions and forward student leaver details when required. • Clerical typing and administrative duties associated with the Admissions procedures for Catholic children and children of other Christian/other faith denominations. • Update personal details forms for Year 7. • Liaison with appropriate external services as required (eg. Governors’ Admissions Committee, Priests, Ministers, Local Education Authority and Heads of Primary Feeder Schools. • Attendance at the new Year 7 parents evening, open evening and Governors meeting in Autumn term to discuss admissions. <p>To carry out any other secretarial duties designated by the Headteacher which may be reasonably allocated within the purview of the post.</p>
Staff management and teamwork	<ul style="list-style-type: none"> • Work co-operatively with other towards shared goals • Support the induction of new members of the team and contribute to the development of others within the team through shared knowledge • Provide cover for colleagues where requested
Welfare	<ul style="list-style-type: none"> • Undertake welfare support to pupils including the provision of first aid where appropriate or referral to the appropriately qualified member of staff
School Policies and Regulations	<ul style="list-style-type: none"> • To work at all times in accordance with the mission and values of the school • General knowledge of school policies and procedures. • Knowledge of Health and Safety/security regulations and procedures. • Pursue personal development skills and knowledge necessary for the effective performance of the role

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PERSON SPECIFICATION

TRAINING & QUALIFICATIONS

	ESSENTIAL	DESIRABLE	COMMENT
Qualified in Maths and English to level 2 or equivalent	*		
Level 3 qualifications		*	
Recent participation in a range of relevant in-service training		*	

FAITH COMMITMENT

	ESSENTIAL	DESIRABLE	COMMENT
Ability to work in sympathy with the ethos of the school	*		

SCHOOL EXPERIENCE

	ESSENTIAL	DESIRABLE	COMMENT
Experience of working in a school environment, particularly school admissions processes and procedures.		*	
Recent experience of whole school initiatives		*	
Experience in mixed comprehensive school		*	
Experience of developing positive relationships with a range of different agencies.		*	

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SKILLS AND ABILITIES RELATED TO THE ROLE

	ESSENTIAL	DESIRABLE	COMMENT
Good verbal and written communication skills and ability to relate well to children and adults	*		
Ability to effectively use ICT packages	*		
Ability to use relevant equipment / resources and technology	*		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	*		
Values and respects the views and the needs of children and young people	*		
Displays commitment to the protection and safeguarding of children and young people	*		

PERSONAL SKILLS AND ABILITIES

	ESSENTIAL	DESIRABLE	COMMENT
Excellent communication skills	*		
Well-developed interpersonal skills	*		
Stamina and resilience	*		
Confidence	*		
Ability to see a project through to a successful conclusion	*		
Imagination and vision	*		
Strong commitment to team-working and partnership	*		

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The role dimensions – financial (eg budgets) and non-financial (eg units, workload, customers/staff

No. of pupils: 1400+ (secondary)
No. of departments (secondary): 15+
Estimated no. of suppliers: 500
School budget - £7million+

The main contacts – external/internal customer contacts and purpose

Internal Contacts

- Teaching and Support Staff
- Line manager with regard to day to day teaching and learning
- Governors
- Pupils

External Contacts

- External agencies
- Local schools and parishes
- Parents (existing and prospective)
- Governors

Working conditions – environment and physical effort or strain.

Normal classroom environment

Context/additional information

Induction for new members of staff
Training

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Final Footnote.....



What about those reasons why this role might not be for you!

The match of your skills and experiences to our needs is not a good fit

Come and visit us, read the pack, phone the school and find out if the match is better than you think.

You are anxious about coming into a Catholic school

Again, come and visit us, experience our community and talk to staff about their experience. The majority of staff at Oaklands are not Catholic.

You have only ever worked in one secondary school

If you have only worked in one secondary school we still want to hear from you. Many of our best support staff had limited school experience before coming to Oaklands. With training and development over time they gained the experience.

You feel you might not be ready to work in a high performing school

If you are still reading, then you probably are.