



Trinity CE High School Information Pack



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TRINITY CHURCH OF ENGLAND HIGH SCHOOL

"Faith in the City, Value in People, Excellence in Education"

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HEAD: Julian Nicholls, BSc MA



September 2021

Dear Applicant

Vacancy for the Post of Senior Administrator and Receptionist

Thank you for your interest in the above permanent, all year round position at our school. This pack contains information about the school – its ethos and values, its background and its current position and aspirations, and about the job – our expectations of the successful candidate and a job description. It also includes a DBS information sheet, information about the application and selection process, and our Data Protection responsibilities.

Support staff at Trinity play an important and integral part in the school's life. This is a permanent, full-time position, working 5 days/35 hours per week. The working hours are 07:30-15:00. The salary is Grade 4, Points 7-11 (£20,092-£21,748), starting on Point 7. You will be required to cover the main reception and undertake administrative work during school holidays.

When completing the application form please provide full details of your qualifications, employment (paid or voluntary) and the interests and skills that you have that would equip you to undertake this role. Please also outline any experience (paid or voluntary) you have of working in a school and ensure that you provide information to illustrate how you meet the points outlined overleaf in '*what we want from you*' and the main tasks of the job description. Please ensure that you provide a continuous list of your work history, explaining any gaps or breaks if necessary.

The closing date for applications is **09:00 on Friday 24 September**. Interviews are planned to be held on Friday 01 October.

Trinity Church of England High School is committed to the protection and safety of its pupils and operates a Safer Recruitment policy. An appointment will be subject to an enhanced Disclosure and Barring Service check.

If after reading all of the contents of this pack you wish to apply for the post advertised then I would like to take this opportunity to thank you for your application and your investment of time and, whatever the outcome, I wish you well in the future.

Yours faithfully

Julian Nicholls
Head





Trinity Church of England High School was opened in 1984 with the foundation motto of *"Faith in the City, Value in People, Excellence in Education"*.

Today, over thirty years on, Trinity is an outstanding place of learning, promoting the education of students in a community which is positively Christian but welcomes the children of parents of other faiths.

Trinity quickly established itself as a popular school serving the City of Manchester and districts beyond. Its

teachers, support staff and students worked to create a school with a distinctive atmosphere, both demanding and caring, which reflects the hopes that parents have for their children. This outlook contributed towards the genuine sense of partnership between home and school and has, in turn, helped to provide feelings of security, structure, happiness and well-being.

Located adjacent to Manchester University, Manchester Metropolitan University, Manchester Museum, the Science Park and the Royal Northern College of Music, we are easily accessible from all parts of the city and are close to the many amenities of the city centre. We make good use of our proximity to both universities, theatres, galleries, museum, the RNCM, the Aquatics Centre and Sports City.



The school's excellent sports facilities comprise a sports hall, fitness suite, gymnasium, dance studio, full-size floodlit artificial pitch and floodlit 3G multi-sport courts. The sports centre assists our links with the community.



School departments are well resourced and this has enabled us to combine the best of tradition with innovative practice. We seek to develop a breadth of experience so that, for example, our science, technology and mathematics are well balanced by artistic, linguistic, aesthetic, creative, moral and spiritual activities. Special attention is paid to developing the capacity of students to study independently and co-operatively.

Students joining Trinity from primary school are selected from various religious traditions

in given proportions in order to maintain the Christian character and Anglican distinctiveness of the school. At the same time, we encourage and promote a tolerant understanding of different religious beliefs and cultures.

Trinity's most recent full Ofsted Inspection took place in January 2014, and we were judged to be 'Outstanding' in all categories and 'Outstanding for overall effectiveness'. The most recent National Society (Anglican) Inspection, in June 2016, assessed Trinity 'Outstanding' in every category and 'Outstanding' overall. Also in 2016, we achieved two further accolades: Full International School and Teaching School status.



Trinity recently benefited from a £21.5 million Wave 4 BSF Buildings & ICT Investment, which comprised an 80% rebuild and 15% modernisation. Work was completed in the summer of 2011 and the new school was formally opened by the Archbishop of York in September 2011. We became a converter academy the following year. Trinity is now able to offer an outstanding 21st century education to its 1400 students.

The latest capital development, the £3 million brand new Trinity Sixth Form Centre, opened in September 2016, and has a capacity of 240 students, eventually taking the school student population up to 1460. Following the opening of the Sixth Form, we had a one day OFSTED inspection in October 2017, and we received confirmation that the school continues to be 'outstanding', including the Sixth Form.



In conclusion, our overall aim is *"To provide a Christian environment in which young people are safe, secure, cared for and happy, and are able to develop into articulate, confident and well qualified citizens of the world."*

Julian Nicholls, Head
School Year 2021-22



Job Description for the Post of: **Senior Administrator & Receptionist**

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Human Resources Manager.

Main Purpose of Job

To ensure an efficient, responsive and accurate administrative service is available for all staff as required, monitoring standards, workloads, output and cover, and to maintain a welcoming and helpful first point of information and communication for staff, parents and visitors.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To receive and allocate administrative tasks and oversee the workload of the Receptionist Administrator, working together to ensure an efficient administrative service.
3. To be responsible for the provision of administrative and clerical support on a daily basis. This will include providing administrative support to:
 - The Data Manager and Exams Officer, such as data entry, supporting the assessment processes, closing exam rooms and informing staff;
 - Staff, including the production of learning resources, and letters and emails from staff to parents.
4. To manage the main reception desk as required to assist the Receptionist Administrator, covering from 07:30 until 09:00 each morning, lunch and periods of absence, welcoming and assisting parents and other visitors to the school and ensuring that all visitors are logged in and out in accordance with the visitor's access system and health and safety policy. To oversee the access barriers to the car parks.
5. To maintain the confidential nature of information relating to the school, colleagues, students, parents and carers and to ensure data protection regulations are complied with and maintained, storing necessary correspondence on M-Store.
6. To work flexibly, assisting colleagues during busy periods, and supporting team members to provide an efficient and effective administrative service.

7. To have an understanding of the common practices and systems in use in the main office, visitors' reception, reprographics room and student offices and to work within this general structure.
8. To process incoming telephone messages, ensuring queries are passed onto colleagues promptly, using email where necessary. To promptly receive, respond to or forward general enquiries received via email.
9. To be aware of the daily calendar of events of the school, eg the cover list, timetable/room changes and duty rotas, so that enquiries and visitors are responded to effectively and without unnecessary delay.
10. To monitor the arrival of external cover staff, keeping the Cover Manager updated, and to produce the cover information for external cover staff as provided by the Cover Manager.
11. To assist the Receptionist Administrator with incoming and outgoing mail, logging and processing outgoing mail for Royal Mail collection during holiday periods.
12. To ensure the reception point is covered at all times and that colleagues called in to cover are kept informed of essential daily information.
13. To respond promptly to requests for bookings of classrooms and meeting rooms and provide general support in organising room changes, putting the information on the school's information management system (SIMS) and informing staff where required.
14. To assist in maintaining an up-to-date and accurate database of student information using a computerised information management system (SIMS).
15. To carry out administrative tasks to support an efficient start to a new school year and each term, eg creating folders for new starters, checking pigeon-holes and compiling and sending out information packs.
16. To produce rotas, lists and other documents required at key times in the school calendar, eg start of the year.
17. To have an understanding of the common practices and systems in use in the main office, visitors' reception, reprographics room and student offices and to work within this general structure.
18. To be able to use the appropriate modules of the school's information management system (SIMS) and other software, eg word processing, spreadsheets, database, presentation, internet and email. To type and word process documents and letters, including the inputting of data and using mail-merge where required.
19. To support a service-oriented 'can-do' approach and a culture of support within the administrative team.
20. To take part in a rota to cover the main reception during school holidays.
21. To provide general administrative support as required, for example addressing envelopes, making up information packs, helping administrative colleagues during busy periods, photocopying and filing as required.
22. To undertake training where necessary.
23. To undertake other duties as required in line with the grade and responsibilities of the post.

Senior Administrator & Receptionist

Contract term: Permanent, full-time, all year round

Contract type: 35 hours per week

Working hours are 07:30-15:00, with a 30 minute lunch

Scale: Grade 4, Point 7-11, (£20,092-£21,748), starting on Point 7



This is a great opportunity to come and work in our highly rated secondary school in central Manchester. Our school was inspected by Ofsted in January 2014 and was judged to be 'Outstanding' in every category and 'Outstanding' for overall effectiveness. In 2017, our new Sixth Form was also judged 'Outstanding'.

We are looking for a suitably experienced person to provide an efficient, responsive and accurate administrative service for all staff, monitoring standards, workloads, output and cover, and to maintain a welcoming and helpful first point of information and communication for staff, parents and visitors. This is an all year round position and will involve covering reception during holidays.

WHAT WE CAN OFFER YOU:

- The opportunity to join our Outstanding school of 1400 students aged 11-18, supported by a hugely talented, hard-working staff team;
- Excellent facilities in new and refurbished buildings;
- Enrolment in the Local Government Pension Scheme;
- Free parking and use of the school Fitness Suite;
- Childcare Voucher Scheme and Cycle to Work Scheme in operation;
- Access to Health Assured's 24/7 Employee Assistance Programme;
- Staff Wellbeing Fund for initiatives, activities and social events that support staff mental and physical health;
- We are a socially inclusive and equal opportunities school and committed to and actively promote equal opportunities for all our students and staff.

WHAT WE WANT FROM YOU:

- The ability to provide a high-level administrative service ensuring confidentiality, accuracy and timely responses;
- Experience of working in the education sector is ideal, as is experience of reception work in a busy environment;
- The ability to assess workloads, allocate work fairly and oversee the efficient completion of tasks;
- Good communication and interpersonal skills are vital for this role;
- Well organised and professional with a flexible and positive approach to all aspects and areas of your work, ensuring deadlines are met;
- Good numeracy and literacy skills, at least equivalent to RQF Level 2, with excellent IT skills. Experience of using Microsoft packages, mailmerge and SIMS would be ideal;
- Supportive of the school's excellent staff attendance and punctuality record;

Please note that training will be provided on safeguarding and school specific IT applications.

The closing date for applications is **09:00am on Friday 24 September**. Interviews will be held on **Friday 01 October**.

CVs **will not** be considered. For further details and to download an application pack, please visit www.trinityhigh.com

Trinity CE High School is committed to safeguarding and protecting the welfare of young people and expects all staff to share this commitment. The school operates a Safer Recruitment policy. The successful applicant will be subject to appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

Declaration of Criminal Convictions

Post: Senior Administrator & Receptionist

Level of Disclosure Required: Enhanced

The post you have applied for meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If you are short-listed for the post you will be asked to reveal any convictions, cautions, final warnings, and reprimands but these will not be looked at unless you are selected for the position. All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.

The Governing Body is an equal opportunities employer and is committed to eliminating prejudice in employment and taking positive action to counter effects of disadvantage.

We recognise that people with criminal convictions face discrimination when seeking employment and so have procedures as part of the recruitment and selection process to guard against further disadvantage.

Any information will be treated with the strictest confidence and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question.

The Governors will ignore convictions which are not relevant to the post you are applying for. If a conviction may be relevant, the appointing panel will carefully consider the nature of the offence and the requirements of the post. The panel will also look at when the offence occurred and if there is a pattern of unrelated offences. Some serious offences will, however, almost certainly prevent the panel from making an appointment.

The Governors' full Policy on Employment of Ex-Offenders is available upon request from the school. The Code of Practice issued by the Disclosure and Barring Service, and which guides the Governors' use of Disclosures in Recruitment, is also available from the school upon request. Trinity CE High School operates a Safer Recruitment policy.

NB: This information is sent out with application packs for all posts

The Application Process

The school's policy is that we do not organise tours of the school pre-application/interview, in case it disadvantages those candidates who do not have the same opportunity to visit. If called for interview all candidates are given a tour of the school by a senior member of staff. We hope you understand our position and that this does not put you off submitting an application.

To apply for this position please go to the advertisement for this post on the Tes website and complete all fields on the online application form.

Please ensure that the form is completed by the closing time & date of **09:00 on Friday 24 October 2021**. Interviews are currently scheduled for Friday 01 October.

Unfortunately, due to the large number of applications that we receive, we are unable to respond to unsuccessful applicants. Feedback is only provided to shortlisted candidates who attend for interview.

Candidates who are shortlisted will be contacted to inform them that they have been selected and to confirm their availability to attend for interview. This will be by telephone in the first instance and by email, so please ensure that these details are correct and provided in full on your online application.

The Interview Process

On confirmation of your attendance, you will be emailed information regarding the arrangements for the day, such as time of arrival and information about a skills test or observed lesson, depending on the post applied for.

You will need to bring a mask with you and sanitise your hands before signing in.

Candidates are asked to bring relevant qualification certificates, plus photographic ID and DBS certificate (if they have one). These are checked on arrival at reception.

Following the lesson or test, the recruitment and selection panel will analyse the results, and further shortlisting may take place prior to the interviews.

Trinity Church of England High School is committed to the protection and safety of its pupils. An appointment will be subject to an enhanced Disclosure & Barring check.

Data Protection Statement

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2016.