



**Administrative Assistant-
Attic@Walpole**

RECRUITMENT PACK

June 2018

The Attic Pupil Referral Unit

Attic@Walpole, Walpole Halesworth,
IP19 9AT

Head Teacher: Mrs Joanna Lawrence
Assistant Head Teacher: Mrs Sally Erb

Email:
Joanna.lawrence@theatticpru.org.uk

CONTENTS PAGE

Introduction	Page 2
Letter from the Chair of the Management Committee	Page 3
Advert	Page 4
The Attic	Page 5
Job Description	Page 7 - 10
Person Specification	Page 11 - 13
Applications Process	Page 14-15

INTRODUCTION

Thank you for your interest in the position of Administrative Assistant at The Attic Pupil Referral Unit.

We hope that this brochure will provide potential applicants with all the information and guidance that you need to apply.

If you need any additional information, please contact Joanna Lawrence, Head teacher.

Letter from E Laflin, Chair of The Attic Management Committee

Dear Applicant,

Appointment of Administrative Assistant at The Attic Pupil Referral Unit

Thank you for showing an interest in the above post at The Attic. The leadership team, including the management committee, are committed to developing our provision to be judged as "outstanding" at its next Ofsted inspection. This is an exciting time for us as we support and challenge ourselves on this journey.

Applicants with the relevant qualifications and experience are encouraged to apply for the challenging, yet highly rewarding, position of Administrative Assistant at The Attic Pupil Referral Unit.

In recent years The Attic has grown from a two site provision into a four site provision with five services. We are forward thinking and constantly reflecting on our practice. Our current school improvement work is being implemented across all of our sites with a focus on pupil progress, the quality of Teaching and Learning and the curriculum provision.

At The Attic, we support young people who have been unable to succeed in mainstream education. Here they are given a second chance and, with support and challenge, they are able to achieve their potential.

We are now seeking to appoint a Administrative Assistant to join our well established team. The role will be key in ensuring our students receive the structure and support they require in order to achieve their best.

Our current team of staff are highly committed to supporting our young people to ensure they get as much as they can out of their education at The Attic. If you feel you could contribute to the school and join us on our journey, we would welcome an application from you.

We warmly invite prospective candidates to come and visit us and look forward to receiving your application.



Emma Laflin
Chair - Man Com

ADVERT FOR ADMINISTRATIVE ASSISTANT – Attic@Walpole

At The Attic, we support young people who have been unable to succeed in mainstream education. Here they are given a second chance and, with support and challenge, they are able to achieve their potential.

Following a recent review of staffing across the Attic provision, the Management Committee are seeking to appoint a number of support staff in both classroom based and administrative roles.

We are now seeking to appoint a Administrative Assistant to join our well established team predominantly based within our provision at Attic@Walpole. The role will be key in ensuring our students receive the structure and support they require in order to achieve their best.

Our current team of staff are highly committed to supporting our young people to ensure they get as much as they can out of their education at The Attic. If you feel you could contribute to the school and join us on our journey, we would welcome an application from you.

We are looking for a professional who has:

- A commitment to ensuring that all children/ young people achieve their potential
- The ability to promote an inclusive provision
- The ability to support the raising of standards across the provision
- The ability to be a supportive and innovative member of the wider Attic team
- The ability to develop partnerships that enhance the experience for all

Visits to the Attic, especially Attic@Walpole are warmly welcomed and encouraged. Please contact Sally Erb to arrange a visit sally.erb@theatticpru.org.uk.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and two references.

Please email your application to Lucy Palmer-Nortcliffe by email lucy.palmer-nortcliffe@theatticpru.org.uk .

Or by post marked for the attention of **Joanna Lawrence** at the following address:

The Attic Pupil Referral Unit
Attic@Dragonfly
3 St Peters Road
Carlton Colville
NR33 8AX

Closing date: 24th September

Shortlisting: 25th September

Interview Date: 27th September

The successful candidate to be appointed with effect from September 2018, an earlier start date can be negotiated if the successful candidate is available.

Attic Pupil Referral Unit

The Attic is an established part of Suffolk's County Council provision for children and young people experiencing social, emotional and mental health difficulties that put them at risk of exclusion from their mainstream schools. It is one of a number pupil referral units and Alternative Provisions across the county that support children throughout compulsory mainstream education.

At Attic Pupil Referral Unit we believe that every child deserves the best education to enable them to make good progress and realise their full potential.

The Attic Team works towards ensuring that when young people leave us they have developed a respect for learning and the skills and self-confidence needed to help them succeed in further education, training, employment and post-school life.

We aim to build partnerships with parents, carers and young people that are based on honesty, trust and mutual respect that underpins the support for the academic, vocational, personal and emotional development of our pupils.

It currently provides five services:

- **Attic@Hillside**
- **Attic@Walpole**
- **Attic@Assessment Centre**
- **Attic @Dragonfly**
- **Attic@The Landing**

Attic@Hillside (formerly Attic@Lovewell Road)

The Lovewell Road site was first opened as part of the Attic PRU in 2013 to provide stimulating and high quality education for the young people attending this site. This may be in the form of group work, individual work, offsite learning, outreach, or a combination of all these opportunities.

The young people attending have the opportunity to take a range of accreditations and qualifications including GCSEs. Opportunities are also provided to support the young people to improve their attendance, behaviour, social skills and educational progress.

The site was closed in October 2017 and the provision will move to Attic@Hillside, formerly Bungay Middle School after May half-term 2018.

Attic@Walpole

The Walpole site became a satellite in September 2013 for the Attic PRU. Set in quiet rural surroundings in Suffolk, the centre offers a limited number of spaces to meet student's needs. Just like Attic@Lovewell Road, this site provides a stimulating and high quality education for the young people. This may be in the form of group work, individual work, offsite learning, outreach, or a combination of all these opportunities.

Attic@Assessment Centre

The Assessment Centre became a satellite in May 2015 and is a resource for Primary and Secondary schools in the North of Suffolk. Entry to this centre is through the In Year Fair Access Panel (IYFAP). This centre provides a multi-agency assessment of the young people and their educational needs. We have an Educational Psychologist and we are hoping to provide the opportunity of the Clinical Psychology assessments, where appropriate, to deliver recommendations to support the young person's social, emotional, mental health needs. All the young people leave the assessment centre with an in depth, holistic report.

Young people attending the assessment centre fall into two categories:

1. Young people who remain on school roll, attend half days at the assessment centre and a half day at their main school. Following their time at the assessment centre, their case will return to the IYFAP with recommendations for discussion for future placements and recommendations which may include referring onto Specialist or Alternative provision.
2. Young people who have been permanently excluded, will in most cases go through the assessment centre before recommendations are made for the most appropriate next setting.

Attic@Dragonfly

The Attic@Dragonfly became a satellite in October 2016 and is an educational site for young people with Mental Health issues aged 11-17 years old, who are inpatients in a CAMHS Tier 4 ward. They are usually registered with another school and therefore have dual registration, combining our curriculum with their home school.

Attic@The Landing

The Attic@The Landing became a satellite in January 2017 at Beccles Primary Academy and is an educational site for young people with a diagnosis of autism. We provide intensive support for students in Key Stage Two where their diagnosis of Autism Spectrum Disorder is the primary barrier to them accessing learning within a mainstream environment. Following a successful pilot in 2016-17, the Local Authority has commissioned a second class, enabling us to cater for 10-12 students. During the Summer 2017, this provision was moved to our Attic@Assessment Centre site, providing the staff and students a greater access to space and other facilities. In September 2018, we will also have a third class within this provision for students in Key Stage 2 with a diagnosis of Moderate Learning Difficulties who may also have Social Emotional Health Needs.

JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT – Attic@Walpole

Org Type: Alternative Provision Pupil Referral Unit

Funding Status: LA

Gender: Mixed

Age Range: 7 - 17 years

NOR: 5 sites. 50 PRU places (2 sites), 10 ASD PRU places, 6 MLD/SEMH places, 12 Residential- Social Emotional Mental Health places, 12 Assessment Centre places

Pay grade: Grade 3 (below the bar) P12- 16 £17,173- £18,319 per annum. This is a term time only position and is paid pro rata of the annual rate for 39 weeks

Contract: 37 hours, 39 weeks (permanent)

Main Purpose of the Job:

The main purpose of this role will focus on supporting the Assistant Headteacher with any necessary administrative duties on a day to day basis, such as filing along with providing the first point of contact for visitors, parent/carers.

In addition, this role coordinates the communication and ICT across all of the sites, providing a key link with the ICT Engineers and ensuring the school's website is kept up to date.

Key Relationships:

- The post is Line Managed by an Assistant Headteacher
 - Key relationships are within Attic@Walpole, a range of schools and other agencies.

Main Activities and Responsibilities:

Accountability A: Administrative support for students/staff

- Act as first point of contact for visitors and carry out security and child protection procedures, ensuring that all visitors sign in and out and are issued with ID badges.
- Control pupils' signing in and out during school hours.
- Take delivery of items. Log all deliveries in line with protocol.
- Make, receive and redirect telephone calls, including voicemail. Take messages and ensure that these are passed on as quickly as possible.
- Make calls to the property management team when there is a problem with the building which needs repairing.
- Deal with pupil queries and liaise with staff colleagues/parents as appropriate.
- Process incoming and outgoing mail.
- Manage basic data for SLT.
- Contact parents/carers of absent children and record the young people's attendance.

Accountability B: General administration

Enter pupil information and attendance information into SIMS from registers. (Training can be given)

Contact parents of absent children to ascertain reason for absence as early as possible on each day that the school is in session. Ensure that reasons for absence are forwarded to the appropriate Teacher in accordance with the Partnership's policy and procedures.

Provide back-up / cover as required to monitor incoming mail to the school's generic email. Deal with general items, refer more complex issues / pass on messages to the appropriate member of staff.

Despatch outgoing communications through the school's generic email in conjunction with the other member(s) of the Front Office team, ensuring that paper versions are created and despatched as required.

Help despatch information to parents / carers in accordance with agreed deadlines including:

- Annual consent forms
- Home / School agreements
- Letters
- Information regarding trips / visits / school events
- Other items as requested by the Headteacher or other members of the Senior Leadership team.

Undertake word processing, photocopying and filing tasks as required.

Use Excel to record data for young people and be able to put this into charts, graphs and tables

Assist with arrangements for school events and activities, including Parent's Evenings, concerts, sports days etc.

- Keep the School Office neat and tidy, ensuring that documents are filed and/or securely stored in accordance with agreed systems and requirements.
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parent's/staff colleagues and all visitors to the school.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the school's business at all times.
- Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.

Accountability C: Support for ICT and communications

- Communicate regularly with JComtech regarding IT needs across Attic and feedback to SLT.
- Ensure website is kept up to date and necessary information is sent through to JComtech.
- Work with JComtech to maintain Asset ID list.
- Support the Headteacher in maintaining organisation with Office 365 Sharepoint.
- To collate the newsletter for Attic Pupil Referral Unit on a half-termly basis.
- To support the Headteacher in establishing a greater profile within the local and regional newspapers

- To support the Headteacher and SIT in establishing a digital profile

Level of Autonomy and Decision Making:

- Autonomy as Administrative Assistant but with reference to line management by the Assistant Headteacher.
- Ensure results are reported and discussed with and through your line manager.
- To provide written reports and other documentation as and when required by your line manager.
- Adhering to the Attic policies and procedures at all times, reporting any concerns to your line manager.
- Any other reasonable duties as directed by the line manager from time to time.

Current Objectives for the Job:

- To provide consistent administrative support to ensure the Assistant Headteacher can run the site effectively.
- To develop effective and professional relationships with the multi-agency staff
- To develop a consistent approach for ICT across Attic in collaboration with JCComtech
- To develop and improve communication links for example via a newsletter, newspapers and digital mediums
- Contribute to the County Council's objectives for inclusion; reducing the risk of further exclusion and improving learning outcomes for learners' who present challenging behaviour.

Please note

This job description sets out the major duties and other tasks associated with the stated purpose of the post. Other duties of a similar nature and/or level undertaken within the school are not excluded simply because they are not itemised. The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Working with learners within a Pupil Referral Unit setting who have Special Educational Needs & Disabilities requires a particular understanding and appreciation of the individual needs, such as physical limitations, learning, social, emotional, mental health and language difficulties or problems with organisation. The behaviour of such learners can be extremely challenging and is therefore emotionally and physically demanding. In some cases the nature of the learners' special need may result in staff being verbally or physically assaulted.

Though you will have one site named as your normal place of work; however, as part of your role you will be required to travel to other sites within the attic provision.

The school reserves the right to require you to work at any other site within 21 miles from your normal place of work/reasonable daily commuting distance of your home on a

temporary basis according to the needs of the school. In circumstances where the travel distance is in excess of these conditions additional mileage incurred will be paid.

Where you are required to work somewhere other than your normal place of work on a temporary basis, the school will endeavour to give you some prior written notice of the move but, depending on the particular circumstances, it may not always be possible to do so.

The school also reserves the right to require you to work at any other school site, whether current or future, within 21 miles from your normal place of work/reasonable daily commuting distance of your home on a permanent basis, again according to the needs of the school.

Person Specification- Administrative Assistant Attic@Walpole

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

Essential	Desirable	
Education & Qualifications	GCSEs or equivalent in English and Maths at Grade C	A Levels, Additional qualifications in SEN and Disability, A commitment to your own further professional learning.
Specialist Knowledge & Skills	<p>Knowledge of Microsoft Office 365 (Word, Excel, Sharepoint etc.).</p> <p>Knowledge of SIMS and other school administrative systems.</p> <p>To maintain simple records, e.g. dinner monies, school fund, sale of tickets, supplies etc.</p> <p>Ability to collect monies and maintain accounts for school activities, e.g. dinner money.</p> <p>Ability to carry out administrative tasks.</p> <p>Ability to use/operate general office equipment, including reprographic, binding, audio typing or word-processing etc.</p> <p>Carry out checks on stock deliveries and refer any queries to suppliers or line manager as appropriate.</p> <p>Resolve straightforward problems e.g. relating to dinner money or equipment,</p>	<p>Proven ability working in a Special School, PRU, EOTAS or other relevant setting.</p> <p>Knowledge of the school's financial procedures, e.g. banking.</p> <p>Knowledge of basic health and safety responsibilities.</p> <p>Knowledge of policies and procedures, e.g. sickness and absence records procedure.</p> <p>Knowledge of administrative procedures, e.g. ordering, incoming/outgoing post.</p>

	<p>referring to manager as necessary.</p> <p>Contribute to the production of materials, e.g. lay out of year books/staff handbooks etc.</p> <p>Assist in the preparation for school activities e.g. sports day</p> <p>Keyboard and mouse skills are required to undertake a range of tasks such as the production of reports, routine and non-routine correspondence etc.</p> <p>Experience, in using coaching and mentoring skills to help people achieve personal goals</p> <p>Understanding of parenting skills and effective ways to engage parents/carers</p> <p>Ability to recognise and act on impending problems, explore and present workable solutions</p> <p>Effective organisational skills.</p>	
<p>Interpersonal Communication Skills</p>	<p>Excellent communication skills, able to present information effectively both verbally and written</p> <p>Strong interpersonal skills with the ability to develop effective working relationships both internal and external to The Attic.</p> <p>Ability to be resilient, persistent and solution-focused in maintaining young people's engagement.</p> <p>Able to use own initiative and work independently.</p>	<p>Good time management, able to meet deadlines and targets.</p> <p>Ability to cope with stressful situations and with children and young people who have challenging behaviour.</p>

<p>Relevant Experience</p>	<p>Experience in an administrative post in a school of similar environment. Effective work with parents and other agencies. Experience of applying safeguarding procedures with young people Substantial experience of working in partnership with other services to meet young people’s needs Experience of designing and delivering effective learning to groups with a diverse range of needs and abilities Demonstrable experience of working with young people with challenging behaviour</p>	<p>Teaching the relevant age group in a mainstream school/PRU or other relevant setting</p>
<p>Additional Requirements</p>	<p>Awareness of health and safety issues. Resourceful, resilient and adaptable. Full driving licence or means of transport. Flexible and adaptive, including the willingness to adjust working hours to meet operational needs Mobile, able to work across the county Ability to cope with stressful situation and resolve challenging behaviour with solution focused strategies.</p>	

APPLICATIONS

Completing an application form

Please complete all parts of the application form, carefully considering the requirements of both the job description and person specification as you do so. The application form is the main source of information used to decide whether you will be selected for further consideration.

You also need to complete the equal opportunities information sheet and submit it with your application form. This information is used only for statistical monitoring purposes and will be separated from your application. It will not be considered during the shortlist selection process or be seen by any manager involved in making the appointment.

In line with Safer Recruitment guidance we need the same range of information from all candidates we are **not able** to accept Curriculum Vitae or testimonials in place of an application form.

Referees

Applicants are requested to supply the names and addresses of two professional referees on the application form, one of whom should be the applicant's current/latest employer and should cover a period of at least five years.

Short-listing

Short-listing of applicants will be based on the extent to which their experience, qualifications and skills match the selection criteria listed in the person specification. Please ensure that you fully complete the application form ensuring you have demonstrated your true capacity and return before the closing date.

Selection techniques that the Management Committee may wish to employ include:

- Presentations
- Meetings with school students / staff members / Management Committee
- Written tasks
- Sub-panel interviews (finance/resources/curriculum/students /staff)

Further details will be supplied if you are shortlisted. You will also be requested to bring evidence of identity, eligibility to work in the UK and qualifications. Please note that as part of the Safeguarding arrangements it will be necessary during the course of the interview to ask applicants questions relating to their personal application.

Rehabilitation of Offenders Act 1974 and Disclosure and Barring Service

This post involves working with children and / or vulnerable adults, and for such posts the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks.

Appointment documentation

Candidates will be requested to provide the following:

- Qualification certificates
- Driving licence (where required)
- Documentary evidence of the right to work within the United Kingdom as required by the Asylum and Immigration Act 1996 (as amended).

Probation: A six month probationary period must be completed. During this time employees will be expected to demonstrate their suitability for the role.

THE APPLICATION PROCESS

Completed application forms should be returned by the closing date to Lucy Palmer-Nortcliffe, Business Manager by email: lucy.palmer-nortcliffe@theatticpru.org.uk.

Or by post marked for the attention of **Joanna Lawrence** at the following address:

The Attic Pupil Referral Unit
Attic@Dragonfly
3 St Peters Road
Carlton Colville
NR33 8AX

TIMETABLE

Important dates for this recruitment are as follows:

Closing date: 24th September

Shortlisting: 25th September

Interview Date: 27th September

The successful candidate to be appointed with effect from September 2018, an earlier start date can be negotiated if the successful candidate is available.