**Maternity Cover Administrator**

**Scale 3**

**Required as soon as possible**

**7:30am – 3:30pm**

Hadley Learning Community (HLC) is a £70 million school that opened in September 2006 in Telford, Shropshire, just 5 minutes off junction 6 of the M54. The campus consists of a primary, secondary and special school housed within a very unique, spectacular all through school. When you visit, you will instantly feel the ethos of our school but in summary, we are proud to say that HLC is a truly fully inclusive school that is proud of its students and the community we serve.

In our most recent Ofsted, the school was graded as ‘Good with many Outstanding features’ with the highlight being comments on the outstanding care, guidance and support to all of our students. From 2014-2017, HLC was positioned in the top 100 schools in the country for progress which is an amazing achievement and we are now the 4th highest performing school in country based on similar cohorts. The staff and students of HLC take great pride in the superb facilities and work harmoniously together to produce a ‘can do’ culture of high expectations.

We are seeking to appoint an excellent Administrator to join our Secondary Administration Team from January 2025 on a temporary basis until August 2025. Our school is looking for a friendly, organised and proactive individual to ensure HLC is welcoming and effective for our young people and community. This post is suitable for experienced administrators or those who require training who will enjoy working as part of a large school wide team. You will need excellent communication skills, a high attention to detail, high expectations and a willingness to go the extra mile for our community.

The main responsibilities of the role will be to use of Bromcom MIS, and general office administration duties including answering phone and email queries as well as able to cover secondary reception.

One of the key benefits to working within our school is the relationships that you will build with both staff and students. You will also have free use of our health and fitness Centre, four-court sports hall and 25-metre indoor swimming pool. Importantly, one of our key principles is to support your welfare and as part of this we offer an Employee Assistance Programme and assist our working families through an on-site nursery which several staff use to support their childcare provision.

Please see Job Description for further information, we look forward to receiving your application.

**Closing date for applications: 13th December 2024**

# **Interviews to be held: TBC**

**For more information and to return completed application forms, please contact Mrs Charlotte Brakes –** [**charlotte.brakes@lct.education**](mailto:charlotte.brakes@lct.education)**.**

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children’s barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process.  In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school’s commitment to safeguarding, please see our Child Protection & Safeguarding Policy [Policies & Documents | HLC Secondary (hadleylearningcommunity.org.uk)](https://hadleylearningcommunity.org.uk/secondary/policies-documents/)

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**Headteacher: Mr Dan Roycroft**

**Welcome to our school**

Thank you very much for taking the time to consider the Administrator post at Hadley Learning Community Secondary.

HLC is a high-performing 11-16 comprehensive within the Telford and Wrekin Authority and is part of the Learning Community Trust. The school has an ever-expanding roll of over 1000 students and is expanding over the next 2 years to an agreed PAN of 1200. The school has been open for 15 years and is blessed with the most amazing facilities.

Our school is very popular and well regarded; it is over-subscribed at entry. Our students have the benefits of working in a school that has a happy, caring and purposeful environment. The school’s mission is for every child to fulfil their potential and our students are encouraged to do their very best in every aspect of their lives.

Hadley Learning Community is strongly committed to ensuring that all of the young people in our care make excellent academic progress and we take great pride in our progress measures. For example, our 2017- 2019 results placed us significantly above national progress. In a school with a significant number of students in the low/mid ability band and higher than national SEND/EAL this progress is simply outstanding.

We set very high expectations of our performance and seek to be the best we can be for all our students and staff. It was no surprise in our most recent Ofsted that we achieved an overall effectiveness grade of a good. All four measures were good with aspects that were outstanding which we were pleased with at that point in time, however, based on performance from 2013 to date we feel that our exam data and improvements in key areas such as attendance would lead to an outstanding judgement.

We feel our school ethos is truly unique. Mutual respect and very clear expectations regarding effort, progress and behaviour are key to our success. Students get on exceptionally well with each other at HLC and with the staff, who take a huge pride in working here. Achievement in all forms: artistic, academic, social, cultural, sporting and intellectual are equally valued. We are especially proud of our sporting and performing arts achievements, where we participate and are successful in local and national competitions.

Our wide curriculum gives scope for students to express preferences and enhance their abilities. They revel in the wide range of opportunities we offer them: sport and performing arts, foreign exchanges to develop their languages; a huge range of trips that enhance their curriculum understanding; development visits to support our link school in Pakistan; Duke of Edinburgh Award expeditions and so on. All of these activities widen our learners’ life experiences. The overwhelming majority of our students continue their studies at post 16 level at local colleges and through a growing number of apprenticeships.

The school has rapidly developed a strong reputation for extra-curricular sport, STEM and performing arts where our pupils have achieved national recognition. We are ready to improve our provision further as we believe it is our responsibility to provide our students with enrichment activities that not only inspire learning but develop the wider student, preparing them for their future lives.

We would be delighted to receive your application if you:

* are student-centred
* have a friendly, professional, and respectful approach and be committed to establishing positive relationships with all children, parents, governors, members of staff and visitors
* have an empathy for and an ability to motivate and inspire young people
* are energetic, enthusiastic, highly motivated and have a sense of humour and a sense of fun!

Hadley Learning Community is more than just a place of work – it is a thriving community, proud of its journey and confident of its future. We often tell the students at HLC that enjoyment and achievement go hand in hand. The same applies to our staff; they enjoy working here and it is that, more than anything else, which underpins their ambition and fuels their success.

What can you offer us? Are you the sort of administrator who can make a significant difference to students’ lives and actively contribute to moving our happy and successful school further forward to becoming outstanding?

I look forward to reading your application.

Yours faithfully,

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Dan Roycroft

Headteacher

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| Title of post  - Administrator – Central Admin – Maternity Cover until August 2025    Salary scale - 3    Point on scale – 5 to 6 |
| Contracted working weeks – Term Time Only + 5 PD days    Hours per week - 37    Daily working hours – **7:30am – 3:30pm Mon/Thurs – Fri 7:30am – 3:00pm** |
| Lunch break arrangements – 30 minutes (to be arranged on rota for staff cover) |
| General administrative duties and responsibilities     * Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors * Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence * Assist in arrangements for schools trips, events etc * Undertake booking of school meeting rooms * Maintain manual and computerised records/management information systems * Produce lists/information/data as required e.g. pupils data * Undertake typing and word-processing and other complex IT based tasks * Take notes at meetings * Sort and distribute mail * Undertake administrative procedures * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the HLC * Undertake general financial administration e.g. processing orders; Maintain stock and supplies, cataloguing and distributing as required * Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet) * Provide advice and guidance to staff, pupils and others * Provide personal, administrative, and organisational support to other staff * Establish constructive relationships and communicate with other agencies/professionals * Attend and participate in regular meetings as required * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others * Support the administration of Work Experience and Careers         Cover administrative duties and responsibilities     * Managing cover for absent teaching staff, organising day-to-day cover for secondary phase using Bromcom MIS * Be the first point of contact for employment agencies, administer supply staff timesheets and monitor cover budget * Meeting daily with Supply staff for inductions, ensuring that safeguarding requirements are met and recording that necessary checks have been done * Administration of Secondary Staff Absence, keeping accurate records of staff absence, escalating absence management triggers to the Head of Administration in line with the LCT Staff Attendance Protocol and Absence Management Policy. * Providing personal, organisational and administrative support to other senior staff members * Provide complex administrative duties, including student timetable changes and cover event planning.       The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.    The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |
| Line manager (also responsible for performance management)    Operations Manager |
| Review  arrangements    This document will be reviewed following end of year Performance Management reviews and in conjunction the arrangements stated in the campus policy.  However, either party may raise issues at any time that is appropriate. |