



NOTTINGHAM
FREE SCHOOL

Job Application Pack **Administration Assistant:**

Salary: £19,312 - £19,698 – Scale 3, Point 5 -6
(Actual salary - £14,484 - £14,773)

Contract Details: Permanent, Term Time, Full Time (37 hours) and Part Time hours will be considered

Closing Date: Monday 7 June 2021, 9am



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Letter from the Head of School

Dear Candidate,

Thank you for expressing an interest in working at Nottingham Free School. On behalf of the whole NFS community, I extend you a very warm welcome.

Our school opened its doors to its first ninety students in September 2014 as a new member of the Nova Education Trust. Since then it has rapidly grown in both size and reputation. We now welcome approximately 600 students into our building every day, including a small number of sixth formers. The vast majority of our students live within walking distance of our front doors, making Nottingham Free School a true community school.

Nottingham Free School is a relatively small secondary school. That means that our staff and students benefit from working in a close-knit and friendly environment, but it also demands a degree of flexibility from staff. Everything we do, we do as a team.

From its inception, Nottingham Free School was created to provide its students with a rich and inspiring education that would help them forge and pursue ambitious goals. Our 'Work hard, be kind' motto is just as important for our staff as it is for our students, as stated in our vision and values:

NFS staff work hard

We cultivate safe learning environments where we fuel students' curiosity about the best of what has been said, written and done in our fields of expertise. We scaffold learning in ways that help students take the first step, and then we support them and challenge them to never give up. We help our students to understand that long term goals are achieved by taking small steps every day.

NFS staff are kind

We are role models for our students and grow with them. We enjoy the privilege of sharing their journeys, helping them to develop their sense of responsibility and respect for themselves and the world around them.

I hope that the information contained within this application pack assures you that NFS is indeed an amazing place to work, and well worth your time and effort to submit an application. Should you feel you need further information, please do not hesitate to contact us.

Yours faithfully,

Mark Watts

Head of School



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Application Details

Thank you for your interest in the Administration Assistant vacancy at the Nottingham Free School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form including a covering letter addressed to Mr. Watts, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.nottinghamfreeschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives **by 9 am** on the closing date of **Monday 07 June 2021**.

Interview:

Interviews dates for this role are yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The Nottingham Free School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Job Description

The following job description is a guide to the work the postholder will be required to undertake, but duties may change from time to time to reflect changing circumstances. The postholder may also be asked to undertake other duties as reasonably requested by the Head of School or another school leader.

Responsible to: Business and Operations Manager

Purpose of the role

To provide administrative support services to the school and be the first point of contact for students and visitors upon arrival to Nottingham Free School.



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Specific Responsibilities

- Undertake reception duties, including answering the telephone, face to face enquiries, receiving visitors, dealing with student enquiries and managing school emails
- Provide administrative support for the school
- Assist with data input tasks, working accurately and with due regard to confidentiality at all times.
- Support the daily administration of students' attendance, including recording incidents of lateness and following attendance protocols to establish reasons for absences
- Undertake other general administrative tasks as required by the Business and Operations Manager, including reprographics support for staff
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spread sheets)
- Maintain stationery stock and supplies for the administrative team
- Provide general information and guidance to staff, students and other stakeholders
- Support bookings for meetings, student interviews, school tours, etc. including room bookings and refreshments
- Support the arranging and running of school events, including school photo's, vaccinations, celebration evenings, year 5/6 open evening, progress evenings. This may include temporary adjustments to working hours.
- Assist with school uniform sales, including monitoring and maintaining stock levels
- Complete general school filing
- Support school processes regarding student enrolment, induction and transition
- Assist with duties relating to student safety and security, including break and lunchtime duties
- Provide first aid support (training will be provided)
- Undertake Fire Warden duties (training will be provided)

General Responsibilities

- All NFS staff are expected to support the school's 'Work hard, be kind' ethos
- All NFS staff are required to safeguard and promote the wellbeing of young people through the implementation of the school's safeguarding policies.
- All NFS staff are required to adhere to relevant Health and Safety policies and procedures in the performance of their duties
- All NFS staff are required to uphold the school's Equality and Diversity Policy and Staff Code of Conduct
- All NFS staff are expected to work flexibly as part of the staff team to contribute to the smooth operation of the school
- All NFS staff are expected to attend meetings as required
- All NFS staff are expected to actively participate in staff training and development activities



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Person Specification

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • English and Maths A*-C GCSEs or their equivalent • To be first aid trained, or willing to undertake training 	<ul style="list-style-type: none"> • 5 or more A*-C GCSEs or their equivalent • Any relevant level 3 qualifications
Experience	<ul style="list-style-type: none"> • Experience of working in a busy administration position 	<ul style="list-style-type: none"> • Experience of working in a school or education environment • Experience of working with school information management systems
Skills and Knowledge	<ul style="list-style-type: none"> • Effective time management skills and the ability to prioritise effectively across a range of tasks • Capacity and confidence to respond to rapidly changing situations • Ability to work effectively both independently, and as part of a team • ICT literate, including mail merge, Outlook, Powerpoint and Excel 	<ul style="list-style-type: none"> • Knowledge and understanding of the types of data used by school systems • A basic understanding of finance processes and procedures • Experience of organising and managing events
Personal Qualities	<ul style="list-style-type: none"> • Punctual, reliable and responsible • Excellent communication skills • A willingness to help others • Ability to remain calm in stressful situations • Ability to establish good working relationships with all stakeholders • A commitment to safeguarding and promoting the welfare of young people 	



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Overview of the Trust

Nova Education Trust is a dynamic and growing Multi School Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the School

Our **ambition** is to engage all of our students in an enriching education that broadens their horizons and deepens their understanding of the world and the true value to be found in human experience.

Our **core values**, hard work and kindness, equip our students with the depth of character required to tackle problems and pursue happy, successful and fulfilled lives.

Ethos

Nottingham Free School has an ethos conceived to nurture high academic aspirations through a supportive and disciplined learning environment. Our high expectations enable all children to succeed, regardless of their background or prior learning. We provide a balance of challenge and support in order to help students develop into well-rounded and confident individuals, fully prepared for their future careers. Our aim is to ensure that all of our students feel safe and supported at all stages in their intellectual, physical and social development. The ethos that underpins everything we do as a school is neatly captured by our motto: 'work hard, be kind'.



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Curriculum

Our ethos provides the foundations for our curriculum. All students follow a range of subjects which combine to form a curriculum that is personally, socially and intellectually transformative, setting our students up for the best possible set of choices and opportunities at post-16 and beyond.

Our students are **intellectually transformed** by our ambitious core curriculum which:

- ✓ Contains the essential knowledge that pupils need to be educated citizens
- ✓ Includes the best that has been thought and said in each subject
- ✓ Features broad, balanced, well-sequenced learning
- ✓ Challenges and inspires all students by being aspirational
- ✓ Provides explicit literacy support and practice e.g. key vocabulary, active reading and oracy

Our students are **personally and socially transformed** by our ambitious enriched curriculum which:

- ✓ Reflects and celebrates our diverse community
- ✓ Provides equality for our disadvantaged students and helps to close the gap
- ✓ Engenders an appreciation of human creativity and achievement
- ✓ Promotes the spiritual, moral, cultural, mental and physical development of our students
- ✓ Prepares our students for the opportunities, responsibilities and experiences of later life
- ✓ Responds to social challenges faced by our students e.g. e-safety, LGBT, resilience, self-esteem, identity and mental health

Our Key Stage 3 curriculum spans Years 7, 8 and 9 and covers all areas of the National Curriculum subjects. In some subjects, students are grouped according to their current level of attainment, whereas in other subjects they learn in more mixed classes.

Our Key Stage 4 curriculum is based upon the subjects of the English Baccalaureate, with the majority of students expected to follow English Language, English Literature, Mathematics, Science, Spanish and either Geography or History. A wide range of option subjects including visual and performing arts, technology, sport, and ICT courses supplement this core provision.

Some of our students opt to stay at Nottingham Free School for their post-16 education. We offer a small range of 'A' levels in the facilitating subjects. This offer compliments the wide range of options open to our students at the end of Key Stage 4, and paves the way for students from our community to secure places at some of the most prestigious universities.

Across all of these key stages, exciting, engaging and inspiring lessons bring our curriculum to life. As a school we constantly strive to provide students with the very best educational experiences.



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Extended school day

Our students have always benefitted from an extended school day, comprising taught lessons, supervised study time and extra-curricular activities. These arrangements have been temporarily affected by the Coronavirus restrictions, but we are looking for staff who are committed to working with students beyond the standard school day.

Our study support programme ensures that all of our students develop the capacity for independent work, which is critical to their future success. Our extra-curricular programme is generously funded to support a wide range of enrichment activities, including sports, creative and performing arts, science and activities which promote positive mental health. These sessions are supported and delivered by teaching staff, external extra-curricular providers and volunteers from our local community.

In addition to the opportunities we create for students during the course of a normal school week, we also offer a range of trips, visits and experiences, carefully selected and planned to complement the school-based curriculum, and deepen our students' sense of confidence, curiosity and ambition.

Learning Support Department

We believe that all students deserve the very best choices and chances in life. Students who require additional support, guidance and encouragement in order to successfully access our curriculum, work with our learning support department. The team is led by our Special Educational Needs and Disabilities Coordinator (SENDCo). The learning support team also liaises directly with parents and carers, to ensure that they tailor support to each of the students they work with.

Below are some of the ways in which our Learning Support team helps students:

- One-to-one interventions for reading, spelling and numeracy
- Bespoke support for particular needs, such as dyslexia or handwriting support
- TA in-class support
- Small group work during lesson time with a TA in the Learning Hub
- Mentoring for individuals or small groups, covering both academic and social areas of need
- Support groups and activities at break times and lunch times
- Assessing and securing access arrangements for examinations

Pastoral Care and Guidance

At the heart of our school is our pastoral structure, which is based upon year groups. Each cohort is divided into four tutor sets and led by a Head of Year. We provide students with the care they need, whilst allowing them to nurture friendships and develop a strong sense of community. Our tutors play an active role in ensuring that our students are happy, well supported and fully engaged in school life, and they serve as the first point of contact for our students' families. There are regular updates for parents and carers regarding our students' attitudes and attainment through termly reports, subject-based parents' evenings and tutor-parent consultation days. We also keep parents and carers up to date via our online 'My Child At School' platform.

We do not accept or tolerate any form of bullying or anti-social behaviour.



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Achievement

Our ambitious curriculum, enriching extra-curricular activities and caring pastoral system combine to give every student the greatest chance of success. We encourage all of our students to develop their own goals and actively work towards them. We have very high academic aspirations for our students, and while we do not value one pathway over another, we do explicitly aim to increase the number of students accessing higher education from our community.

Continuous Professional Development

A comprehensive continuous professional development programme for teaching staff is delivered through weekly timetabled sessions. These support the development of teachers as reflective practitioners who focus on outstanding teaching and learning. Other CPD opportunities are also available through the Nottinghamshire Torch SCITT.

Student Voice

Student voice plays an important part in the daily operation of Nottingham Free School. Our student council consists of representatives from each year group, and candidates invited for interview will be lucky enough to meet some of these amazing young people. Some of our students also take on leadership roles as primary school ambassadors, or by coordinating and leading initiatives within our enrichment and charity activities.

Safeguarding and Child Protection

Nova Education Trust and all of its schools and staff are committed to safeguarding and the promotion of the welfare of children. All Nottingham Free School staff are expected to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Every Nova school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected cases of abuse. All members of staff will receive training in line with our child protection policy.