



OFFICE ADMINISTRATOR & FIRST AID LEAD

JANUARY 2024 START

High Tunstall College of Science
Job Pack

Inspire | Support | Achieve

Dear Applicant

Thank you for taking the time to consider becoming a member of our incredible College where the students matter and so do the staff.

Having been Headteacher at High Tunstall College of Science for over 10 years, I am very proud of what we have achieved. We are the school of choice in Hartlepool, with a waiting list in all Key Stage 3 year groups and staffed by well qualified, supportive members of "Team Tunstall".

Our new £18m, state-of-the-art College building opened in November 2019 meaning we now have the facilities to ensure we get the outcomes for young people that they desire. As a College we were first rated **Good** by Ofsted in June 2016, which was reconfirmed in their section 8 visit in July 2021. We are very proud to be recognised in this way.

If you wish to find out more about High Tunstall College of Science I would encourage you to visit our website www.htcs.org.uk. If choose to apply for the post then I look forward to receiving your application.

Best wishes

Mark Tilling
Headteacher

**Introduction
from the
Headteacher**





Our ethos at

High Tunstall

At High Tunstall, our vision is that we inspire and support our learners to achieve their potential. We do this by developing our High Tunstall Learners within our community.

‘As High Tunstall Learners we INSPIRE one another by getting involved, being imaginative and enjoying challenges. As High Tunstall Learners we SUPPORT one another by showing respect, being positive and having pride in our community. Together, as High Tunstall Learners we can ACHIEVE. The High Tunstall Learner – Embrace Every Opportunity’

We develop High Tunstall Learners by instilling our Magnificent 7 character traits within all in our community. There are 3 Personal Development characteristics and 4 Learner Development characteristics which can be seen below...





WELCOME

High Tunstall College of Science is an 11-16 Maintained Foundation School in the west of Hartlepool in the North East of England. The facilities that we have are unbeaten within Hartlepool Secondary Schools and a visit is recommended to see just how good they really are.

The College is proud of its place in the community and under the "Tunstall Active" badge offers much in terms of facilities to all in the town. All of our facilities are accessible to the wider community which include a swimming pool, hydrotherapy pool, community gym, refurbished MUGA and new 3G football pitch.

We are proud of the staff and students of the College and as part of our ethos all College members belong to "Team Tunstall", a restorative and reflective organisation who wishes to support the needs of all. Staff development is key to the success of the College and the Workforce Strategic Plan recognises the importance of everyone at the College.

The College operates a curriculum that is traditional in its design, broad and balanced in its aim and reactive in its nature to local economic and social demands. An inclusive approach plays an important part in our curriculum and our desire to make sure our young people are ready for work in a 21st century economy.

"We are proud of
the staff and
students of the
College."

Mark Tilling
Headteacher





JOB ADVERT IN BRIEF

Office Administrator & First Aid Lead
37 Hours / Term Time Only +10 days
Band 6
(£19,464.25 to £19,819.55 Pay Award Pending)

HIGH TUNSTALL COLLEGE OF SCIENCE

Elwick Road, West Park, Hartlepool, TS26 0LQ
01429 261446
htadmin@hightunstall.hartlepool.sch.uk
www.htcs.org.uk

11-16 Co-educational comprehensive, N.O.R. 1389 (Foundation Status)

'A GOOD SCHOOL – OFSTED 2016 & 2021'

High Tunstall College of Science is seeking to appoint an outstanding Office Administrator and First Aid Lead. This is a fantastic opportunity to join a dynamic team, which is driving the College forward to continued improvement and success. High Tunstall College of Science is an outward looking college that believes in meeting the needs of all in its community.

As part of the Administration Team you will be required to support Staff, Students and Parents, and to maintain the high standards of front of house.

The HTCS Application Form and supporting documents for this post are available on the College website: www.htcs.org.uk/vacancies.

The College is committed to safeguarding and promoting the welfare of children and to equality of opportunity. An enhanced DBS will be required.

Closing date: Thursday 30th November 2023, 12 noon
Interviews: W/C Monday 4th December 2023

STRATEGIC PRIORITIES

STRATEGIC Priority 2 high quality teachers and teaching practices

Our purpose is to ensure all teachers and support staff are skilled and equipped to support optimal, future-focused learning. We will accomplish this by resourcing and implementing high quality teaching practices across all faculties at the College.



STRATEGIC Priority 1 engaged, committed and successful students

Our purpose is to increase the level of achievement and engagement of all students across the college. The college will function as an effective learning community and support a climate of performance excellence for students and staff. We will demonstrate a welcoming and inviting environment for all students, families, and community members. We will make an intentional effort to involve ALL students in academic and extra-curricular activities.



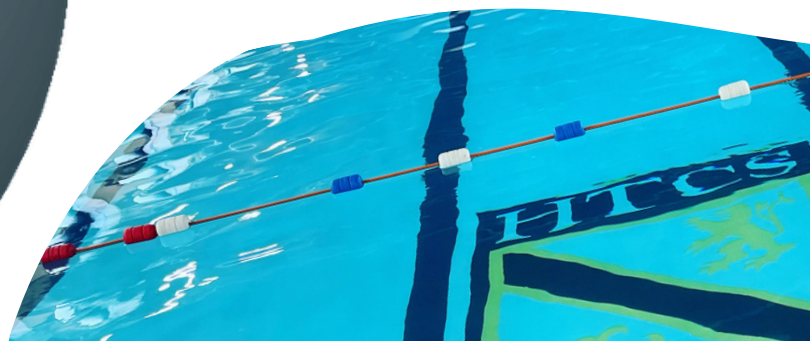
STRATEGIC Priority 3 progressive educational environments and use of resources to achieve high-quality service delivery.

Our purpose is to ensure the effective use of all resources deployed at the college. We will accomplish this by continuously improving the physical and learning environments of the college. We will improve access to learning opportunities in all areas of college life.



STRATEGIC Priority 4 Positive outcomes.

Our purpose is to hold and communicate explicit high expectations for the performance of students and positive student outcomes. We will achieve this through a college culture of high academic expectations in which college leaders and staff demonstrate a belief that all students can learn at high levels.



JOB DESCRIPTION



Office Administrator & First Aid Lead

Key Purpose of the Post

- The post holder will be the First Aid Instructor and provide administrative support for the College.
- To ensure efficient and effective day to day procedures are carried out.

Main Duties

To support Staff, Students and Parents and to maintain the high standards of front of house. This will include:

- Attending to the student window and assisting to any issues arising.
- Receive and make telephone calls, deal with personal enquiries and act as appropriate.
- To ensure the uniform cupboard is organised and well stocked.
- Administration support for the Duke of Edinburgh Award.
- Regularly checking Synergy for parent correspondence and authorising contact broadcasts.
- Daily management of the HTAdmin inbox, responding to emails in a quick and timely manner.
- Managing the College's Room Booking system for meetings.
- Answer and assist to any staff requests via the College radio system.
- To use relevant Information and Communication Technology (ICT) resources to provide effective and responsive services.
- Utilise social media (Facebook, Twitter and Youtube) platforms appropriately to promote college events and activities creating a positive public image of the College.
- To type minutes of meetings and collate and distribute information as required.
- To respond to queries from staff, students, and parents in line with college policy and procedures, giving information and advice as appropriate
- To receive and send e-mails and forward appropriately.
- To receive and disseminate post and parcels.
- Word processing of college documentation as requested.
- Updating the College website with relevant and accurate information using word press
- Maintain computer records using SIMS and Synergy of students' personal details as necessary.
- Prepare all administration requirements for parent/carer evenings.
- To contact parents/carers regarding sick students, arranging collection for them
- This role is one part of the team of administration staff and there will, on occasions, be a requirement to cover for an absent colleague as directed by the Team Leader/Operations Manager

Community and Medical

To ensure all areas of student support and internal communications are kept up to date and relevant. This will include:

- Keeping all records of student medication up to date and assisting students in administering medication.
- Keeping to staff first aid list up to date.
- To act as a Meds/First Aid trainer.
- Support the SEND administrator with completion and keeping the medical register up to date.

First Aid

- Provide first aid expertise in the event of accidents and illness in college.
- Use professional judgement to decide whether it is appropriate to send a student home and contact parent/carer.
- Record accidents as appropriate in the accident book
- Maintain first aid boxes throughout the college, ensuring equipment is in date.
- Maintain records of 'regular attenders' and take up with appropriate staff.
- Liaise with H&SE as required.
- Attend hospital as required with sick students and act as loco parentis.

A full job description is available in supporting documents.

For more information please contact:

Mrs Laura Robson, Admin Team Leader

lrobson@hightunstall.hartlepool.sch.uk

PERSONAL

Specification



Attributes 	Essential 	Desirable 	Assessment 
Qualifications and Training	<ul style="list-style-type: none"> • 4 GCSE A-C including English • Level 2 Typing Qualification • NVQ Level 2 in Business Administration • First Aid Qualification 	<ul style="list-style-type: none"> • Level 3 Typing Qualification • NVQ Level 3 in Business Administration or relevant equivalent • First Aid at Work Instructor • FFA Level 3 Award in Education & Training • Level 2 in Management of Medication in Education or Childcare Settings 	<ul style="list-style-type: none"> • Application form • Letter of Application • References
Experience	<ul style="list-style-type: none"> • A minimum of 2 years recent relevant administrative experience including experience of word processing, mail merge documents, spread sheets and maintaining records • A minimum of 2 years recent relevant experience of working in a office environment 	<ul style="list-style-type: none"> • Working in a school environment 	<ul style="list-style-type: none"> • Application form • Letter of Application • References • Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Word, Excel, PowerPoint, Email and Internet. • Dealing with a busy office/dealing with visitors in professional manner 	<ul style="list-style-type: none"> • Knowledge of working with SIMS and Synergy 	<ul style="list-style-type: none"> • Interview • Letter of Application • References
Skills and Personal Qualities	<ul style="list-style-type: none"> • Professional approach to work • Excellent attendance and punctuality • Ability to work to strict deadlines • High standards of English • Ability to prioritise workload • Positive and proactive attitude to work • Accurate typing ability • Polite manner • Ability to work calmly under pressure • Able to work as part of a team and on own initiative • Approachability • Ability to communicate effectively with staff, students, parents/visitors • Good organisation skills 		<ul style="list-style-type: none"> • Application form • Letter of Application • References • Interview



MAKING YOUR APPLICATION

If you are interested in this post, it is essential before applying that you speak directly to Mrs Laura Robson, Admin Team Leader.

Curriculum Vitae is not required

Candidates are asked to fully complete a High Tunstall College of Science Application Form. As part of your application, you are asked to complete a letter of no more than 2 sides of A4. The HTCS Application Form can be found on the College website: www.htcs.org.uk/vacancies with all other supporting documents for this post.

We look forward to receiving your application by **Thursday 30th November 2023, 12 noon**, ideally via email to hadmin@hightunstall.hartlepool.sch.uk or posted to: Mr Mark Tilling, Headteacher, High Tunstall College of Science, Elwick Road, West Park, Hartlepool, TS26 0LQ.

The College has adopted the principles of Safer Recruitment and will safeguard and promote the welfare of children and young people, and expects all staff and volunteers to do the same. If successful, you will be subject to an enhanced DBS check.

Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.

Support Staff Benefits

Currently the Schools offer a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into Teesside Pension Fund
- Free parking on site
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling

High Tunstall College of Science

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