



January 2021

Ref: RSI/DBE

Dear Colleague

Attendance Admin Assistant

Grade 4, Level 1-4 (£18,865 to £20,013 per annum) reduced pro-rata

Part time, 35 hours per week, Monday to Friday, 8:30am – 4pm.

Term time only, permanent post.

Thank you for expressing an interest in this opportunity at such an exciting time in the development of our School. York High School is a mixed 11-16 school serving a genuinely comprehensive intake, we take pride in our commitment to making a difference to the life chances of all of our students.

The excellent facilities and committed staff have made a significant contribution in transforming the expectations of our students and the community in the last 13 years. The school had received two 'Good' judgements in Ofsted Inspections since its opening, however, the last inspection placed York High School into special measures predominantly due to the quality of teaching. Our new appointments will have a fundamental role as we start the journey back to 'Good' in 2021.

The school prides itself on its honesty and openness and we would strongly encourage any prospective candidate to visit the school where you will see the following:

- A new dynamic Leadership team with a track record of success, who are leading change through a commitment to high quality teaching and professional development.
- A staff body that is committed to improvement and change through supporting each other.
- An excellent Pastoral Team supporting both students and staff.
- Classes that are well ordered and behaved.
- Students that are happy, cared for and confident.

Applications should be made through the recruitment page of our website www.yorkhighschool.co.uk/recruitment.

Closing date for applications is Sunday 1st February at midnight.

Please note: Application by CV will not be accepted.

I look forward to receiving your application.

Yours sincerely

Rod sims

Head of School



York High - Resilience Aspiration Success

 Resilience	 Aspiration	 Success
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Independence
Toughness to overcome
Setbacks
Welcome feedback
Respect help from others
Determination

Aim high
Personal pride
Enquiring minds
Self aware
Positive role models

Confidence
Communicate well
Read critically
Be responsive
Be positive



YHS STUDENTS ARE

Respectful
Confident
Empowered





SAFEGUARDING YOUNG PEOPLE

Safeguarding and promoting the welfare of young people is a key priority at York High School.

We have robust Child Protection and Safeguarding Policies and all staff receive training relevant to their role in line with the policy at induction, and throughout their employment at the school.

Declaration of Criminal Records, Convictions and Cautions

The post you are applying for involves regular care for, training, supervision or contact with those under the age of 18 years and is, therefore, exempt from the Rehabilitation of Offenders Act. **This means you must disclose information about any spent or unspent convictions when completing the Declaration of Criminal Records, convictions and Cautions attached to the Job Application included in the pack.**

You must also provide information about cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or juvenile.

Failure to complete and sign the Declaration of Criminal Records, Convictions and Cautions declaration attached to the enclosed City of York application, will invalidate your application for this post.

References

In relation to this appointment process you should be aware your referees will be asked, "Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so please provide details."

Personal Identification

If you are shortlisted for interview, you will be asked to present original documentation which confirms your identity, address and any relevant qualifications for this post, when you attend for interview. The authenticity of these documents will be verified by our HR Manager and photocopied as evidential confirmation of your identity.

DBS Enhanced Clearance

All appointments to York High School are subject to Enhanced Disclosure and Barring Service Clearance (On 1 December 2012, the Criminal Records Bureau merged with the Independent Safeguarding Authority (ISA) to become the Disclosure and Barring Service)

You will be asked to complete a DBS Disclosure Application Form if you are successful in your application; Enhanced clearance is a prerequisite for employment.



ADMINISTRATION, FINANCE AND BUSINESS SUPPORT TEAM

Team and Roles

The Administration, Finance and Business Support Team, consists of 21 members of staff who contribute to work in the areas of:

- Achievement
- Examinations
- Attendance
- Communications
- Business, Finance and Resource Management
- Facilities Management
- Inclusion
- Pastoral Care
- Personal Development
- Human Resources
- School Health
- Learning Resources
- Reprographics
- Extended Schools
- School Reception
- Health and Safety
- Educational Visits

Our Vision

We are committed to:

- 1) Delivering a high quality, professional service which supports the teaching and learning of our young people.
- 2) Ensuring the success of the school.
- 3) Communicating in an effective way with young people, Learning Teams, colleagues, parents/carers and members of the community.
- 4) Working together as a team and supporting one another.

Buildings and Resources

The team is housed in 4 locations throughout the School which include shared and private areas. These facilities are organised in such a way as to allow those who work most closely together to communicate effectively with their immediate colleagues.

ICT software packages used by our team include the Microsoft Office Suite, SIMS Modules (School Information Management System), 4Matrix and Every™ Facilities Management.

CPD Opportunities

Specialised training will be made available to support the successful applicant in their new role. Further CPD opportunities are available to support your personal professional development. All staff are encouraged to discuss personal CPD with their Line Manager during review meetings.



Resilience ~ Aspiration ~ Success

Attendance Admin Level 3 - Person Specification

This is an opportunity for a skilled individual to work in a key administrative post which contributes directly to pupil achievement at York High School.

Essential qualities for all York High School Staff include:

- Integrity and Honesty
- Capacity for Hard Work
- Commitment to High Standards
- Flexibility
- Determination
- Sense of Humour
- Optimism
- Creativity

Qualities specific to the post of Attendance Admin Assistant include:

Essential Qualities

- Able to communicate effectively at all levels.
- Ability to accurately input data.
- Extremely well organised.
- Excellent numeracy and data analysis skills.
- Creative and innovative approach to problem solving.
- Have a flexible and professional approach to work.
- Able to work under pressure and meet deadlines.
- Able to organise own workload effectively.
- Good Team Player
- Able to establish good relationships with pupils and colleagues.
- Able to deal with difficult situations.
- Able to exercise good judgement.
- Excellent ICT skills – experienced in all aspects of Microsoft Office.
- Practical approach to computer software systems.
- A pro-active record of CPD.

Desirable Qualities

- Experience of working in a school setting.
- Experience of using SIMs