



Wyvern St Edmund's  
Learning Campus

# APPLICATION PACK



## ADMINISTRATION OFFICER

required for:

**1<sup>ST</sup> November 2021 (or earlier if available)**

**Closing date for applications: 9am Monday 4<sup>th</sup> October 2021**

**Head of School: Mr B Burley**

**Wyvern St Edmund's Learning Campus  
Church Road, Laverstock, Salisbury,  
Wiltshire,  
SP1 1RD  
Tel: 01722 328565**

Wyvern St Edmund's are part of Magna Learning Partnership

Dear Prospective Applicant,

### Welcome from the Head of School

Welcome to Wyvern St Edmund's (WSE). As Head of School, I am immensely proud to lead the school and serve its community of students, staff and parents/carers. WSE is a founding member of the Magna Learning Partnership, situated on the eastern outskirts of Salisbury with beautiful views over the Laverstock Downs to the east and Salisbury Cathedral to the southwest. We are proud of our reputation for high-quality teaching, excellent academic outcomes for our students and strong, effective pastoral care.

Wyvern College and St Edmund's School were formally two separate schools, just a few yards apart: Wyvern for boys and St Edmund's for girls. Over the past 15 years the schools have worked closely together, sharing: expertise, staffing resources and mixed GCSE classes. More recently, we have merged in all ways, except a legal change in status, taking full advantage of the benefits associated with inclusive coeducational learning and social development. Subject to approval from the Regional Schools Commissioner, we will formally become Wyvern St Edmund's Academy in September 2022.

We have a tremendous team of support staff, teachers and teaching assistants - some of the most talented professionals I have ever worked with - all of whom are proud to work at WSE and passionate about educating, supporting and nurturing our young people. Our collective vision of helping each student to develop into the best version of themselves is at the heart of everything we do and motivates us to provide impactful teaching, comprehensive pastoral care and extensive extra-curricular provision. Moreover, our vision is rooted in Christian beliefs and values whereby we expect our students to use their developing gifts, talents and character to serve others in the local community and beyond (1 Peter 4:10).

Being a vibrant, happy and forward-looking school, WSE is without doubt a great place to teach. Our parents and carers are hugely supportive of the school and we pride ourselves on forming strong and effective partnerships with young people and their families: we work collaboratively throughout any challenges and rejoice in the many successes which come from being part of a wonderful school.

New staff joining the school can be assured of a warm, supportive environment along with excellent professional opportunities for all staff and a strong sense of shared vision and ethos: we help our students to become the best version of themselves in order to serve others. We want all of our students to use their gifts and talents to serve other people well. We are very proud of our caring Christian ethos that runs through every aspect of school life.

We have a close and positive relationship with Salisbury Sixth Form College (S6C) which is a short drive away from WSE. Our partnership with the college means that there are opportunities to work collaboratively with KS5 students and teachers – we also anticipate the possibility of some WSE staff teaching across KS3-5 in the future.

I look forward to meeting you so that you can see for yourself just how great Wyvern St Edmund's is.

Yours sincerely



**Mr B Burley - Head of School**

## About this Role

Thank you for your interest in applying for this post. This is an exciting opportunity to join a happy and successful school with excellent achievement and delightful students. St Edmund's Girls' School and Wyvern College have co-located to share facilities and teachers to create a large mixed setting. We operate as one school: Wyvern St Edmund's.

We require an organised and proactive individual to join our admin team at the Wyvern St Edmund's Learning Campus from 1<sup>st</sup> November 2021. We are particularly looking for someone who is passionate about working in a school environment and is able to prioritise effectively. The successful candidate will become a key member of the admin team that supports the whole school. The ability of excellent IT and data skills and experience of using SIMS (or other Management Information Systems) would be desirable, but this is not essential as full training will be provided.

The successful candidate's specific duties will be the administration of the Cover system at WSE, ensuring that teachers are assigned to cover lessons in the absence of the timetabled teacher. This task will be completed via our Management Information System and full training and support will be provided. Experience is not essential, but the ability to prioritise, particularly short notice requests, and to work to a deadline are key. This role will also provide support to our Data Manager as well as the execution of general admin duties, use of Excel and other IT packages would be an advantage.

You will join an outward-facing, passionate and very supportive team right at the heart of our flourishing school.

This position is:

- Permanent;
- 35 hours per week, 7:30am – 2:30pm (this includes an unpaid 30 minute break each day);
- Term time only (39 weeks per year).
- Required for 1<sup>st</sup> November 2021, or earlier if available;
- Salary: MLP Grade D, FTE salary £19,123. Pro rata salary £15,490;
- We would be happy to consider a job share for this role, across the hours specified above, so would welcome applications from candidates wishing to work part time.
- **Closing date for applications: 9am Monday 4<sup>th</sup> October 2021.**

We are hoping for someone energetic, passionate and fun to work with. We are a creative and forward-thinking team who pride ourselves on developing positive relationships with students; we believe that being approachable and caring is what helps us safeguard students and drive progress.

## Why work at WSE?

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. In turn, this culture enables our students to become the best versions of themselves because they are nurtured and inspired by a committed, happy staff team. We are very proud of the progress that students make here at WSE. We are committed to a process of constant school improvement so that our students are afforded every opportunity.

Staff wellbeing is at the heart of our vision and all staff, as our most important resource, are to be valued, supported and encouraged to develop personally and professionally within a vibrant, empathetic and caring community.

There are some additional perks that we are able to offer such as the reduced corporate gym membership, free car-parking and the Wiltshire Rewards cashback programme, which staff really appreciate. Staff also benefit from our

commitment to professional development and, in working as part of a multi-academy trust with four secondary schools, groups of subject leaders and teachers are able to meet regularly to share ideas, schemes of work and to moderate together.

Visit our website and see what our staff say about working at WSE: <https://www.wyvernsted.org/44/why-work-at-wse>

## Ofsted

The February 2018 Ofsted inspection recognised our 'relentless drive to raise standards' and praised the 'clarity of vision' and 'inspiring' ideas that we have. In January 2020, Ofsted also observed that 'the move to combine Wyvern College with St Edmund's School has widened the curriculum available to students. An effectively planned curriculum means that students are learning well and students feel well cared for and know that there is always someone to whom they can go if they have a problem.'

## How to Apply

Please take time to look at the information about WSE through our website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit the school prior to making an application, please contact Rachel Ure, Operations Manager ([rure@wyvernsted.org](mailto:rure@wyvernsted.org) ; 01722 328565).

Please email your application to Rachel, remembering to include three documents:

- Application Form, can be found at: <https://www.wyvernsted.org/223/vacancies>
- Equality & Diversity Form
- Letter of Application (no more than 2 sides of A4 paper) in which you should detail the skills, attributes and experiences which make you an appropriate candidate for the post. Please try to include information in this letter that helps us get to know you as well as your professional skills.

## Disclosure & Barring Service

***Wyvern St Edmund's are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.*** Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

## Equality

Wyvern St Edmund's will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

WSE are committed to supporting flexible working and will welcome applications from those that wish to work flexibly.



## JOB DESCRIPTION: ADMINISTRATION OFFICER – COVER & DATA

<b>Job Title:</b>	Administration Officer - Cover & Data
<b>Salary:</b>	Grade D
<b>Working Pattern:</b>	Monday – Friday 7.30am – 2:30pm
<b>Responsible to:</b>	Office Manager
<b>Main Job Purpose:</b>	<ol style="list-style-type: none"><li>1. To manage and co-ordinate arrangements for teaching cover throughout the school, so as to ensure all classes are taken by appropriately qualified staff in the event of teacher absence.</li><li>2. To manage and co-ordinate arrangements for staff cover through the school, so as to ensure all duties (including fire duties) are covered in the event of staff absence.</li><li>3. To provide administrative support to the Data Manager on data inputting, reporting and admissions.</li></ol>
<b>Main Duties:</b> <b>Cover Co-ordinator:</b> <ul style="list-style-type: none"><li>• Keep a log of all staff absences, including the reason for absence and the anticipated date of return to school.</li><li>• Complete the necessary administration associated with staff absence. Ensure the distribution and completion of self-certification forms to the Operations Manager.</li><li>• Arrange for cover of classes of teachers who are absent. Liaise with staff within the school with regard to covering classes, registration periods, duties and fire duties and contact supply teachers and agencies as required to arrange cover.</li><li>• Record all supply teaching arrangements appropriately in the school's supply cover area. Ensure that appropriate staff and subject leaders are aware of teacher absences and cover arrangements in place. Co-ordinate cover work left by absence teaching staff and ensure it reaches to the cover teacher, photocopying resources as required.</li><li>• Keep abreast of all school events which may affect teachers' availability and plan cover for teachers due to attend training, educational events or other pre-arranged activities. Alert the Office Manager to potentially high costs with regard to teaching cover in any given period.</li></ul>	

- Organise supply teaching claim forms and check invoices for supply agencies prior to the School's Payment. Assist the Operations Manager in submitting claim forms to Payroll.
- Undertake all administration associated with staff absence and managing supply cover arrangements, ensuring all records are maintained accurately and all sensitive data relating to staff absence is treated with the utmost confidentiality.
- Maintain the supply teaching database.

**Data Assistant:**

- Prepare data in relation to staff absence and cost of associated cover.
- Prepare, input and analyse data as directed by the Data Manager. Includes ad hoc data, e.g. pupil questionnaires.
- Maintain and support all reporting and analysis required by the Data Manager.
- Use the Schools Management Information System (SIMS) to keep records and data accurate and up-to-date in line with the Data Manager's requests
- Inputting new student class lists into SIMS, updating students existing classes in SIMS and printing timetables.
- Support the Data Manager in the collection of student progress data for inclusion in reports to parents.

**General:**

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the Office Manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

**Supervision and Coordination:**

The post holder is required to ensure all classes within the school, duties and fire wardens are covered by a cover supervisor or a cover teacher, using the schools internal staff and/or external supply teachers.

**Decision Making:**

The post holder makes decisions relating to confirming arrangements for supply cover and has discretion over the order in which to carry out their work.

**Creativity and Innovation (i.e. Problem Solving)**

Work is undertaken within a general framework of recognised procedures. There is scope for some limited interpretation on how they are applied in the light of the situation faced.

**Resources:**

The post holder is required to use resources with care but does not have personal accountability for the security of physical or financial resources.

**Working Environment:**

There is contact with parents, staff, students etc. There is regular background noise from students at certain times of the school day. The majority of time is spent using IT equipment.

It is the nature of the post holder's job to respond to last minute requests for cover.

**Knowledge and Skills:**

The jobholder needs the ability to undertake a range of tasks involving the application of rules, procedures and techniques.

The jobholder needs the ability to input, organise and analyse data. The jobholder needs experience of a Management Information System (e.g. SIMS) in a school environment. A good standard practical knowledge and skills in IT are also required.