



Alder Community High School

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Headteacher: Mr R O'Regan BSc (Hons) NPQH

July 2019

Dear Applicant

Level 2 Business Administration Apprenticeship

Thank you for taking an interest in the Level 2 Business Administration Apprenticeship at Alder Community High School. This is an exciting training and development opportunity. Under the supervision and direction of the PA to the Headteacher, Business Manager and other office staff, you will provide reception, clerical, administrative and support to the school.

Please find enclosed in this pack the following:

- Information about the school;
- Information about the post;
- Method of application;
- Person Specification;
- Job Description;
- Tameside MBC support staff application form;
- Further information about the school is available on our [website](#).

Alder is a rewarding place to be. We have built a culture where staff feel valued and supported. We recognise the benefits of staff working in a productive, healthy and flourishing workplace, and we work hard to ensure the wellbeing of everyone.

This is a rare opportunity to join our office team, and prepare you for the next step in your business administration career. You will need to have excellent communication and IT skills and a willingness to further develop these skills. Punctuality and reliability is essential. If this sounds like you, and you also have an organised approach to your work with meticulous attention to detail then I would love to hear from you.

I do hope you feel inspired by the information in this pack to apply for the post; Alder is a happy school and a great place to work. I look forward to your application.

Yours faithfully

Richard O'Regan
Head teacher



Information about the school

Welcome to Alder Community High School. We are a community and we want all students to thrive in a happy, safe, supportive, yet challenging learning environment. Central to our positive ethos are core values of tolerance, respect for others and a clear understanding of rights and responsibilities in equal measure, along with hard work and high expectations.

We are in relentless pursuit of excellence, and in doing so, achieve high academic success whilst building resilience and fostering a love of learning, so that all students fulfil their potential.

Our students will receive the highest quality of teaching and we will invest in our staff to realise the vision. Our staff and their wellbeing are important and without them, our students could not flourish.

Students are at the centre of everything we do and increasing their life chances is our primary goal. We want our students to leave Alder as well rounded human beings, work/college ready and able to take their place in society to contribute, enjoy life and be able to improve their own lives and the lives of others.

We are a popular, oversubscribed school with around 800 students on roll, mainly white British with around 15% from minority ethnic groups. In 2018 we increased numbers from 155 to 180 in year 7 and will continue for the next four years until we reach approximately 930 students in 2022.

The proportion of students eligible for the Pupil Premium is around the national average having been above the national average in previous years. The proportion of students who require SEN support is around the national average. The proportion of students supported by a Statement or an EHCP is above the national average.

Our intake is broadly average compared with national KS2 data. In 2018, 75% of students achieved grade 4 or above in both English and maths. To see how we compare with other schools please see the Government performance tables at <https://www.compare-school-performance.service.gov.uk/school/134283>. In November 2017 Ofsted judged us as continuing to be a 'Good' school.

We have a truly comprehensive intake ranging from students who need significant additional support, right up to students who have gone on to Cambridge and Oxford universities. We achieved Maths and Computing specialist status in 2006 and were re-designated in 2010 for a further three years and, whilst funding for specialisms has evaporated, we still carry on with our work supporting our local Primary schools and the wider community.

We are committed to improving our school and staff at Alder have many opportunities to improve as teachers and leaders through a personalised CPD programme. We work collaboratively with a variety of schools within the Greater Manchester area and have active subject networks working together to drive up standards across Tameside.

The many people who have visited us have found a happy and purposeful school community and we have had lots of very pleasing feedback. We are a caring school and exclusions are relatively low. We have a comprehensive support package in place for needy youngsters and in 2010 were awarded the Every Child Matters national standard. Our attendance rates have improved steadily to just over 96% and our Persistent Absentee (PA) rate is below the national average.

The school holds the Quality in Careers Standard (which superseded the gold IAG award), an SSAT Educational Outcomes award, a Pupil Premium award and is a Physics hub for The Ogden Trust and The Institute of Physics.



Alder Community High School can guarantee all of our staff:

- High levels of support and challenge to maximise performance
- The very best CPD on offer
- A stimulating and friendly working environment where every member of staff is valued and makes a significant contribution to the school community
- Working with honest, aspirational students, who are full of character and have great potential

If you share our values, have the vision and drive for excellence and want to be part of an enthusiastic, dedicated and well-resourced team, committed to ensuring that students fulfil their potential, then we look forward to hearing from you.

Level 2 Business Administration Apprenticeship

Method of appointment

- A completed TMBC Support Staff Application Form should be completed and returned to c.hood@alderchs.uk by Wednesday 31st July 2019
- Shortlisted candidates will be invited to attend an interview and assessment session on Thursday 8th July.
- Start date - September 2019. Upon completion of satisfactory pre-employment checks and verification.

You are welcome to visit the school at any time before or after you apply.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references and an enhanced DBS check.

Salary Information

Category	TMBC 2019 Rate	Actual Term Time Only Salary
25 or over	£8.21	£13,004.64
21 and over	£7.70	£12,196.80
18-20	£6.15	£9,741.60
<18	£4.35	£6,890.40



Job Description: Business Administration Apprentice**Grade:** Level 2 apprenticeship**Hours:** 36 Hours per week, term time only.

Responsible to	PA to the Headteacher and Business Manager
Core purpose	With support and direction from the PA to the Headteacher, the Business Manager and other school staff, the post holder will provide reception, clerical, administrative and event support to the school. As a first point of contact for visitors and telephone enquiries using safeguarding and confidentiality principles at all times the post holder will be calm, professional and courteous whilst promoting the ethos and values of the school.

Specific Duties

- To be the first point of contact for all visitors to the school and for all telephone enquiries. Providing a professional welcoming, efficient and effective reception service.
- To deal with a wide range of enquiries by students and members of staff.
- Communicating with parents/carers, external agencies and other stakeholders by telephone, e mail or text messaging as appropriate.
- To undertake a wide range of administrative tasks as requested and as deemed appropriate to the role.
- To oversee the reprographics and post room, reporting equipment breakdown for services as required.
- To support with the organisation of school events such as Open Evening, Parents' Evenings and Awards' Evenings.
- Any other duties required as necessary.

Whole school contribution

- Be aware of and comply with school policies and procedures in particular those relating to safeguarding and child protection, equality, health and safety, confidentiality and GDPR reporting all concerns to an appropriate person.
- Contribute to a positive ethos within the school.
- Attend relevant meetings as required.
- Participate in training and development as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken is not identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Person Specification Job Title: Business Administration Apprentice Grade: Level 2 apprenticeship		
Qualifications	<ul style="list-style-type: none"> ➤ GCSE Maths (C/4 or above) ➤ GCSE English (C/4 or above) ➤ Hold Functional Maths and English or ability to complete during the apprenticeship 	D D E
Experience of:	<ul style="list-style-type: none"> ➤ Using Microsoft Office applications, in particular Word, Excel, PowerPoint, Publisher and Outlook. ➤ Working in a customer service environment. 	E D
Knowledge and understanding of:	<ul style="list-style-type: none"> ➤ The importance of Safeguarding and Child Protection ➤ The importance of confidentiality and data protection (GDPR) ➤ School systems and procedures 	E E D
Skills:	<ul style="list-style-type: none"> ➤ A professional telephone manner ➤ Able to communicate effectively and professionally with parents/carers, colleagues, students and outside agencies either by telephone, written or face to face. ➤ Able to multitask and work to deadlines with accuracy and attention to detail. 	E E E
Personal Qualities	<ul style="list-style-type: none"> ➤ Flexible and adaptable approach to the job and able to keep calm under pressure. ➤ Enthusiastic and committed. ➤ Punctual and reliable. ➤ Able to develop positive and appropriate relationships with students and colleagues ➤ Proactive and uses initiative with a 'can do' attitude. ➤ A good team player. ➤ Willing to learn, accept guidance and undertake training as required. 	E E E E E E E

