

# **SCHOOL ADMINISTRATOR (MATERNITY COVER) INFORMATION BOOKLET**

**APRIL 2024**



**Artsmark  
Platinum Award**  
Awarded by Arts  
Council England



## ***Introduction***

Thank you for enquiring about our **School Administrator (Maternity cover)** position. We hope after reading the information in this pack, you will be excited by the prospect of joining our team.

Vandyke is a great place to work, with high expectations and a caring ethos. "Everyone Matters" here at Vandyke. Our Annual Survey consistently shows that staff feel well supported and are supportive of one another, students enjoy coming to school and our parents/carers are hugely supportive of our school. We often find that competition for posts at Vandyke is strong and the experience colleagues gain here can be a stepping stone to further promotion.

The successful candidate will be joining a thriving school, with a growing reputation for excellent teaching and achievement, innovative and inclusive practice, and excellent leadership and management that puts students and learning at the centre.

## ***The Role***

Attached is a job description and person specification for the School Administrator role.

Due to the growth in school numbers on roll and school expansion, we are looking to recruit an additional administrative assistant to support the work of our busy school office. This is a part-time role working initially 15 hours per week (negotiable) with hours on each school-day, term-time only, plus 15 hours on training days and/or during school holidays, equivalent to one week of term-time hours. Hours will usually be worked between 8.30am and 1.30pm.

Experience in a school administration role is desirable but not essential, as is experience of working with young people. Good administration skills, willingness to work as part of a team, good communication skills and a sense of humour are essential.

## ***Induction and Training***

The successful candidate will receive induction, support and training during the first year from the following sources:

- induction course for new staff run by Vandyke
- Assistant Headteacher

## ***Our School***

Our students achieve very well, making strong progress in all year groups and achieving outstanding outcomes at GCSE and A Level from all starting points. In 2019, Progress 8 was +0.49 and value-added in the Sixth Form was also high building on strong progress at KS4. Exams in 2020 and 2021 were cancelled but results were at a similar level and allowed students to progress to their chosen next steps. In 2022 and 2023 results were again strong, comparable to the 2019 results. For the majority of Y13 students the next step was university with students going on to a range of courses at many different universities including students going on to Russell Group organisations and Oxbridge.



We had an ungraded inspection from OFSTED in January 2024. The highly complimentary report stated that “Pupils at Vandyke are proud and articulate ambassadors for their school. They enjoy learning and achieve well. They thrive as a result of the school’s ambition for all pupils to become ‘world ready citizens’ Pupils are confident, courteous and aspirational. They behave well at all times”.

The ethos of Vandyke is based on strong, positive relationships between staff and students – “Responsible, Respectful, Resilient – World Ready.” The atmosphere is of a “college” whereby we seek to allow students autonomy and independence. Students respond very well to this creating a “special” atmosphere around school often commented upon by visitors. Staff go out of their way to provide great teaching and support and additional learning opportunities for students. Parents and carers are supportive of the school and feedback from parents and carers is always that the school is welcoming and friendly.

We are pleased to hold Sportsmark and Artsmark (Platinum) awards in recognition of our commitment to Sport/PE and our outstanding programme of extra-curricular sport and performing arts activities. Over 350 students take part in the DoE award scheme each year.



Facilities at Vandyke are excellent and include a theatre, drama studio, dance studio, sports hall, sports activity area, specialist athletics jumping facility, floodlit netball centre, floodlit astro-turf pitch, music suite, café and extensive library/study facilities. A Full sized 3G pitch has been added to the impressive facilities.

In September 2020 we opened a new teaching block comprising 12 new science labs, 10 new maths classrooms, Sixth Form centre including Sixth Form café and accommodation for staff. A further new build extension of the sixth form centre has recently opened.

## ***The Recruitment Process***

To apply, please complete the application form in full, in accordance with the accompanying guidance notes, including a letter of application addressing why you are a suitable candidate and what you can bring to the post. CV applications will not be accepted as the information provided on a CV may not be consistent with the information we require.

Applications can be made through MyNewTerm website;

<https://www.mynewterm.com/school/Vandyke-Upper-School/137169>

## **The closing date for applications is 12 noon on Friday 10<sup>th</sup> May 2024**

Vandyke is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All shortlisted candidates will be required to bring proof of identity and original qualification certificates to the interview. The successful candidate will be required to complete an application for an enhanced disclosure from the Disclosures and Barring Service (DBS). Please refer to the separate information provided about the process and acceptable forms of identification. References and an online search will be carried out for all shortlisted candidates.

All applicants are also required to confirm their eligibility to live and work in the UK. Please ensure one of the documents you produce to support your DBS application is also included on the enclosed list “Asylum and Immigration Act 1996” to satisfy this requirement.