



Job Description

Job Title:	School Administrator
Responsible to:	Education Manager
Locations:	Acorn School, Telford, Smallbrook School, Whitchurch, Vocational Training Centre, Nr Wem (location as per vacancy advertised)
Hours:	30 hours per week (term time only)
Pay Scale:	£9.00 per hour

Post Overview

Acorn and Smallbrook Schools are independent special schools for young people in residential care. We are rated 'Good' in our current respective Ofsted inspections and are about to open a new vocational training centre near Wem in Shropshire. We have an exciting opportunity for someone who is a highly motivated and creative administrator to provide high quality administrative support on one of these sites (location as per the vacancy advertised).

A large part of the role will include day to day administration, maintaining and co-ordinating school examination paperwork, as laid down by awarding body guidelines, and developing and maintaining effective and efficient administrative and office systems.

The ability to work independently and supportively within a challenging but dynamic learning environment is imperative. You will need excellent organisational skills, a high level of written and oral communication skills and be proficient in the use of computer packages including Microsoft Word, Excel and PowerPoint. If you possess these qualities and enjoy working with young people, this is an exciting opportunity for an experienced, enthusiastic and inspiring administrator to join the school team.

Key Activities

- Provide additional administrative support to the school.
- Maintain and co-ordinate school examination paperwork as laid down by awarding body guidelines.

- Develop and maintain effective and efficient administrative and office systems (including recording and filing systems).
- Process all relevant internal and external correspondence.
- Keep a well organised brought-forward system and distribute/deal with documentation as necessary.
- Arrange and attend meetings as required and take minutes of the meetings. Maintain effective files for meetings.
- Manage the school diary, organising appointments, attendance at review meetings, etc., and brief Head/SENCO on weekly schedule, bringing forward all necessary documents.
- Access email regularly and distribute messages promptly. Prepare and send emails as required.
- Organise regular meetings as identified on the Quality Calendar.
- Take minutes. Draft and circulate agendas for meetings and minutes of meetings.
- Maintain up to date membership lists for school meetings and curriculum meetings.
- Use computer based packages including Excel to prepare, update and maintain the school action plan, timetable, SEF, retention and achievement documentation, weekly signing sheets and any other documentation as required.
- Order and maintain stationery requirements as necessary.
- Collect and collate data as required including monthly update, attendance and retention and achievement figures.
- Carry out regular resource audits.
- Have an understanding/awareness of Ofsted inspection regulations and requirements in relation to school administration.



Educational Overview

'Each of our schools promotes a safe and supportive learning environment in which everyone is valued and high expectations are clearly communicated.'

Bryn Melyn Care has two Independent Special Schools that are approved and registered with the DCSF. The holistic aim and ethos of each school is to encourage and promote effective, individualised learning, where pupil dialogue is encouraged and appropriate learning pathways are ascertained.

The Curriculum

Through an extensive curriculum that is broad, balanced, flexible and varied, we provide a vast range of nationally recognised and approved programmes of learning that offer a range of both academic and vocational qualifications at varying levels. (From unit awards to Higher level GCSE's or equivalent) These programmes are carefully selected to promote higher levels of pupil motivation, and establish clear and concise learning targets, with qualifications that are widely recognised by colleges of further education and prospective employers.

Bryn Melyn Schools welcome and value pupils in an environment where individual achievement and success matter, and where there is a commitment to continuous improvement. We provide highly effective, individualised learning programmes, with specialised teaching and learning strategies that are adapted to meet pupil learning styles and preferences.

Pupil involvement in lesson planning is strongly encouraged to establish higher levels of intrinsic motivation and jointly agreed targets for achievement. Lessons are conducted on an individual basis, in pairs, or in small groups. For pupils with a 'Statement of Special Educational Needs' their targets will reflect the specified objectives within the statement and statements will be regularly monitored by the Special Educational Needs Co-ordinator/Education Manager.

As closely linked schools, managed by one Head, we pride ourselves on our ability to encourage pupils to expand their knowledge, experience and skills, whilst providing a purposeful and stimulating school environment that recognises the need to provide a range of positive, interesting and engaging learning experiences.

Bryn Melyn Care operates a holistic approach to care, education and therapy for its young people. The parallel use of praise, positive role modelling, TCI (Therapeutic Crisis Intervention), behaviour management techniques and intervention strategies, provides and promotes consistency in staff approaches and expectations, whilst enabling pupils to work towards specific educational targets and objectives to gain a sense of integrated achievement.

The Broader Curriculum

The broader curriculum includes opportunities for pupils to learn, participate in, and enjoy sports and outdoor adventurous activities. (E.g. Rock climbing, mountain biking, canoeing, gorge walking and much more.)

We offer a comprehensive physical education programme that includes practical lessons covering tennis, badminton, squash, football, hockey, swimming and trampolining, as well as a variety of team games. Sessions are also available to improve pupils' knowledge and understanding of first

aid and healthy lifestyles. Outdoor and physical education courses provide extensive opportunities for pupils to overcome their fears, face challenges, and develop their skills and confidence.

Adventure training programmes can also be arranged. These include overnight trips, which aim to actively promote socialisation, co-operation and positive interaction with both peers and adults.

Further and more comprehensive information on specific programmes of learning and school policies and procedures can be obtained by requesting a school prospectus.