



APPLICATION PACK

Information and Guidance

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Dear Applicant,

Thank you for taking the time to find out more about Cranbury College. This pack is intended to give you information about the role of Admin Officer at Cranbury College, together with details of the college's vision and ethos and our aspirations.

Cranbury College is an ambitious Alternative Curriculum Provider. Joining the college team is a superb opportunity for an ambitious and motivated Admin Officer who wants to make a lasting difference to the communities we serve.

What makes Cranbury College unique:

We are dedicated to offering every young person the opportunity to realise their potential, ensuring that every young person is at the centre of everything we do. At Cranbury College we guarantee a personalised learning service; a place where young people and their families enjoy success every day. We work in partnership at every level with all of our stakeholders and partners across Reading. Our aim for Cranbury College is to be the cornerstone of support to young people in Reading. We offer a provision of services that make a positive impact on the outcomes for young people and the colleges they attend. Cranbury College provision is flexible, bespoke and offers an enriched curriculum to meet the academic and vocational needs as well as health and wellbeing of all its students. The College offers teaching and learning opportunities that provide young people with literacy and numeracy progression alongside socialisation skills and preparation for next steps.

The staff team at Cranbury College are extremely dedicated, talented and hard working. The College and its staff work tirelessly to ensure that every child is given the opportunity to success. For many of our students "the future starts here".

This role represents a unique opportunity to join a "Good" Alternative Curriculum provider. You will have the opportunity to work with a fantastic team that across Cranbury sites and the majority of schools in Reading.

If after reading the enclosed information you would like to apply, please complete the application form, please ensure you include why you feel you are suitable for the role in an evidence-led way that addresses the key requirements of the job by the closing date. This needs to be returned to econroy@cranburycollege.reading.sch.uk

If you have any queries please contact Emma Conroy on 0118 937 6847. Visits to the College are welcome please contact us to arrange.

I look forward to receiving your application.

Mandy Wilton
Head teacher



CRANBURY COLLEGE
28 College Road, Reading RG6 1QB

ADMIN OFFICER (Permanent)

Salary: RG4 (21-28)

Successful candidates will normally start at the first point of the grade to which they are appointed)

Part Time – 30 hours term time only plus inset days

Working hours – Mon-Fri 8.30 – 3.00

Do you enjoy the challenge of working with vulnerable children?

Cranbury College is a complex, multi-site organisation which includes a Primary Site, KS4 Site - Futures, KS3 Site – Pathways, Post 16 Site – Vision. We have an Outreach Behaviour Support Team, offer medical tuition and have a Hospital Teaching service.

This position is currently based at our Primary Site but you will be required to work across sites.

We are looking for a responsible and conscientious person to join our Admin Team. We require excellent IT skills (minimum Intermediate Level Word, excel and Outlook) and effective interpersonal skills.

This is a demanding position with varied and interesting tasks. An ability to organise, prioritise work, remain calm and work in a professional manner is required.

A commitment and ability, to work in a way that promotes the safety and well-being, of vulnerable children and young people is essential. Previous office experience is preferred.

Please contact Emma Conroy, Office Manager on 0118 9376847 or email econroy@cranburycollege.reading.sch.uk

Closing date: Sunday 1st July 2018

Shortlisting date: Wednesday 4th July 2018

Interview date: Tuesday 10th July 2018

Please visit our website <http://www.cranburycollege.reading.sch.uk/vacancies.html> for further details and to download an application form.

Please do not send a CV: for the purposes of equal opportunities, we can only accept application forms.

An Enhanced Disclosure and Barring service check will be sought from the successful candidate.

JOB DESCRIPTION

Cranbury College	Location: Cranbury College, College Road, Reading, RG6 1QB
Post Reference No:	Grade/Salary Range: RG4 points 21-28 Progression through Gateway RG4 scp 26-28
Job Title: Admin Officer	
Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.	
Report to Head of Cranbury College, Deputy Headteacher, Assistant Headteacher, School Business Manager and Office Manager.	
<u>Organisation</u> <ul style="list-style-type: none">• Deal with complex reception/visitor etc. matters• Contribute to the planning, development and organisation of support service systems/procedures/policies• Supervise, train and develop staff as appropriate• To be involved in staff recruitment when directed - shortlisting and interviewing• Assist School Business Manager as directed	
<u>Administration</u> <ul style="list-style-type: none">• Manage manual and computerised record/information systems - SIMS• Analyse and evaluate data/information and produce reports/information/data as required, running reports from SIMs and present data in appropriate format• To compose (what?), and undertake word-processing and complex IT based tasks for Office Manager/Business Manager/SLT• Provide personal, administrative and organisational support to other staff• To use senior leadership electronic diary to book appointments• To assist management with the completion and submission of complex forms and returns etc including those to outside agencies e.g. DFE - for example free school meals for all Cranbury College students• To assist management with the completion and submission of school census 3 times per academic year and the annual workforce census. - create dummy runs before census date to ensure accuracy - to be aware of DFE rules and regulations• Monitor and order all stock within an agreed budget for Cranbury College• Recording and managing all absences for Cranbury College whole staff• Undertake research and obtain information to inform decisions as asked• Assist with procurement• Send accurate details to set up new suppliers on Oracle• Obtain quotes for purchases to ensure cost effectiveness• Deal with ordering and purchasing for staff/departments• Deal with financial queries relating to invoices, deliveries and payments - liaise with suppliers and payments section at Civic	

- Process orders and invoices
- Raise and receive purchase orders using Oracle
- Record all invoice/purchase information on Goods Received Book
- Checking invoices and expenditure items for accuracy and act accordingly with any errors
- Ensure pupil premium expenditure is appropriately accounted for and recorded
- Assist in maintaining accurate records to receive funding for Pupil premium
- Administer petty cash when required at secondary site - liaise with School Business Manager when funds are low
- Maintaining the school asset register - ensure that all new equipment is labelled and recorded on the asset register - ensure all old equipment is removed and recorded
- Search purchase orders using oracle to match invoices
- Liaise with suppliers, contractors, other schools and organisations

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support different and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of Cranbury College
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

SCOPE OF JOB (Budgetary/ Resource control, Impact)

- Responsible for the management of resources within specific areas

Responsibilities for going through the Gateway

- Under appropriate supervision, to lead in a pilot project for new school systems, working closely with new provider
- Leading on the implementation of new administration systems in collaboration with the Head teacher.
- Under supervision, to be responsible for the EFA Education Funding Agency for post 16 provision (Vision) through liaison with Centre Managers and ensuring accurate data
- To lead in Cranbury College becoming a paperless organisation
- To undertake training at a Level 4 or equivalent

PERSON SPECIFICATION



Cranbury College	
Job Title: Admin Officer	
Qualifications / Education / Training:	
<ul style="list-style-type: none"> To be educated to at least GCSE level with good English - verbal and written To use word, spreadsheets, databases and Outlook with a high level of skill 	
Experience:	
<p>Previous office experience would be preferred but not essential. An ability to work with vulnerable and challenging behaviours from our young people. An Ability to work under pressure</p>	
Skills and Abilities:	
<ul style="list-style-type: none"> A confident knowledge and ability of Word, Excel, Access and Outlook email system An ability to project manage new IT systems and link with providers, Headteacher and Admin team To answer the telephone in a clear and welcoming manner To work in an organised manner and manage own time effectively Ability to prioritise work To work with young people, many who display challenging behaviours To maintain absolute confidentiality of information learned concerning pupils, their families and home circumstances The ability to work within a very busy office atmosphere To work and be part of the Cranbury College team Ability to use Team Teach when required Ability to work within Cranbury college policies and procedures An ability to deal appropriately with potentially distressed and/or aggressive users over the telephone or face to face 	
Specific Working Requirements:	
Requirements:	
<ul style="list-style-type: none"> Willingness to work across Cranbury College sites Willingness to undertake training as appropriate including Team Teach, Safeguarding Level 1 and Health and safety Level 1 An ability to work well with children presenting challenging behaviours Ability and willingness to travel within the Borough 	

January 2017

The Cranbury College Vision 2017-18

Vision Statement

We are dedicated to offering every young person the opportunity to realise their potential, ensuring that every young person is at the centre of everything we do.



Statement of Intent

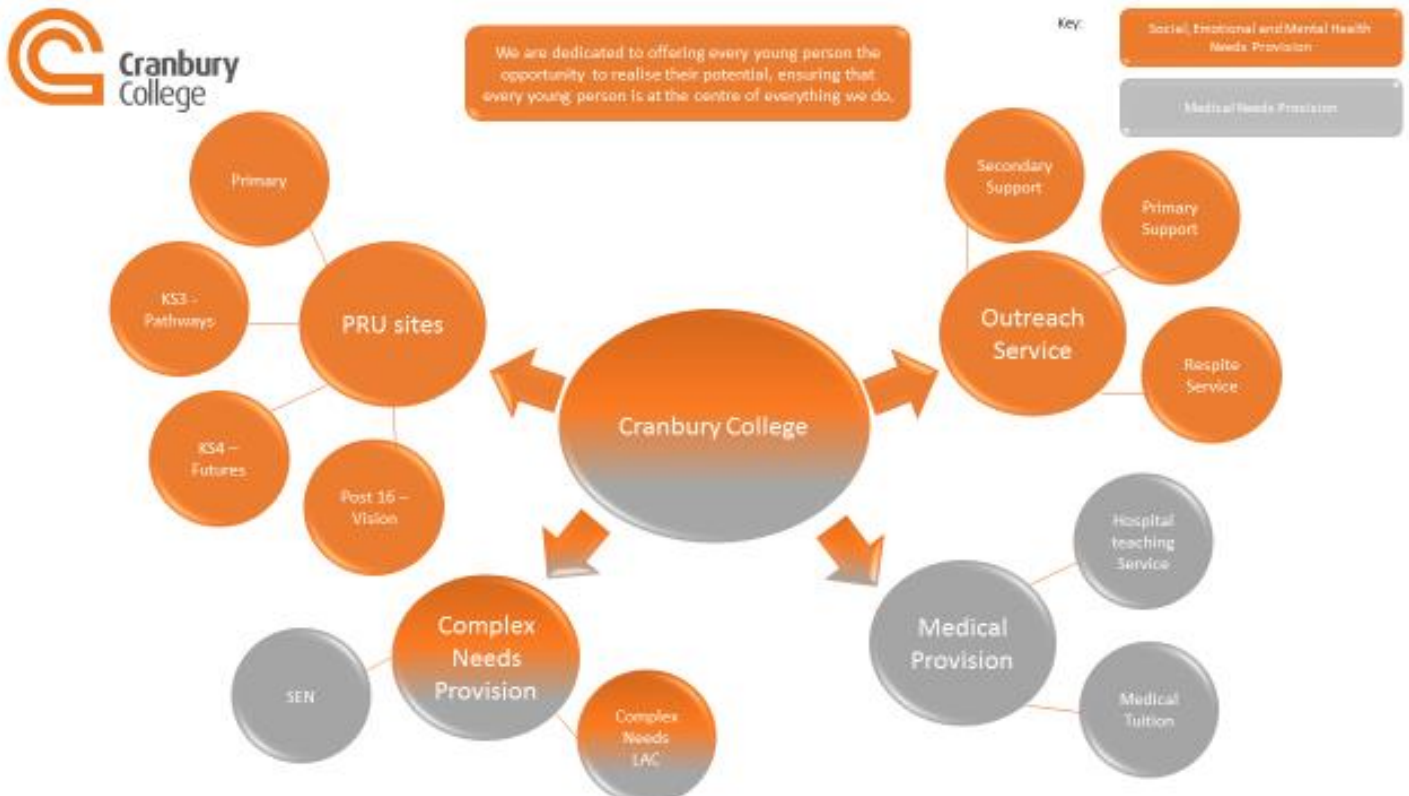
We guarantee a personalised learning service; a place where young people and their families enjoy success every day, working in partnership at every level with our stakeholders.

Cranbury College is the cornerstone of support to the young people of Reading through:

- a) A provision of services that make positive impact on the outcome for young people and the schools they attend, and that offer value for money.
- b) Provision of a flexible, bespoke and enriched curriculum to meet the academic and vocational needs as well as health and wellbeing.
- c) Teaching and learning opportunities that provide young people with literacy and numeracy progression alongside socialisation skills and preparation for next steps.

PRINCIPLES

- Every decision, at every level of the organisation, is made with the aim of ensuring acceleration progress for every young person
- We aim to raise achievement in literacy and numeracy
- We have a specialist and flexible workforce with skilled and specialist staff at every level of the organisation
- We are an outward facing college and are genuinely inclusive in all our planning and actions
- Cranbury College always strives to offer the best service in a very competitive market
- All our spaces are safe, supportive and stimulating



Safeguarding and Child Protection Statement

At Cranbury College we are committed to safeguarding and promoting the welfare of children and young people which is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred.

Staff at Cranbury College have an important role in keeping young people in the College safe whilst working across the College.

Adults working around, or with children and young people must be aware of the risk of abuse by adults or other young people. At Cranbury College we believe that all students have the right to be safeguarded from harm and exploitation, regardless of age, gender, sexuality, disability, heritage or religion.

All staff are required to hold a fully enhanced DBS - including barred list check before starting work with our students.

Making Your Application

Guidance Notes

How to Apply

To conform to our equal opportunities policy, please fill out either an application form from our website alternatively contact Emma Conroy econroy@cranburycollege.reading.sch.uk. Use of our standard form ensures we give all candidates fair treatment. For this reason, we do not accept CVs as a form of application.

Supporting Statement

At application stage, the shortlisting panel will use the criteria from the person specification to select candidates for interview. Thus it is crucial you demonstrate your skills, abilities, knowledge and experience against both the person specification and the job description.

Qualifications

If you are shortlisted for interview, you are asked to ensure that you bring with you to interview any original relevant certificates of qualification, copies of which will be taken.

References

No offer of employment will be made without the receipt of two satisfactory references. Please see the application form for further guidance.

Pre-Employment Checks

As all posts with access to vulnerable groups, successful applicants will be required to undergo pre-employment checks which can include a criminal record check and a check of client records. The level of criminal record check will be Enhanced with Barred List Check. The check is carried out by the Disclosure & Barring Service (DBS). Please visit <https://www.gov.uk/disclosure-barring-service-check/overview> to find out more about criminal record checks. All new staff are required to undergo a medical clearance, and will be asked to provide documents to confirm entitlement to work in the United Kingdom as required by the Asylum & Immigration Act 1996.

Equal Opportunities

We recognise the importance of equal opportunity in employment and have a policy in place to support this. Further information is available on the application form itself. Please note: the shortlisting panel do not see any personal details as these are removed before shortlisting. Decisions are therefore made based on evidence of skills, abilities, knowledge and experience provided on your application form.

Positive About Disability

Candidates with a disability who can show that they meet the minimum requirements of the person specification are guaranteed an interview.

Right of Appeal

If you feel you have been discriminated against for any of the reasons set out in the Equal Opportunities Policy, please let us have written details of your complaint within 10 working days. This should be addressed to: HR & Payroll Services Manager, Reading Borough Council, Civic Offices, Bridge Street, Reading, Berkshire, RG1 2LU.

Recruitment Process

Following the closing date, a panel will score each application received on the criteria listed on the person specification. A shortlist of candidates will be selected for interview based on their scores. Candidates who are successful at shortlisting stage will receive an email/posted letter informing that they have progressed to the interview stage. This letter will include details of the interview such as time, location, panel members, and what documentation they will need to bring with them. If you do not hear back from us within 2 weeks of the closing date, then it is unlikely you have progressed to the interview stage. Once you have confirmed attendance, references will be sought from referees you have given us permission to contact. If you are selected as a preferred candidate following interview, we must ensure all documentation is collected - including two satisfactory references, relevant ID copies, declaration forms, and a starter form from the recruiting manager. Once these are collected, you will be sent an offer letter and medical clearance form together with documentation relevant to the post.

Feedback

If you would like feedback on your application, please email econroy@cranburycollege.reading.sch.uk or call 0118 937 6847.