



WILBERFORCE
sixth form college



Administration Assistant

CLOSING DATE: Monday 14 October 2024, at 9.00am





The College

Wilberforce Sixth Form College is located on the East side of the City of Hull, and our students come from both Hull and the East Riding of Yorkshire. The College is recognised for its success in serving the needs of the local community, which is a fundamental commitment of the College's governing body.

Wilberforce College is not a typical sixth form college. We have a wide-ranging and dynamic curriculum offer at Levels 2 and 3 that supports students' progression. Coupled with our staff's commitment to high quality teaching, support and student experience, students achieve and progress to some fantastic destinations.

The College has extended its work beyond the East of Hull in recent years. We are system leaders, having worked with educational and employment partners both nationally and regionally to improve the quality of education and student experience.

For our students...

Wilberforce Sixth Form College inspires its students to develop a passion for knowledge and a love for learning. Our students receive a truly holistic education that extends beyond the classroom.

In addition to high-quality teaching, they have access to a broad upskilling/enrichment programme, employability and workplace links, national and international trips and visits, and an excellence pathway programme.

Our campus...

We have made significant investment over the last few years, creating first-class facilities for staff, students and the local community.

Our campus is reflective of the wide-ranging curriculum that we offer; it boasts professional standard Engineering, Health & Caring, Hair & Beauty and IT facilities, as well as fully equipped classrooms and teaching spaces.

For our staff...

Wilberforce Sixth Form College is a great place to work. You will join a focussed and driven team, committed to delivering a broad and balanced education for all.

Collaboration is at the heart of our approach and together we work hard to change the life chances for our students.

We invest heavily in staff development and wellbeing support to ensure that staff are equipped to contribute to making Wilberforce College great.

Access a range of benefits including:

- Membership of the Teachers' Pension Scheme
- Employee Assistance Programme
- Cycle to Work scheme
- Optional Health Cash Plan
- Staff development opportunities
- Staff wellbeing events
- IT Products
- On-site gym



Our Mission, Priorities and Core Values

Mission

The College's aim is to be an outstanding College, with an innovative curriculum that supports all students to achieve the best possible life chances.

Priorities

The three core priorities are:

1. Outstanding outcomes

- A fully ambitious, challenging curriculum that provides students with first rate qualifications.
- Aspirational and stimulating teaching and learning that engages all students at all levels.
- Stretch and challenge of all groups of students to ensure that all reach their potential, and there are no significant gaps.
- A student support framework that proactively removes barriers to learning.

2. Outstanding progression

- A curriculum that is aligned to local and national priorities that enables all students to progress to their chosen destinations.
- Students are equipped with the skills, knowledge and behaviours needed to progress in education and employment – including proficiency in English and Mathematics.
- Students are educated and supported to make decisions that ensures their long-term health and well-being.

3. Outstanding experience

- Students have access to a wide, rich set of experiences through the curriculum, tutorial, and upskilling programme.
- High expectations of behaviours and attitudes ensure all students develop a strong work ethic, resilience, and determination.
- Sustainable growth in student numbers that maintains a vibrant, interactive learning environment, in which students are highly challenged.
- A College environment with first class facilities, welcoming, accessible and a place everyone enjoys being in.

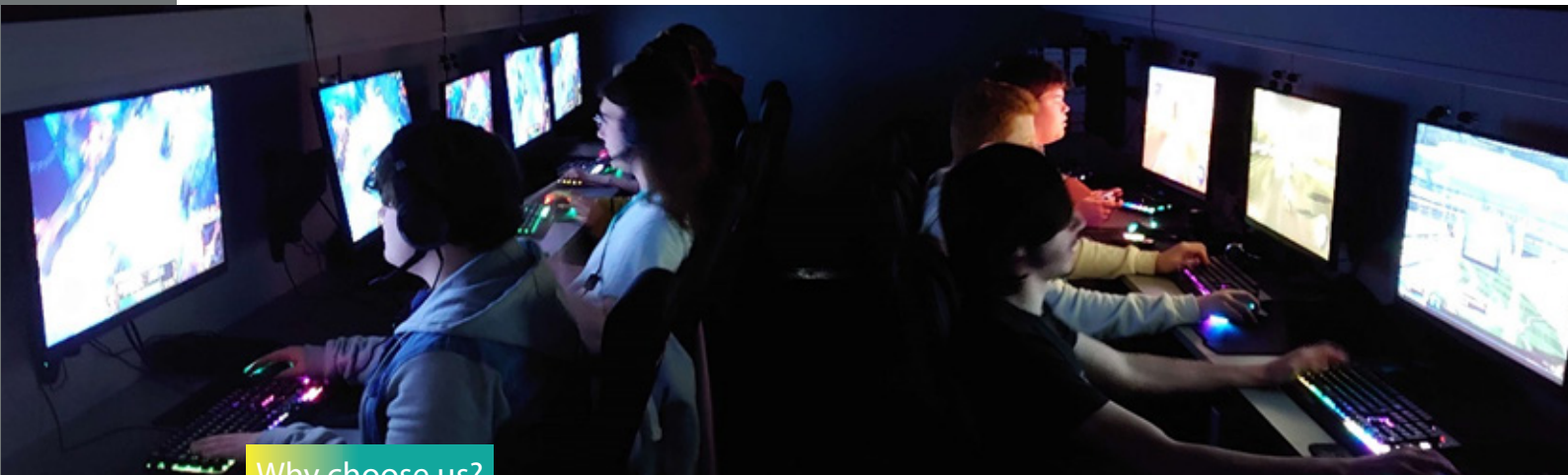


Wilberforce Sixth Form College has a culture of high aspiration and we are committed to providing an outstanding educational experience for all of our students. All aspects of College life are focused on providing students with every opportunity to become independent, motivated and successful individuals who will contribute on an international stage. Success is central to our aims. We have adopted a core values statement. It is our intention that by applying these values and behaviours the College will become outstanding in every area of work.

Core Values

- We conduct ourselves with integrity and respect for all
- We make students' experience central
- We value individuals and promote self-esteem
- We work as a team
- We encourage innovation, creativity and enjoyment
- We aim for excellence in everything we do





Why choose us?

By joining Wilberforce college, you will be working for a progressive learning organisation driven by core values and collective mission. You will be joining colleagues to work within a supportive, collaborative, and dynamic team which consistently strives to achieve the best outcomes for our students.

At Wilberforce we believe in providing opportunities for all - both staff and students. Our expectations are high for everyone and we recognise the fact that only through this teamwork can we all achieve our aspirational goals. If you are looking for a College that will challenge you whilst supporting you, then our CPD package will ensure you develop your skills, whether it be supporting students, teaching in the classroom or as a leader influencing colleagues.

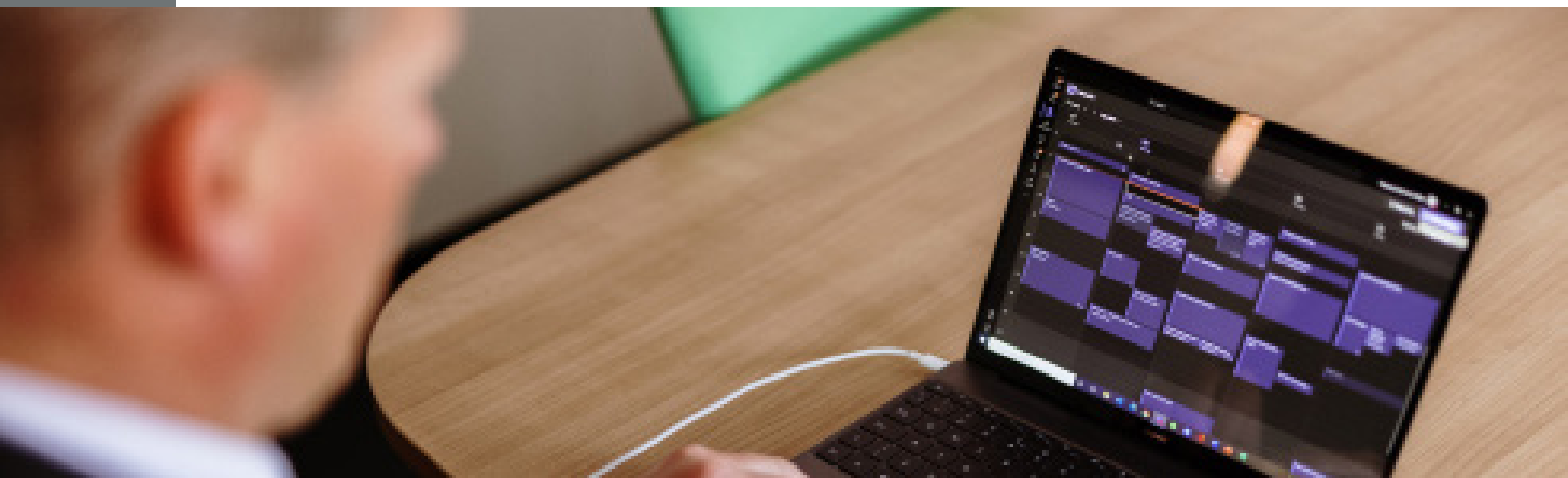
We feel listening to the views of both staff and students is key and therefore we regularly conduct staff surveys to establish individuals views on working at the College and use this as a catalyst for making improvements.

Benefits and Additional Information

We recognise the hard work and dedication of our staff in their commitment to improving the life chances of young people in the community we serve. The employee benefits on offer at the College are reflective of a culture which recognises talent and rewards outstanding commitment to our aims and objectives.

We are proud to offer our staff members these benefits:

- **Staff induction** - All employees joining the College are provided with a fully supported induction period
- **Generous pension scheme** - Employees can join the Local Government Pension Scheme (LGPS) and Teachers' Pension Scheme. Both schemes offer generous employer contribution rates
- **Employee Assistance Programme** - The College provides an independent free helpline which is available to all staff and their families which provides confidential advice on a wide range of issues including personal, relationships, medical, financial, legal etc. In addition, the College has in house counsellors who will meet staff face to face where requested
- **Cycle to work scheme** - Our salary sacrifice scheme enables employees to pay for a bicycle through payroll and save on tax in the process
- **BHSF Health Care Cash Plan** - Through a salary deduction cash plan, employees are able to access healthcare treatment and claim back money from their bills. The cash plan includes 24/7 GP and counselling telephone services and cover for up to four children (under the age of 18) on the policy
- **Gym memberships** - The College has an open access gym that staff can use before and after the College day. Employees at the College can also access discounted membership at the local Hull City Council gyms



- **IT products** - Employees can access the full suite of Microsoft software free of charge to use on personal devices
- **Equality, diversity & inclusion** - The College is inclusive and embraces diversity
- **Staff development** - We have a strong commitment to providing training and development in and beyond your current role. We invest substantial time and money in our staff development provisions
- **Family friendly policies** - The College adopts occupational Maternity, Paternity and Adoption pay policies from the Sixth Form College's Association

By joining Wilberforce Sixth Form College you will be supported through your professional employee journey, encouraged to develop and given opportunities to thrive!



Administration Assistant

Working alongside the Study Support, Exams and Central Administration teams, the post holder will provide administrative support enabling the College to meet needs of SEND students. This post has arisen due to changes to external regulations along with an increased number of SEND students enrolling at the College.

The Administration Assistant will take delegated responsibility for efficient communications with staff, partner schools, external agencies, parents and students in relation to exam access arrangements and annual reviews. They will arrange meetings for the Study Support Manager, plan appointments for students with external agencies, minute team meetings, produce and share relevant documentation and provide general administration support to all functions of the College as necessary.

It is desirable, but not essential, that the successful candidate has an understanding of exam access arrangements, knowledge of SEN and/or EHCPs and experience of working with a variety of external agencies, but we do welcome applications from inexperienced candidates and can provide training for all new colleagues.

25 hours per week, term time only. Flexible working will be considered as appropriate to the role.



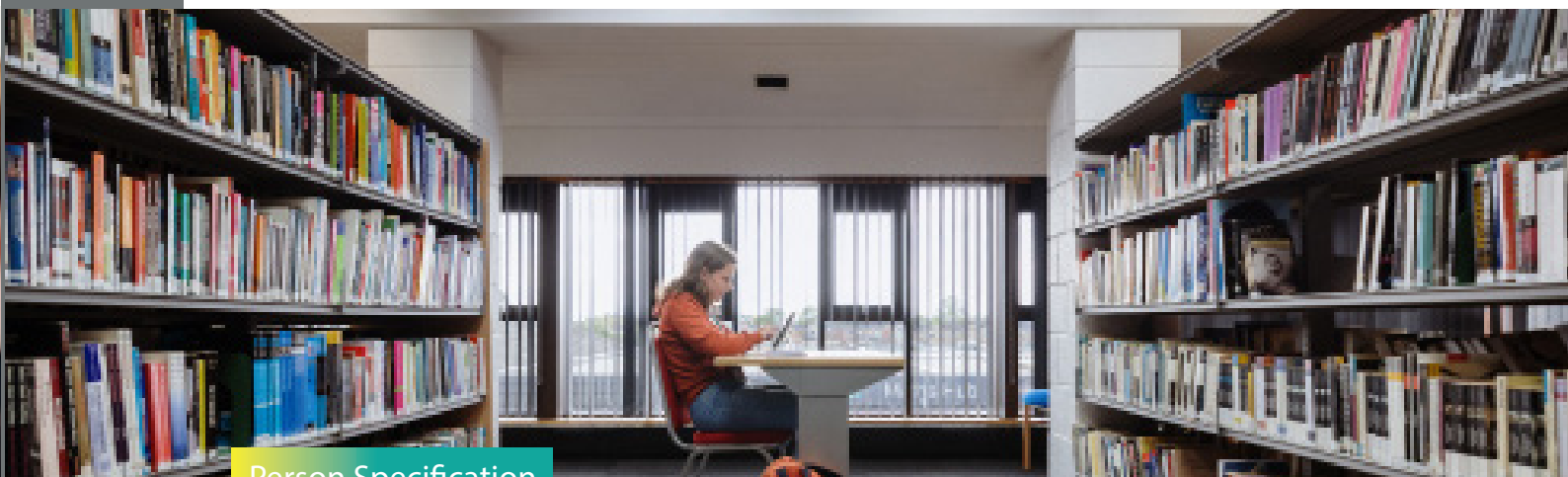


Job Description

Job Title:	Administration Assistant
Responsible to:	Administration, MIS and Examinations Manager
Purpose of the post:	To deliver a high standard of administrative support to the Study Support and Examinations teams.

Main tasks

1. Provide general administrative support to the Study Support team including preparation of documentation, scheduling and minuting meetings and organising communications.
2. Monitor the application process for EHCPs referring applications to the Study Support Manager as appropriate.
3. Work with internal and external stakeholders, including staff, students, parents and external bodies in relation to the EHCPs and processes.
4. Ensure information regarding correspondence, meetings and actions are accurately recorded on college systems.
5. Prepare, collate and share documentation and reports ahead of key meetings and deadlines.
6. Arrange, minute and record information in relation to EHCP students' Annual Reviews ensuring that all parties have relevant, up to date information.
7. Support the Examinations team through the organisation of exam access arrangements ensuring that information is correctly uploaded onto college systems.
8. Work with schools and parents to gather evidence required in relation to exam access arrangements ensuring that external (JCQ) deadlines are met, making applications as required.
9. Create and maintain student files in relation to examinations access arrangements ensuring that the relevant JCQ documentation is completed.
10. Support the Study Support Manager to monitor changes to the JCQ Regulations relating to Access Arrangements.
11. Support the Exams team to produce accessible reader files for students with approved arrangements in place.
12. Provide support to all administrative functions across the College as necessary, which may be required on a relief basis.
13. To continue to undertake staff development as appropriate.
14. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.



Person Specification

	Essential	Desirable
Qualifications and training		
Educated to Level 2 (5 GCSEs at grades 9 to 4 or equivalent, including Maths and English Language)	✓	
Educated to Level 3 (A Level or equivalent)		✓
Experience and knowledge		
Experience of working in a fast-paced professional environment	✓	
Experience and proficiency in the use of the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)	✓	
An understanding of examinations access arrangements		✓
Knowledge of SEN and/or EHCPs		✓
Experience of minute taking and administrative duties	✓	
Experience of working with a variety of external agencies		✓
Skills, attributes and qualities		
Ability to master new processes and procedures quickly	✓	
Ability to build relationships with internal and external stakeholders	✓	
Ability to work as part of a team	✓	
Ability to work to deadlines	✓	
Excellent interpersonal and customer service skills	✓	
Excellent verbal and written communication skills	✓	
Adaptive and flexible attitude	✓	
High level of accuracy and attention to detail	✓	
Excellent organisational and prioritisation skills	✓	
Ability to maintain confidentiality	✓	
Interest and enthusiasm for working in a 16-19 educational setting	✓	



How to apply

Thank you for enquiring about the post of Administration Assistant at Wilberforce Sixth Form College. I hope the information in this pack encourages you to apply.

After reading through the details in the attached pack, please:

1. Complete an application form.
2. Include a statement in support of application in the space provided on the application form. This should outline why you feel you are suitable for this role. Please limit your statement to two sides of A4.
3. Complete the Safeguarding and Equal Opportunities forms.

Completed applications can be sent by:

- Post (or deliver) to:
HR Office
Wilberforce Sixth Form College
Saltshouse Road
Hull
HU8 9HD
- Email to: personnel@wilberforce.ac.uk

You may send in a CV to support your application but you must still complete the application form in full.

The closing date for applications is at 9.00 am on Monday 14 October 2024.

If you have any questions or queries, please contact the HR Office on 01482 711688 or personnel@wilberforce.ac.uk.

PLEASE NOTE

Due to the large number of applications we receive it is not possible to contact unsuccessful applicants prior to interviews being held. If we haven't contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful. We are unable to give feedback to those applicants who have not been shortlisted.