



# Admin Assistant

## Information Pack

Transforming Lives

[fullhurst.leicester.sch.uk](http://fullhurst.leicester.sch.uk)



# Introduction



Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): “Dedicated staff at the school have worked hard to create an inclusive culture.”

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills.

Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. “The school has planned an ambitious curriculum to meet the needs of all pupils.”

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. “These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity.” (Ofsted September 2023).

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our ‘good’ rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated staff.

Yours sincerely,

**Christina Bailey**  
**Executive Headteacher**

# Our School Values



**Kindness, Respect, Determination and Unity. These values are central to everything we do and underpin our vision for both staff and students. At the heart of our work is a commitment to inclusivity, and our belief that education has the power to transform lives. We want this to be clearly reflected in our recruitment materials.**

At its core our vision for our school, students and staff is built on inclusivity. At Fullhurst Community College, we are committed to providing the highest quality of education for every student in a supportive environment. We strive to provide access to different opportunities for our students, both inside and outside of the classroom, which will have a positive impact on their life. We believe that education can transform the lives of the students that we serve.

We are proud of our emphasis on a broad and balanced curriculum that promotes independence, creativity and enjoyment and are committed to providing high quality teaching that aims to ensure individual needs are met and that students can make progress, fulfil their potential and experience success. There is a drive to celebrate success and take pride in the achievements of our students.

We want our students to leave our school as successful, confident and responsible young people equipped with the academic qualifications, as well as the personal and social skills, that will enable them to make a positive contribution to society. Our core values of Respect, Kindness, Determination and Unity are key to us achieving and enabling our students to meet and exceed their potential.

**As a school we have created definitions for our school values:**

## **RESPECT**

We treat ourselves, each other, our school community and the world around us with care

## **KINDNESS**

We treat others as we would like to be treated ourselves

## **DETERMINATION**

We try our best in everything we do, every day

## **UNITY**

We will work together and succeed together

**Our school values are reinforced through the key messages that students see and hear whilst they are at school.**

# Why Fullhurst?

At Fullhurst Community College, we believe in supporting, inspiring and developing every member of our team. When you join us, you become part of a vibrant, inclusive and ambitious school community where your work truly matters.

## **INCLUSIVE AND SUPPORTIVE CULTURE**

A welcoming and diverse environment where staff are valued and supported at every stage of their career.

## **COMMITMENT TO PROFESSIONAL DEVELOPMENT**

Access to high-quality CPD, leadership development opportunities, and pathways for career progression.

## **STRONG SCHOOL VALUES**

Our core values – Respect, Kindness, Determination and Unity – shape everything we do and create a positive, purposeful school culture.

## **MODERN TEACHING FACILITIES**

Two well-equipped campuses – Fosse and Imperial – providing dynamic and inspiring learning spaces for staff and students.

## **STUDENT-FOCUSED VISION**

A shared belief that education transforms lives, with a focus on providing meaningful opportunities both in and outside the classroom.

## **STAFF WELLBEING PRIORITISED**

Wellbeing initiatives, supportive leadership and a healthy work-life balance embedded in our approach.

## **TEAM ETHOS**

A collaborative and motivated staff team, working together to ensure every student thrives.

## **MAKING A REAL DIFFERENCE**

Be part of a school with high aspirations, where your contribution helps shape the futures of the young people we serve.

# Fosse Campus

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# Imperial Campus

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# What We Can Offer You?



A comprehensive induction process.



Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.



Dedicated time is set aside for the department to plan collectively and therefore reduce workload.



We do not conduct formal lesson observations.



We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.



Free access to our fully equipped on-site gym and preferable rates for college facilities hire.



Vivup counselling service offering telephone or face-to-face appointments, 365 days a year.



Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.



Annual flu jab - to protect against those winter germs.



We provide a wide range of activities and events for staff to relax and enjoy across the year.



Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.



Free electric car charging.

# What Staff Have To Say



"I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school.

I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time.



Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!"

**Mrs T Kirk** Science Technician

# What Staff Have To Say

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“I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer.

I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community”.

**Mr S Willcock**, Senior Deputy Headteacher

# What Staff Have To Say

“I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. I was then promoted to be Curriculum of Maths. Having worked previously as a second in department at a different school in the city, I was ready to influence students’ lives on a wider scale and this seemed the best opportunity to do so.



When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college’s goals fall in line with my personal goal as a facilitator of learning, which is that ‘every child irrespective of their background has the right to achieve and do well to the best of their capability’. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills.

Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country.”

**Mrs V Adeniyana**, Associate Assistant Headteacher for Maths and Computing

# Recruitment Advertisement



**Post title:** Admin Assistant

**Salary:** Grade 3 Pts 5-6, actual starting £17,633

**Contract type:** Permanent and part time (4 days a week).

**Responsible to:** SLT

**We are seeking an Administrative Assistant to provide comprehensive administrative support and an effective customer-friendly, reception, telephonist service for the college.**

Fullhurst Community College is a multi-award-winning secondary school for 11-16 year olds based across two impressive campuses in Braunstone, Leicestershire. Our school is dedicated to our local community, and we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK by ensuring that every student has the very best life chances made available to them.

Further details about the role, including the application form are available from our website [www.fullhurst.leicester.sch.uk](http://www.fullhurst.leicester.sch.uk) or by emailing [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)

A cover letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to the **Executive Headteacher, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH** or via email at [recruitment@fullhurst.leicester.sch.uk](mailto:recruitment@fullhurst.leicester.sch.uk)

## **SAFEGUARDING STATEMENT**

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

# FULLHURST COMMUNITY COLLEGE

## Job Description



**Post title:** Admin Assistant

**Salary:** Grade 3 Pts 5-6, actual starting £17,633

**Contract type:** Permanent 40 weeks and part time (4 days a week).

**Hours:** 8am - 4pm Mon-Thurs and Fri 8am - 3.30pm (30min for lunch)

**Responsible to:** SLT

### Core purpose of the post:

To provide comprehensive administrative support and an effective customer-friendly, reception, telephonist service for the college.

### Specific responsibilities of the role:

- Ensure that allocated administrative and clerical records and systems are maintained accurately and kept up to date.
- Ensure that callers and visitors to the College are dealt with in a friendly and courteous manner.
- Ensure accuracy and confidentiality in dealing with requests and maintaining records.
- Ensure that all allocated regular or scheduled administrative tasks and record updates are performed on time.
- Ensure that all forms received are complete, accurate and processed correctly.
- Ensure that the College's standards of care are achieved.
- To support with the monitoring and recording of attendance
- Be proactive in identifying needs and organising the running and administration of the different faculties within the College.
- Follow and adhere to all college policies and procedures including data protection policy, equality and diversity policy, health and safety policy, safeguarding children in education - child protection policy.

### Job tasks: (Each task taking at least 10% of the post holder's time)

- Provide administrative support for the different faculties, pastoral services and college.
- Provide a reception service, both face to face and on the telephone, to parents/carers and other visitors to the college.
- Update and maintain the relevant filing, clerical or computerised record systems, databases, spread sheets etc.
- Provide administrative support for student exclusions.
- Provide general administrative and clerical support to other staff in the college including taking minutes and distributing notes for professional meetings in the college, producing letters, basic reports and documents as necessary.
- Use SIMS to retrieve pupil data, timetable, registers, etc.

- Provide straightforward statistics and management reports as requested.
- Monitor stock and stationery levels for the faculties and place orders with ESPO.
- Log incidents, ensure that detention data is up to date and administration e.g. letters, texts and reminders are produced.
- Assist with other office functions such as arranging transports for College trips/activities.

**Other responsibilities**

- Keep up to date with the relevant guidelines, procedures, forms etc. used in the college.
- To support First Aid as required by the College.
- Deal with students who are sick or ill until collected by parents / carers.
- Support the college pastoral system by playing an active role in the tutor system.
- Be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the college behaviour policy.
- Support both visitor and student reception across both sites as requested by the Resource Manager.
- To assist with hospitality for meetings/events as and when required.
- Contribute to college development through identified communication and consultation channels.
- Contribute to the overall ethos / work / aims of the college.
- Undertake duties and tasks related to the above deemed reasonable by the Principal and Director of Resources.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.

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

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed..... Staff Member

Signed..... Line Manager

Date.....

# FULLHURST COMMUNITY COLLEGE

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**Hours:** 8am - 4pm Mon-Thurs and Fri 8am - 3.30pm (30min for lunch)

**Responsible to:** SLT

| Training and education   | Essential (E) / Desirable (D) |
|--|-------------------------------|
| English and Maths GCSE (A*-C) or equivalent qualification.   | E                             |
| IT qualification or good knowledge of using Word, Microsoft, Excel.  | E                             |
| SIMS trained or relevant experience.   | D                             |
| A willingness to be trained in any other systems as required.  | E                             |
| Hold a first aid qualification or willingness to be trained.   | E                             |
| Experience and knowledge   |                               |
| At least one year working in an office environment.  | E                             |
| Experience of working in an educational environment.   | D                             |
| Experience of dealing with the public both face to face and on the telephone.  | E                             |
| Knowledge of good practice, policies and procedures in schools / colleges including Child Protection.  | D                             |
| Qualities and skills   |                               |
| Good organisational skills and self-motivated.   | E                             |
| Ability to work on own and as part of a team to meet deadlines.  | E                             |
| Ability to multi-task and prioritise work effectively on a day-to-day basis and when under pressure.   | E                             |
| Appreciation of the need for honesty and confidentiality.  | E                             |
| Have a pleasant and caring manner when dealing with students, parents/carers, governors, visitors and staff.   | E                             |
| Good communication skills both written and verbal.   | E                             |
| Equal opportunities  |                               |
| Must be sensitive to the requirements of disadvantaged groups and students with Special Education Needs and Disability (SEND).                         | E                             |
| Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.               | E                             |
| Commitment to equal opportunities and equal value for all students.  | E                             |
| Other conditions   |                               |
| Willing to work additional hours to support staff absence if required.   | E                             |
| Able and willing to attend / achieve further training / qualifications where appropriate, e.g. first aid, ICT, etc.                                    | E                             |
| Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant. | E                             |



