



Business Centre Administrator **Candidate Information**

September 2023



**CHELTENHAM
BOURNSIDE
SCHOOL**

**Empowering lives
through learning**



Welcome to Bournside

People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and nearly 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Human Resources on recruitment@bournside.gloucs.sch.uk I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. ***The deadline for applications is 9:00am on Wednesday 20 September 2023.***

I look forward to receiving your application to join us in **inspiring lives through learning.**

Steve Jefferies
Headteacher



CHEL TENHAM BOURN SIDE SCHOOL

Business Centre Administrator

Start date: September 2023

Salary: £18,774 - £19,817

(Pay award pending)

Contract: 37 hours/week, 41 weeks, permanent

A fantastic opportunity has arisen to work within the Business Centre team at Cheltenham Bournside School.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.



**Applications by:
9:00am Weds
20 Sept 2023**

We are looking to appoint an administrator to support the School Business Centre office with administrative tasks.

As an administrator, you will work under the guidance, support and direction of the HR & Payroll Officer and the Marketing and Communications Manager.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/

Warden Hill Road, Cheltenham, GL51 3EF | recruitment@bournside.gloucs.sch.uk |



Job Description

Business Centre Administrator

Post title: Business Centre Administrator

Responsible to: HR & Payroll Officer

Hours per week: 37 hours per week

Working days and hour: Monday to Thursday 8:30am – 4:30pm, Fridays 8:30am – 4:00pm
(includes a 30 min unpaid break)

Working Weeks: 41 weeks per year (term time plus 3 weeks)

Contract Type: Permanent

Salary: Grade D3-D6 £18,774 - £19,817 actual salary.

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

The Business Centre Administrator will join a small in-house team committed to continuously improving our external and internal communications and business administration processes for the benefit of our school community. The role encompasses support for the HR, Admissions and Marketing function who work closely together to deliver key business functions to the school.

Specific responsibilities

HR & Recruitment

- Support the recruitment process for new staff including:
 - Managing the recruitment inbox
 - Addition and maintenance of vacancies to the school website using SilverStripe.
 - Advertising vacancies externally on TES, ETeach, GlosJobs, Candidate Source, DfE website, LinkedIn
 - Supporting the interviews process, requesting references.
 - Support with the issuing of offer letters, contracts, job descriptions and welcome packs to new appointments at peak times
 - Ensure all safer recruitment and pre-employment checks are carried out, documented, and updating the Singel Central Register
 - Analysis of the sources of candidates and the key places to advertise
- Support general HR administration.

Admissions

- Support the Admissions Officer to provide an outward facing friendly service for all school admissions.
- Support the coordination of main school admissions in line with school and local authority (LA) policy.
- Support the administration of transition and induction for main school and sixth form students.
- Support the administration of in-year admissions to the sixth form and any associated administration.



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- Monitor the admissions inbox, documenting receipt of in-year admissions, scheduling interviews and tours and the distribution of enrolment forms.
- To support the administration event organisation to facilitate a smooth transition for Year 6 students entering Year 7.
- Support general Admissions administration.

Marketing and communications

- Liaison with suppliers for quotations and orders.
- To update site wide content on the website using SilverStripe CMS system.
- To update artwork using Canva (previous experience not necessary).
- Support general Marketing administration.

Other

- To take an active part in the appraisal process.
- To undertake other reasonable responsibilities and tasks assigned by the Marketing and Communications Manager/HR & Payroll Officer in support of the school's Business Centre operations.



Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Person Specification

Receptionist & Administrator

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English and Maths 	<ul style="list-style-type: none"> Higher level qualification
Experience, understanding, and knowledge	<ul style="list-style-type: none"> Ability to work constructively as part of a team Ability to competently use Microsoft office packages to include Word and Excel 	<ul style="list-style-type: none"> Experience in working in a secondary school or education environment or similar public service context Understanding of child protection/safeguarding
Personal qualities	<ul style="list-style-type: none"> Excellent oral communicator and interpersonal skills Maintenance of confidentiality when appropriate e.g. handling of personal data Written communications are appropriate for the intended audience and grammatically correct Self-motivated and high levels of personal drive Motivate and inspire colleagues Demonstrated dynamism and creativity in solving problems Ability to meet deadlines Is aware of their own strengths and areas for further development Resilient and able to accept constructive feedback from others in order to further improve performance Able to prioritise tasks effectively and efficiently Attention to detail and high levels of accuracy. 	



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

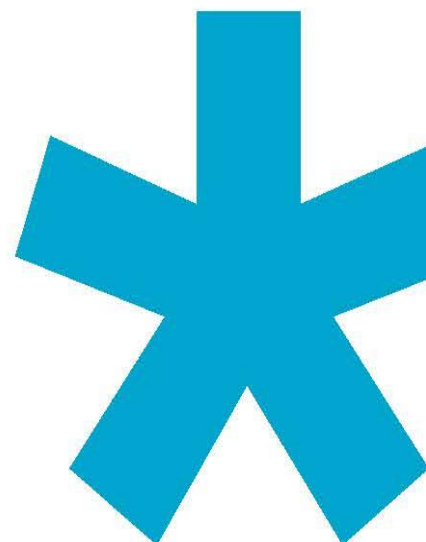
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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