



The Collegiate Trust
Exceptional Education for All

Information for Applicants

Academy	Riddlesdown Collegiate, Croydon
Post	Administrator – Information Management Team
Required	ASAP
Salary	Dependent on experience
Closing Date	24 th April 2019 – 9.00 am



Riddlesdown Collegiate



Welcome

April 2019

Dear Applicant

Thank you for your interest in the post of *Administrator*. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of developing your career with us.

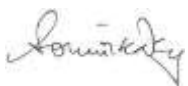
Riddlesdown Collegiate is an **outstanding** school (OFSTED, May 2016) with a clear vision to deliver successful outcomes and positive futures for all of our students. They are bright, well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. Our superb facilities enable us to provide the very best learning environment and learning experiences for our students and it is the combination of these factors that leads to the high academic standards and enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Collegiate and, as a *World Class School*, I hold the highest aspirations for what we will do and achieve in the future.

We are looking to appoint a highly motivated and enthusiastic individual with experience of working in a team. **Previous experience in a school / knowledge of SIMS and /or Exams** would be an advantage but is not essential.

In applying to *Riddlesdown Collegiate*, you will need to understand our “small schools” model and your potential role within it. Our VALUES underpin the way in which we work and describe our high expectations and our emphasis on positive relationships across the Collegiate. Our motto, “*Learners of today, Leaders of tomorrow*”, applies as much to staff as it does to students and it gives an indication of the significance we place on nurturing talent and leadership. I shall make a presentation to shortlisted candidates at the start of the interview day to illustrate our structure further and outline our requirements for all colleagues who work with us.

I would be delighted to receive an application from you if, upon consideration, you feel that this role may be right for you. To submit an application, please complete the form on our website, attaching where requested a statement of no more than two sides of A4, outlining clearly your vision for the post and how you meet the person specification. If you have any further questions about this post, please contact Nicole Williams, Deputy Principal, who will be pleased to speak with you.

Yours sincerely



Mr S Dey
Principal



Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon, teaching children and young people from 3-19 years old and with a clear vision to deliver **exceptional education for all**. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018. We also have approval to develop a primary free school in Croydon / Sutton, and we shall also welcome *The Quest Academy*, *Courtwood Primary* and *Gilbert Scott Primary* into the Trust over the coming months.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Finance Manager & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Key Information

We operate a “small schools” model – one school made up of a number of smaller learning communities, which we call Colleges, each with their own staff and facilities. Each College is led by its own Headteacher (who is an Assistant Principal) and has its own team of approximately 25 teachers and non-teachers, covering most curriculum areas. Students join one of the Colleges in Year 7 and remain there for five years before transferring to College VI, our specialist post-16 provision. In addition, the Creative and Performing Arts (CPA) College delivers specialist education to students across the Collegiate in Art, Drama, Design Technology, Media, Music and Physical Education whilst the MacKay College co-ordinates inclusion services to students with additional needs. Small teams, working with just 400 students each, allow us to provide even better pastoral care to all students, as well as engage with learners and their families in more effective partnerships. They also provide teaching across the curriculum and learning teams focusing on personalised approaches and best serving the needs of the individual students in their care.



Riddlesdown Collegiate is part of The Collegiate Trust and is an outstanding academy with:

- A successful “small schools model”
- traditional values and forward-looking approaches
- high standards of achievement at every Key Stage
- a strong commitment to the professional learning of all staff
- a very good reputation with and strong support from parents and the community
- a relentless focus on continuous improvement

You can find out more information about our school, and our Trust at the following websites:

www.riddlesdown.org

www.tct-academies.org

Our Values

Our ethos is to be a community in which all members are valued and value each other. We are the leaders of the Riddlesdown community, responsible for our learning and the Collegiate. We work together to maximise our own achievement and those of others. In applying for a post at Riddlesdown Collegiate, applicants should consider how they would promote our values in their day-to-day work with students, colleagues and other stakeholders.

- V**alue each other
- A**im high
- L**ead by example
- U**se and develop our talents
- E**xcel in our efforts
- S**tick at it



Our Students

The vast majority of our students join the Collegiate in Year 7 with above average attainment. Behaviour is outstanding and our students consistently demonstrate their desire to learn and to achieve. They enjoy coming to school (attendance is over 95%) and enjoy lessons where they can explore, investigate and feel challenged by their learning. They equally value the opportunities they have to learn outside of the classroom and we are proud of the extensive and varied extra-curricular programme that our students enjoy and benefit from. It is these additional, high quality learning experiences, together with a strong set of academic qualifications that we believe provides our students with the very best chances of success in their future lives.



"I still remember my first lesson. The students were incredibly enthusiastic. They were obviously used to being challenged and they were challenging me. It was just a really nice lesson."

Miss Barker
English Teacher

Care, Support and Guidance at Riddlesdown

Providing outstanding care, support and guidance is crucial to the success of students and to the overall effectiveness of the Collegiate. The first point of contact for the care, support and guidance of students is their Tutor.

The role of a Tutor is to monitor and support academic progress and social welfare by communicating effectively with students, staff, and parents. Effective tutoring is very much at the heart of the pastoral care we provide, seeking to ensure that all students can feel welcome, safe, valued and encouraged to excel in a wide range of opportunities, whether academic, sporting, creative or cultural.

The Senior Tutors provide support for the Tutors in a Key Stage. Should a student have unresolved difficulties, the Senior Tutor will address the issue, whether it is personal, academic or behavioural. A restorative approach is encouraged, especially when confronting incidents of bullying or intimidation, though disciplinary sanctions such as detentions and behaviour reports to support and improve behaviour will also be appropriate at times. The Senior Tutor will ensure that the rewards policy is implemented equitably within the College and will ensure that students are recognised and celebrated for outstanding pastoral achievement.

At Riddlesdown, we are proud that we offer a curriculum which is balanced and broadly based and which promotes the spiritual, moral, social and cultural development of students at the Collegiate and within society. This also prepares students for the opportunities, responsibilities and experiences of later life.

To further develop our delivery of outstanding care, support and guidance, we have devoted two sessions per week to Personal Development Time (PDT) and enrichment activities. This will allow students to focus their thoughts, feelings and opinions on topical events and current affairs, as well as developing their learning skills in sessions delivered by their Tutor. Weekly assemblies support and supplement students' knowledge and understanding of weekly themes and events, and are delivered by a variety of subject areas, Tutor Groups, and senior staff throughout the year.

Each College has a College Inclusion Co-ordinator who works closely with a team of Learning Support Assistants in enhancing the work undertaken with students who experience both learning and behavioural difficulties or with those in vulnerable groups, liaising with the Deputy Head of College who also monitors attendance and punctuality within the College, meeting on a weekly basis with the pastoral team and if necessary providing support for that team on other pastoral and disciplinary matters.

The MacKay College is the hub for the Collegiate SENd provision where support for students is coordinated by the Assistant Principal, Inclusion and the Collegiate SENCo. They work closely with and are supported by the team of College Inclusion Coordinators, Higher Level Teaching Assistants (HLTAs) and Learning Support Assistants (LSAs).

The MacKay College provides additional support and intervention to students. We have strong values to ensure the Collegiate operates as a fully inclusive school. The MacKay College provides a safe, positive, welcoming and respectful place for students to work and grow as "Learners of today" and "Leaders of tomorrow".

Administrator

Scale – dependant on experience

Hours - 8.00 am to 4.00 pm - Term Time only (38 weeks)

Responsible to: Team Leader – Information Management Team

The duties and responsibilities for this post are listed below. All duties are subject to periodic review and job descriptions can change according to the needs of the Collegiate. In all cases such changes will only be implemented after consultation with the Principal. All colleagues appointed to the Student Support Team or Information Management Team will be expected to demonstrate a wholehearted commitment to the development of support for the student and a willingness to assist in preparing for, and adapting to, the changing needs of the Collegiate.

DUTIES AND RESPONSIBILITIES:

To work under the direction and guidance of senior staff to provide administrative support to the Collegiate in the following areas:

Student Support Team

- Reception
- Student Services & First Aid
- Pastoral Support
- Reprographics
- Orders, Supplies & Learning Resources
- Trips & Extra-Curricular Programme
- Events & Lettings Management
- Social Media, Website & Communications

Information Management Team

- SIMS
- Assessment Data
- Student Reports
- Exams
- Admissions
- Parents' Evenings
- Management of Staff Absence
- Attendance and Punctuality

Staff may be required to work across both team at times, as required by Team Leaders

DIMENSIONS OF THE ROLE:

Support for Students:

- To establish productive working relationships with students, acting as a role model and setting high expectations
- To provide student support as directed.

Support for Teachers:

- To provide administrative support as required.

Support for the Collegiate:

- To share the Collegiate commitment to safeguarding and promoting the welfare of children and ensure the safeguarding policy is followed.
- To contribute to the overall ethos of the Collegiate
- Participate in training and other learning activities and performance development as required

The above is not an exhaustive list of responsibilities and duties and the post holder will be expected to carry out other duties as requested by the Team Leader or Senior Leadership Team.

Person Specification

Administrator	
	Qualifications
1	Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English) Entitled to live and work in UK
	Experience
2	Previous administrative experience
	Skills & Attributes
4	Outstanding communications and administration skills (verbal and written)
5	An ability to multi-task
6	Competent skills, knowledge and experience in using Word, Excel and SIMS/Databases
8	Good inter-personal skills that enable good relationships with young people and adults
9	Good oral and written communication skills
10	Work effectively and efficiently under pressure as member of a team
11	Understanding of safeguarding issues and promoting the welfare of students and young people.
12	Suitability to work with children

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical and attendance checks.

How to find us

By Car

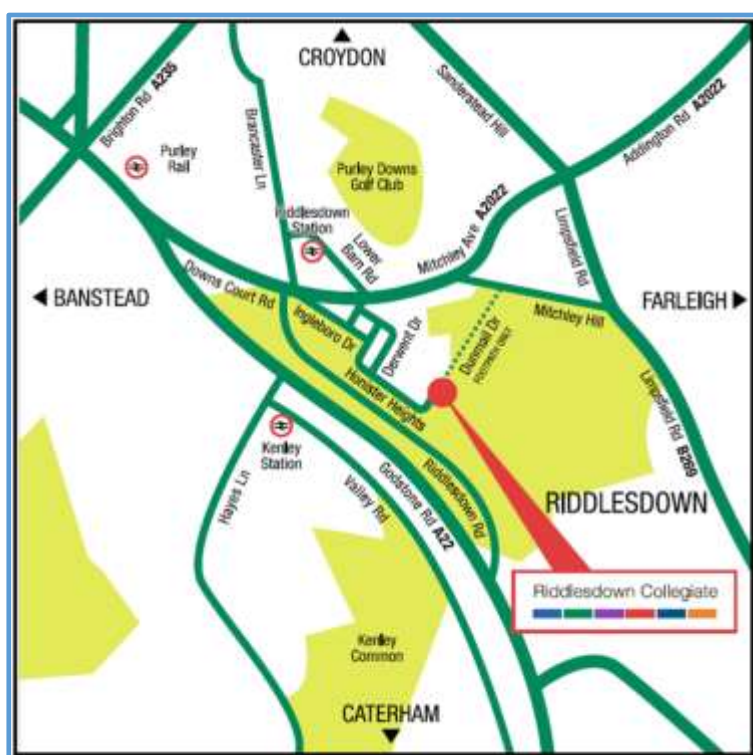
Please see the Map. Parking is available on and off site.

By Train

A direct train from Victoria to Riddlesdown station takes 24 minutes. Riddlesdown Station is short walk from the school. More frequent trains run from Purley Station, where a 412 bus can be taken to Lower Barn Road, leaving a 10 minute walk.

By Bus

Bus routes: 407, 412, 612



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W www.riddlesdown.org