



FRED LONGWORTH HIGH SCHOOL



Belonging, Engaging, Succeeding Together

Information for Candidates



Administrator

**Salary: Grade 3, scale points 3-5 (£22,737 - £23,500) Actual pro
rata salary £19,020 - £19,658 pay award pending**

Start date: Required for as soon as possible

Closing date for Applications: Friday, 22nd March 2024

POSTAL ADDRESS

Printshop Lane, Tyldesley,
Manchester, M29 8JN

CONTACT US

enquiries@flhs.wigan.sch.uk
<https://flhs.org.uk>

About our School

“There is a calm and orderly atmosphere in lessons and around the school. Pupils reported that staff will deal with any rare incidents of poor behaviour quickly and effectively.”
OFSTED 2022

Welcome to Fred Longworth High School

Established in 1964, Fred Longworth High School is a large 11-16, mixed comprehensive school with 1300 students on roll. It is a wonderful school, renowned for its family atmosphere and excellent reputation for innovative teaching and learning. Our reputation locally means that we are always over-subscribed and we pride ourselves on the strength of our relationships with students and parents. The school was graded ‘good’ in its last inspection (October 2022).

As a former Arts College, we maintain rich provision in the Arts, which are generously funded. The school regularly hosts an array of performance events including music concerts, dance shows, school productions and student films. We are nationally renowned for our provision in the Arts and have numerous links with a variety of external Arts organisations, including the National Theatre, who perform productions in school. Our provision in the Arts makes the school unique and a vibrant place to work and study.



2020/21

Demolition of our old Mathematics and Humanities blocks, replaced by a new £3.3 million three floor building.



2022/23

Work commences on a brand new building on our school field to replace our existing school. Work was completed by October 2023 and opened the same month..

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Welcome from our Headteacher



Dear Applicant,

Thank you for your interest in the position of **Administrator** at Fred Longworth High School.

To help you decide if the position would suit you, we offer some details and thoughts, which we hope will give you a flavour of our school.

We are seeking to appoint an Administrator to join our busy and committed team. The person appointed will be enthusiastic, have previous experience of office/administrative duties and have confidence, professionalism and excellent communication skills when dealing with people at all levels.

This is an exciting time to be joining our school. In July 2021 the Maths and Humanities Faculties relocated to brand-new, state of the art facilities in a purpose-built block. This work was the first phase in the complete rebuild of the school.

During October 2023, the rebuild was completed ensuring that Fred Longworth High School has state-of-the-art facilities for all subjects.

You'll be joining a school team that offers:

- Pupils whose behaviour is excellent and who enjoy learning.
- An exciting and caring environment in which to work and teach.
- A friendly and supportive staff who have high expectations of what can be achieved.
- An ambitious and supportive leadership team with a clear vision for the school.
- High quality support and professional opportunities.
- A Board of Trustees who are extremely supportive of the sole purpose to attain the highest standards in all areas.
- A genuine opportunity to make a difference.

For further information about Fred Longworth High School please visit our website at <https://flhs.org.uk/>



The closing date for applications is Friday, 22nd March and interviews will be held shortly afterwards. We look forward to receiving your application.

Yours sincerely,

Mr Paul Davies
Headteacher

Our Values

‘By working together, we enable everyone to experience success, and fulfil their potential within a caring and effective learning environment’

Belonging, Engaging, Succeeding Together (BEST)

At Fred Longworth High School, our aim is for every student to achieve at the very best levels possible. High expectations, together with excellent relationships between staff and students based on mutual respect, lead to an atmosphere in which students enjoy their learning. Our BEST values are at the core of the school's work and ethos.

Our relentless focus on delivering a high-quality curriculum, through expert teaching, ensures that students have the best possible learning experiences in the classroom. Our emphasis on homework also helps them to extend their learning beyond the school day and to develop important independent learning skills.

“Pupils appreciate the range of help that they receive to support their mental health and well-being. They have positive relationships with each other and their teachers. Pupils are polite and behave well. They work hard in lessons.”

OFSTED 2022

Our students are encouraged to work hard so that they take full advantage of the excellent learning opportunities open to them. We make sure that they are rewarded for their hard work through praise and also through a comprehensive system of rewards and merits.

Fred Longworth High School also has an excellent reputation for its extra-curricular provision, particularly in the Arts. We actively develop our students as confident and imaginative young people.

We believe in giving our students the best possible experiences of working with professionals within the Arts. The Art, Drama, Music and Dance departments have forged important links with Arts organisations including the Royal Shakespeare Company and the Halle Orchestra. We also commission artists and performers who work across the curriculum to develop students' talents in visual and performing arts.

Working at FLHS

Become part of the Freddie's Family.

We want all staff at Fred Longworth to experience a sense of belonging as a valued member of the Freddie's community.

We want our staff to take pride in their work and feel supported to be able to do their job to the best of their ability. We expect all staff to engage with our Freddie's BEST standards to ensure effective provision in the classroom, across the wider Faculty and ultimately across school.

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 100 staff, and the majority live within 30-45 minutes of the school.

During the academic year the school closes at 2pm every Monday week B to allow staff to fully engage in professional development opportunities that will enhance the teaching and learning across school. All teaching staff have created their own Action Research Projects which are used to drive the focus of their own professional development.

Weekly Management Board meetings with Heads of Faculty take place in order to provide an opportunity for Heads of Faculty and Senior Leadership Team to discuss key priorities. Heads of Faculty play a key role in the strategic



development of pedagogy.

Professional development opportunities include:

- ECT and ITT programmes of training
- Primary transition projects
- Teaching and Learning library/'swap shop' available in the staffroom
- 'Teachers of.....' training and development sessions
- 'Market Place' activities to provide opportunity for sharing good practice
- New staff induction programme

“Staff are very proud to work at the school. They said that leaders consider their workload and well-being in the decisions that they make. Staff feel very well supported and spoke highly of the training.”
OFSTED 2022

Job Description

Salary:

Grade 3, scale points 3-5 (£22,737 - £23,500) Actual pro rata salary £19,020 - £19,658 pay award pending.

Hours:

37 hours per week - term time only.

Required for:

As soon as possible.

Closing date for applications:

Monday, 18th March 2024.

Purpose:

To provide routine administrative support within the school admin team and where necessary for faculty and whole school initiatives.

Collate and produce accurate management information, in line with the needs of the role.

Reporting To:

Office Manager.

Main Duties and Responsibilities:

- Provide front-of-house support, meeting visitors in person or by telephone in a courteous and professional manner.
- To respond to general enquiries from students, staff, visitors and parents.
- Setting up displays for faculties and whole school.
- Provide a range of administrative support including word processing, sorting and distributing mail, photocopying and filing.
- Booking and organising resources.
- To manage, input and extract data/information to produce reports as requested e.g. course-work grades, test scores, rewards.
- Stock ordering and management.
- Taking notes/minutes of meetings as required.

- Support with the organisation of visits and trips..
- Support the planning and hosting of school events such as Open Evenings, Parents' Evenings and concerts.
- Providing a first aid service (following appropriate training).

Staff development:

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- To continue professional development in the relevant areas including use of new technology.
- To participate in the Staff Professional Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the School.

Quality Assurance:

- To help to implement School quality procedures and to adhere to these.
- To contribute to the process of monitoring and evaluation of administration in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

Management Information and

Administration:

- To develop and maintain recording systems.
- To provide relevant management information as and when required.

Job Description

Communications:

- To maintain effective links throughout the School.
- To communicate and consult with other staff and students.
- To promote a positive service to both staff and students.
- To communicate and co-operate with internal/external individuals and bodies as appropriate.
- To follow agreed policies for communications within the School.

Marketing and Liaison:

- To contribute to the development of effective relevant links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the School and its pupils.
- To advise management of resource needs as and when appropriate.

Other Specific Duties

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to aim of Belonging, Engaging, Succeeding Together and to play an active part in our initiative.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.

Person Specification

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

Experience	Essential	Desirable	
Experience of using various IT packages i.e. Word/Excel/PowerPoint	E		A, I, T
Experience of undertaking a range of administration tasks	E		A, I, R
Experience of general financial procedures		D	A, I, T
Experience of using internet, sending/receiving email	E		A, I
Experience of using SIMS or other management information systems	E		A, I
Previous experience of working with children of a relevant age		D	A, I

Training & Qualifications	Essential	Desirable	Source
2 X GCSE's in English & Maths or equivalent level of qualification	E		A, I
NVQ level 3 in Business Administration or relevant equivalent qualification		D	A, I
Willingness to obtain basic first aid certificate	E		I

Knowledge & Understanding	Essential	Desirable	Source
Knowledge of office procedures	E		A, I
Understanding of a range of general admin and/or financial processes	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility		D	A, I

Personal Skills, Abilities & Competencies	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service	E		A, I
Good communication skills to deal with adults and children	E		A, I
Ability to use initiative to respond to and resolve problems	E		A, I
Organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I, R
Ability to prioritise own tasks and those of others		D	A, I

Legal Issues	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

A = Application I = Interview R = References
T = Task/Observation P = Presentation

How to apply

Please download and complete our Support Staff application form available via this link to our website:

<https://flhs.org.uk/vacancies>

Completed applications should be submitted via email to: recruitment@flhs.wigan.sch.uk

The closing date for applications is Friday, 22nd March 2024 and interviews will be held shortly afterwards. We look forward to receiving your application.

The School Board of Trustees is committed to safeguarding and promoting the welfare of children.

All posts are subject to Enhanced Disclosure Procedures.

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