



ON TRACK EDUCATION



ADMINISTRATIVE ASSISTANT /
HEALTH & SAFETY OFFICER
BARNSTAPLE

ON TRACK EDUCATION SERVICES



ON TRACK EDUCATION SERVICES LIMITED WAS ESTABLISHED BY A TEAM OF SEN TEACHERS IN 2004. WE NOW HAVE EIGHT INDEPENDENT SPECIAL SCHOOLS, AND ADDITIONAL SUPPORT SERVICES, AROUND THE COUNTRY FOR YOUNG PEOPLE WITH A RANGE OF DIVERSE SPECIAL EDUCATIONAL NEEDS.

ON TRACK BARNSTAPLE

On Track Education Barnstaple opened in September 2015 and now occupies three sites in Barnstaple and Bideford. The three sites enable us to cater for pupils with a wide range of special educational needs. Each site is well resourced providing opportunities for development of a wide range of skills and aptitudes. Our sites have easy access to the towns and to lots of businesses for work experience and social skill development opportunities.

Our pupils have a wide range of special educational needs including Social, Emotional and Mental Health, Autistic Spectrum Disorder, Specific and Moderate Learning Difficulties and Speech, Language and Communication Needs. All pupils have EHCPs and follow a personalised individual curriculum ranging from Early Years provision to GCSE and Vocational qualifications.



The school takes a wholly positive approach to behaviour management and supports a culture of tolerance and respect. Each pupil's behaviour support plan is carefully written and reviewed to identify the proactive and reactive strategies, early interventions and de-escalation techniques that work for each individual. The school focuses on each pupil's positive characteristics, strengths and interests and every day at this school is a fresh start.

The successful applicant will be based at one site but may be required to work across two other sites. They will join a large team of kind and compassionate professionals working within the ethos of placing children's needs at the heart of the school.

RECRUITMENT AND SELECTION STATEMENT

The safe recruitment of staff is the first step in the effective safeguarding and promoting the welfare of our pupils. On Track Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

On Track Education recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. On Track Education is committed to ensuring that the recruitment and selection process is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. On Track Education will uphold its obligations under law to not discriminate against applicants.

On Track Education will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references, one from most recent employer*
- verification of the candidate's identity
- a satisfactory enhanced DBS check (including barred list information)
- verification of the candidate's mental and physical fitness for the post
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted)
- the production of evidence of the right to work in the UK
- a check for a teacher prohibition order
- a check for a section 128 direction (for management positions)

NB It is illegal for anyone who is barred from working with children to apply for, or work in our schools in any voluntary or paid capacity.

- On Track Education will contact current and previous employers, if an applicant is shortlisted, as part of pre-appointment checks. In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. On Track Education will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.
- Further checks may be made for applicants who have lived or worked outside the UK. These will include a check for information about any sanction or restriction that an EEA professional body has imposed.

RECRUITMENT AND SELECTION STATEMENT

On Track Education will take up any discrepancies or anomalies in the information provided or issues arising from references at interview.

On Track Education will contact current and previous employers of those applicants.

On Track Education will keep and maintain a single central record of recruitment and vetting checks, in line with the statutory requirements.

On Track Education requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within On Track Education are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances. On Track Education is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

EQUALITY, INCLUSION AND DIVERSITY

ON TRACK EDUCATION IS COMMITTED TO THE PRINCIPLE OF EQUAL OPPORTUNITY IN EMPLOYMENT

On Track Education is committed to the principle of equal opportunity in employment. The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All job applicants, employees and workers (including agency workers) are covered by this policy and it applies to all areas of employment including recruitment, selection, training, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

Management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant, employee, or worker receiving less favourable treatment because of a protected characteristic within the Equality Act 2010 which are race (including colour, nationality, ethnic or national origin and caste), religion or belief, disability, sex, sexual orientation, pregnancy or maternity, gender reassignment, marriage/civil partnership and age. In accordance with our overarching equal treatment ethos, we will also ensure that no-one is treated less favourably on account of their trade union membership or non-membership, or on the basis of being a part-time worker or fixed term employee. The Company's objective is to ensure that individuals are selected, promoted, and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.



ADMINISTRATIVE ASSISTANT / HEALTH & SAFETY OFFICER

Responsible to:	Maria Roberts , Head Teacher
Location:	On Track Education Barnstaple
Salary:	£25,410 – £26,975 per annum
Contract type:	Full-time 8:45am – 4:45pm Mon to Fri



SAFEGUARDING

All On Track staff are expected to maintain an awareness of equality and diversity in relation to pupils, staff and visitors to On Track.

On Track places safeguarding at the heart of all that it does and all staff are expected to:

- Adhere to the Staff Code of Conduct policy at all times
 - Read and ensure their full understanding of all school policies
 - Be mindful of safeguarding and child protection issues in relation to all pupils
 - Report any concerns using the appropriate documentation
 - Engage positively in all training opportunities
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CORE REQUIREMENTS

In fulfilling the requirements of the post, you will demonstrate essential professional characteristics, and in particular will:

- Inspire confidence in pupils and colleagues
 - Work collaboratively, and foster positive relationships, as part of the school team
 - Engage and motivate pupils, promoting their progress and well-being
 - Have high expectations of every pupil
 - Role model professional conduct and presentation
 - Contribute positively to the school's continual improvement and development
 - Promote and safeguard the welfare of the pupils
 - Work within school policies at all times
 - Maintain confidentiality
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JOB PURPOSE

ADMINISTRATIVE ASSISTANT

Key Responsibilities:

- To support and enable effective communication for the smooth running of the school.
- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure security arrangements are always complied with, including the signing of the visitor's book
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors
- To undertake typing and word processing as required
- To undertake filing, photocopying and reprographic work as required
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post
- To provide general clerical and administrative support as required
- To be responsible for the preparation and maintenance of manual and computerised data records, including attendance
- To assist with the monitoring and maintenance of stock and order supplies as necessary

SENDCO / Transition Support

- To support SENCO in completing documentation
- To complete EHCPs and PEPs
- To Prepare documents for home visits
- To Prepare paperwork for transition
- To keep all records up to date on School Pod

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- To comply with individual responsibilities relating to data protection and confidentiality
- Ensure that all duties and services provided are in accordance with the On Track's Equal Opportunities

Policy

- On Track is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of Education to carry out appropriate duties within the context of the job, skills and grade

HEALTH & SAFETY OFFICER FOR CASTLE PARK SITE

Job Purpose

- To take responsibility for all aspects of Health and Safety management within the setting
- To promote Health and Safety within the staff team and amongst the student group

Areas of Responsibility and Key Tasks:

- Implement the school's Health and Safety Policy
- Keep accurate records of all Health and Safety measures implemented
- Follow appropriate Health and Safety Guidance as provided by Croner
- Carry out any required actions following any inspection, in a timely fashion
- Arrange additional and specialized inspections as required
- Promote health and safety matters throughout the setting
- Undertake Health and Safety training as required
- Ensure all staff and pupils undertake a Health and Safety induction
- Organise additional staff Health and Safety training as required
- Ensure the purchase and supply of the necessary Health and Safety equipment and resources for the school
- Ensure the Site Health and Safety information document is kept up to date
- Provide a Health and Safety Report prior to each Directors' meeting

Working with the Manager within the On Track H&S General Guidelines to ensure that:

Fire

- A fire risk assessment has been carried out and is reviewed annually
- The Fire Safety Policy is implemented
- Adequate fire marshals are appointed and trained
- Fire drills are undertaken and documented at least four times per year and/ or shortly following the admission of a new student/member of staff
- Weekly fire alarm tests are carried out and documented
- Weekly smoke alarm tests are carried out and documented
- Fire extinguishers and other equipment is checked at least weekly for signs of tampering and action taken as required
- Fire extinguishers are inspected and serviced by an engineer annually
- Emergency lighting is visually checked daily and checked and recharged monthly
- All portable electrical equipment is tested annually (PAT testing), by a qualified tester
- Fire evacuation procedure signs and fire exit signs are displayed clearly and kept current
- Exit routes are kept clear at all times
- Fire doors are kept unlocked whenever the building is in use

Accidents and Hazards

- All accidents are reported and recorded
- The setting's accident records are accurately and securely maintained
- Accidents are investigated
- RIDDOR procedures are followed
- Any hazards are removed or isolated and staff warned until such time as the hazard can be made safe

First Aid

- The First Aid Policy is implemented
- Names of trained first aiders and location of first aid equipment are displayed in the setting
- First aid equipment is maintained effectively

Water Safety

- Implement the Water Safety and Control of Legionella Policy within the school by:
 - Ensuring a water hazard risk assessment is undertaken by an outside contractor and all further action is taken in line with the company's recommendation
 - all taps are run for two minutes at the beginning of each week before use and the record signed
 - all taps are run for five minutes on return from any school holiday and the record signed
 - all toilets are flushed at least once at the beginning of each week before use
 - tap water temperatures are monitored regularly and maintained at below 20 degrees Celsius for cold taps and above 45 degrees Celsius for hot taps. Both should be recorded
 - monitoring that the cleaning of taps etc. form part of the weekly cleaning schedule and the half termly deep clean routine
- Ensure all required water safety/drinking water signs are displayed throughout the school

Food Hygiene

- Fridge temperatures are taken three times daily and accurate records kept
- Food in fridges is labelled when opened
- Food temperatures are taken and recorded
- Staff have appropriate food hygiene training
- Kitchens are regularly deep cleaned and records maintained

COSHH

- The COSHH management procedures are implemented and accurate records are kept

Drivers and minibuses

- All company vehicles are properly serviced and maintained
- Vehicles are checked before each use
- Driver compliance records are robust
- Staff who drive their own cars have all relevant paperwork in place and visual inspection confirms that the vehicle is safe for the transportation of students

General

- Comprehensive risk assessments are in place for all activities
- Offsite activities are well planned, risk assessed and all relevant assurances are sought
- Required Health and Safety signs are displayed throughout the setting
- Outside contractors complete the relevant H&S questionnaire
- The outside lighting is regularly checked and records maintained
- The setting's floor plans are maintained accurately
- A safety certificate of the mains electrical installation is renewed every five years
- All gas appliances are checked by a certified engineer annually
- There is a PEEP (Personal Emergency Evacuation Plan) in place for all students who are in any way disabled
- All necessary repairs and maintenance work is carried out by a competent person at the setting
- The Asbestos Management Plan and record keeping is robust
- DSE assessments are undertaken on individuals as required
- Advise and train staff on safer practices, recommending further training if necessary

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the managers to undertake work of a similar level that is not specified in this job description.

Your normal hours of work may be varied to meet the needs of the service with which you are based. You may be required to work hours in addition to your contracted hours.

On Track Education Services is committed to safeguarding the welfare of children and young people in their care and expects all staff, contractors and volunteers to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory enhanced DBS certification and reference.

PERSON SPECIFICATION

EDUCATION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<ul style="list-style-type: none"> • Good general standard of education (GCSE Grade 4 in English and Maths or equivalent) • A willingness to participate in training where learning needs are identified 	<ul style="list-style-type: none"> • A record of relevant and continuous professional development
EXPERIENCE		
	<ul style="list-style-type: none"> • Strong experience of working as an administrator 	<ul style="list-style-type: none"> • Experience of school administration • Experience of working with children and young people
KNOWLEDGE & UNDERSTANDING		
		<ul style="list-style-type: none"> • Knowledge and understanding of the diverse needs and issues surrounding young people • Knowledge, understanding and the ability to implement Safeguarding policy • Knowledge and understanding of Health and Safety requirements, including risk assessment • Knowledge, understanding and the ability to implement work plans and of effective target setting
PERSONAL QUALITIES		
	<ul style="list-style-type: none"> • The ability to manage your own workload • Good problem solving skills • The ability to use your initiative • To be thorough and pay attention to detail • A willingness to work flexibly. 	
ATTITUDES		
	<ul style="list-style-type: none"> • High levels of motivation, commitment and enthusiasm • Creativity in problem solving and a willingness to try new approaches • The ability to maintain a good sense of humour and the will to continue to strive for excellence • Commitment to high professional and personal standards • Commitment to Safeguarding young people • Commitment to equal opportunities and anti-discriminatory practice • Commitment to consistently apply company policies and procedures • Reliability and integrity 	



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