

# ONTRACK EDUCATION



ADMIN ASSISTANT | PART TIME  
TROWBRIDGE

# ON TRACK EDUCATION SERVICES



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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 ADVANCE

At On Track Education, we believe in empowering young minds to reach their full potential and thrive in an ever-changing world.

Based in Trowbridge, our Post-16 program is designed to provide a dynamic and supportive learning environment where students can excel academically, grow personally, and prepare for their future lives.

We foster skills such as critical thinking, creativity, resilience, and teamwork. Our supportive pastoral care ethos ensures that every student feels valued, respected, and equipped to face challenges with confidence.



Students study a bespoke programme which is designed to meet their individual needs.

# RECRUITMENT AND SELECTION STATEMENT

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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)
- online searches may be conducted on shortlisted candidates to help identify any issues that are publicly available

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

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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**

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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.



# ADMIN ASSISTANT | PART TIME

<b>Responsible to:</b>	Jo Holden , Head Teacher
<b>Location:</b>	On Track Advance Trowbridge
<b>Salary:</b>	FTE salary £25,410 to £27,510 dependent on experience
<b>Contract type:</b>	Part Time   8 hours per week initially. Hours flexible but working Mon to Thurs.



## 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



## JOB PURPOSE

- To assist with the smooth running of the school and provide full administrative support. This position currently involves some remote working although in due course applicants will be required to work on a school site.
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## JOB DESCRIPTION

### Key Responsibilities:

- To liaise and communicate effectively with pupils, staff, parents and outside agencies
- To assist with the accurate completion of Admissions and Attendance documentation
- To assist with the oversight of the school's MIS systems
- To assist with minute taking as required
- To be responsible for the preparation and maintenance of manual and electronic data records
- To assist with the monitoring and maintenance of stock and order whole school supplies as necessary.
- To accept and sign for deliveries as appropriate
- To be responsible for Health & Safety administration
- To be responsible for administration relating to annual reviews
- To ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.
- To undertake general school administrative duties such as photocopying, filing, emailing and completion of routine forms
- To prepare school reports, letters, emails etc. as required
- To take meeting minutes
- To monitor, maintain and order school supplies
- To prioritise data protection and confidentiality
- To ensure that all duties and services provided are in accordance with the On Track's Equal Opportunities Policy
- To undertake a wide range of office administration tasks and duties as required

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"> <li>• Good general standard of education (GCSE Grade 4 in English and Maths or equivalent)</li> <li>• A willingness to participate in training where learning needs are identified</li> </ul>	<ul style="list-style-type: none"> <li>• A record of relevant and continuous professional development</li> </ul>
EXPERIENCE		
	<ul style="list-style-type: none"> <li>• Strong experience of working as an administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of school administration</li> <li>• Experience of working with children and young people</li> </ul>
KNOWLEDGE & UNDERSTANDING		
		<ul style="list-style-type: none"> <li>• Knowledge and understanding of the diverse needs and issues surrounding young people</li> <li>• Knowledge, understanding and the ability to implement Safeguarding policy</li> <li>• Knowledge and understanding of Health and Safety requirements, including risk assessment</li> <li>• Knowledge, understanding and the ability to implement work plans and of effective target setting</li> </ul>
PERSONAL QUALITIES		
	<ul style="list-style-type: none"> <li>• The ability to inspire confidence and commitment from and to motivate young people</li> <li>• The ability to remain professional and composed in the face of challenging behaviour</li> <li>• Professional interpersonal, written and verbal communication skills, including IT proficiency</li> <li>• The ability to work as part of a team</li> <li>• Trustworthy and dependable</li> </ul>	
ATTITUDES		
	<ul style="list-style-type: none"> <li>• High levels of motivation, commitment and enthusiasm</li> <li>• Creativity in problem solving and a willingness to try new approaches</li> <li>• The ability to maintain a good sense of humour and the will to continue to strive for excellence</li> <li>• Commitment to high professional and personal standards</li> <li>• Commitment to Safeguarding young people</li> <li>• Commitment to equal opportunities and anti-discriminatory practice</li> <li>• Commitment to consistently apply company policies and procedures</li> <li>• Reliability and integrity</li> </ul>	



# SCAN HERE TO APPLY

[www.ontrackededucation.com/apply-now](http://www.ontrackededucation.com/apply-now)



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## CONTACT US

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