



Heathfield

Community College and Sixth Form

Recruitment Information Pack

2021/2022

Contents

Our College	3
Our Vision and Ethos	4
Our Values, Beliefs and Habits.....	5
Staff Wellbeing.....	5
Senior Finance & HR Assistant.....	6
Support Staff.....	7
Finance & HR.....	7
Job Description	8
Person Specification	10



Dear Candidate

Thank you for your interest in Heathfield Community College and I am delighted that you are considering joining our team at this exciting stage in our journey. The opportunity to be an important part of our development as we move this very good school into the outstanding future it deserves, is exciting.

As the Headteacher I am privileged to lead such a fantastic school. Heathfield Community College is a high performing secondary school with an excellent Sixth Form. It is an inspirational community where young people excel. Our success is based on partnership and a clear focus on excellence for all students.

This is a school going from strength to strength. There is a sense of positive momentum at Heathfield, previous Ofsted Inspections noticed: ***“there is a tangible sense of pride, ambition and community within the college.”***

Our most recent inspection in March 2020 which confirmed we were en route to an Outstanding judgement stated ***“Pupils are thriving at this school. They benefit from an excellent all-round education. Pupils achieve highly in the subjects they study and grow into confident and responsible individuals.”***

Achievement has continued to improve and 2020 has again shown exceptional success for our students of whom we are very proud. Students here are expected to apply themselves fully to their studies and reap the rewards of hard work as a result.

Our students have a strong sense of belonging to Heathfield’s community. A warm and collaborative ethos means students are well known to teachers and are supported by their peers; students develop a firm identity with college values and a sense of responsibility for one another.

Heathfield is a positive, innovative and collaborative professional environment where you can trust that you will be inspired, challenged and supported as you take the next steps in your career. Therefore, I am totally focused on ensuring that we handpick the very best staff to join our team and help us fulfil our goals.

If I can help or advise you as you consider your application, please do not hesitate to contact me at cbarlow@heathfieldcc.co.uk.

CAROLINE BARLOW
Headteacher



Our College

About the School

Heathfield Community College serves the local community from a pleasant 26 acre site on the edge of Heathfield. Our size offers us many advantages: we have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Heathfield campus has been steadily improved in recent years. We have both a Library and a dedicated Sixth Form Learning Resource Centre, we also enjoy large open space and a floodlit all-weather astro-turf pitch.

A rolling programme of refurbishment means we continue to upgrade and improve our site and facilities including Science rooms, Music Technology and ICT facilities, including our very own Apple-esque Genius Bar. There is also a fitness centre (adjoining the school site and run by Freedom Leisure), and multi-use games areas.

Our commitment to an innovative digital curriculum ensures a well-resourced college across all areas. 18 individual rooms offer a breadth of ICT provision ranging from Microsoft PCs for all subjects, Apple Macs for Media, Graphics and Music Technology. The iPads ensure that creative and innovative approaches to teaching and learning transform experiences across the college. All teaching rooms are equipped with IWBs and a high-speed wireless across the site ensures reliable functionality. Full remote access for staff and students ensures high quality access to resources and dialogue about learning. We seek to constantly review and adapt our practise to ensure the most efficient and effective ways of working and promoting learning. It is highly likely teaching staff will require an iPad for their role. There are limited iPads available for staff use which can be loaned during term time.

Autistic Spectrum Facility

Heathfield Community College has a designated Specialist Facility for students on the Autistic Spectrum, including those with Aspergers Syndrome. There are twelve places within the Specialist Provision, although there are many more students with a diagnosis of Autistic Spectrum Disorder (ASD) in the college. The College has previously achieved Autism Accreditation from the National Autistic Society.

Students with ASD have significant, core difficulties in the areas of:-

- Social interaction; social relationships.
- Social use of language; communication skills.
- Social understanding; imagination and theory of mind.

These are known as the Triad of Impairment.

As with all students with Special Educational Needs and/or Disabilities, at Heathfield Community College, we believe that the first important step towards Inclusion happens in subject classrooms through quality first teaching.

Our Learning Support Department is committed to supporting students, staff and parents to ensure that all students make progress and achieve their potential. Training is offered on a formal and informal basis and all new staff are expected to attend at least the three part ASD training, or the ASD Online Training during their first year.

Heathfield Community College offers all students:

- A well-planned, broad and balanced curriculum.
- A record of excellent examination results.
- Well qualified specialist staff combining innovative and traditional methods in the classroom.
- A secure, supportive, encouraging and happy environment.
- A wide range of extra-curricular and residential activities.
- Access to a digital curriculum with iPads for all KS3 students through a lease scheme.



Our Vision and Ethos

Heathfield Community College is committed to fulfilling the potential of each of its learners. The College achieves outstanding results for students of all abilities and aspires to meet the needs of all who live within the Heathfield community. We are a fully inclusive College with outstanding provision for the whole range of students from our most vulnerable to our most gifted.

From the moment that students join the College they are embraced into an ethos, which is widely recognised as aspirational with a strong community spirit **“Pupils enjoy coming to school and they are proud of it. Pupils conduct themselves very well and live up to leaders’ high expectations of behaviour... Around the school, the atmosphere is warm and friendly”** (Ofsted 2020).

Students play an active role in the College, develop leadership skills and support each other extensively including Sixth Form support for Year 7 reading and Year 10 Buddies to support the transition from Primary school.

Our Prefects, College Council and other representative bodies play a significant role in shaping the future of the College. A real and developing strength of the school is the broad range of leadership opportunities for students.

The school has a palpable **“culture for learning where students engage happily in their work and succeed well”**

The journey from Year 7 through to the Sixth Form is a rich experience. There is an extensive range of clubs, opportunities to perform in concerts and productions, sporting success, and engagement with the community locally as well as more widely across East Sussex or even nationally.

Students from Heathfield Community College leave the College as well rounded young adults ready to be responsible citizens of the future with strong values, strong principles and ambition for success. This is achieved by a clear focus on the skills and attributes that we know are essential for future success in life.

The exceptional exam results achieved by our students will open doors but the key to sustained future success and happiness is the ability to demonstrate the qualities that rarely appear on an exam paper.

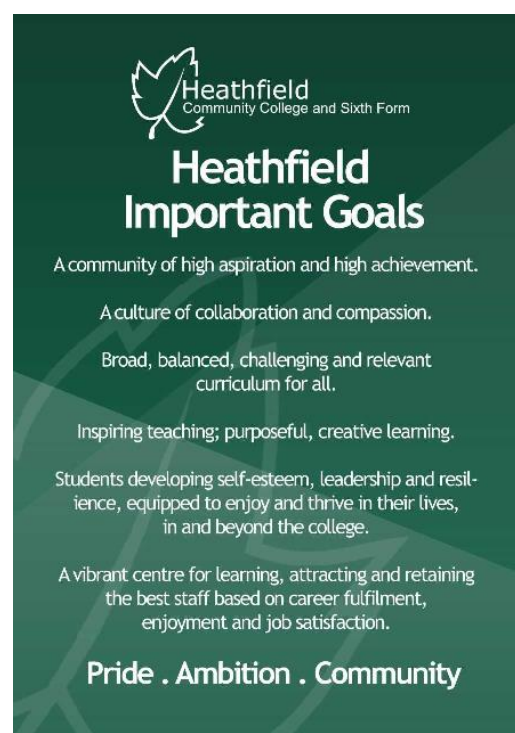
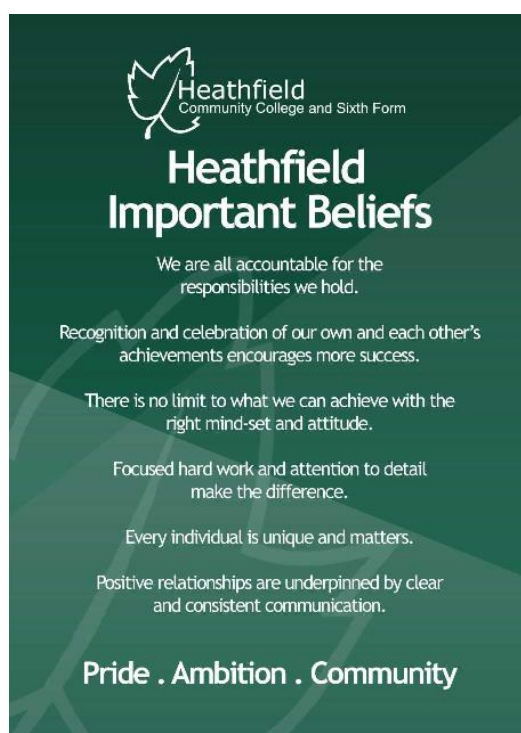
We call them our **Heathfield Habits** and we promote, recognise and reward them every day.

Heathfield Habits:

Ambitious & Confident
Compassionate & Considerate
Determined & Reflective
Engaged & Enthusiastic
Honesty & Integrity



Our Values, Beliefs and Habits



Staff Wellbeing

All staff and students at Heathfield work hard. As a result, we achieve impressive outcomes and enjoy a clear sense of purpose and belonging.

As part of ensuring we are all able to continue to give our best we prioritise the well-being of colleagues through continual review of our structures, practices and policies, ensuring that we remain focused on the things that will make a difference. Through discussion and feedback we seek to reduce and remove the aspects of college life that impede or prevent effective working.

Equally a commitment to varied and personalised staff development ensures that colleagues are coached, challenged and supported to stay interested and keep refining their professional skills throughout their time at Heathfield.

In addition, the following offer routes for staff feedback, support and wellbeing:

- Staff Voice, active staff governors and healthy positive links with unions to ensure all voices are heard.
- Supportive governors with clear links to and positive engagement with all areas of the college.
- A thriving Staffroom Association that plans social and charitable activities.
- Commitment to healthy practices such as #teacher5aday.
- Access to staff counselling free and confidential services and other East Sussex support and entitlement packages.

Senior Finance & HR Assistant

Scale	Local Single Status Grade 6, points 14-16
Salary	Actual Salary Equates to £16,531- £17,199 per annum
Hours	35 hours per week (term time only)
Commencement	September 2022
Commitment	Fixed Term until 31/08/2023 in the first instance

Application Process

You are invited to read the following:

- Information and details about the College and department in this pack and via jobs.heathfieldcc.co.uk

If you are keen to join us then please complete and return the following:

- East Sussex County Council application form which should be returned (CVs will not be considered), including the names of two referees and the Equal Opportunities Monitoring Form, by post or email to Ms Caroline Barlow, Headteacher - jobs@heathfieldcc.co.uk

The deadline for submitting an application is midday, 1 July 2022. Any applications received after the closing date may not be considered. If you are shortlisted you will be contacted by letter or telephone inviting you for an interview. We are aware of our health and safety obligations in the context of Covid-19 and we have adapted our arrangement to ensure all applicants will be safe, within guidance during the application and interview process. It is not our policy to acknowledge applications or to contact candidates if they have not been shortlisted. No discourtesy is meant by this.

Interview Procedure

If a candidate is selected for interview the procedure will test how the candidate fulfils the requirements of the post. The selection process will include consideration of the candidate's suitability to work with children and young people. We also aim to give candidates suitable opportunity to determine for themselves the extent to which Heathfield is the right location for the next step in their career. The procedure is therefore likely to include:

1. Tour of the college
2. Task
3. Time with the Finance & HR department
4. Panel interview with Finance & HR Manager, Assistant to the Finance & HR Manager, Headteacher or Governor.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority. We are also required by law to ensure that any prospective employee is legally entitled to live and work in the UK. You will be required to provide documentation as evidence. Other conditions of employment may apply. We are committed to equality of opportunity and positively welcome applications from all sections of the community.

For an informal discussion regarding this post, please contact Jane Barber, Assistant to the Finance & HR Manager on 01435 8660666 or via email jbarber@heathfieldcc.co.uk.



Support Staff

We can offer you an opportunity to join a highly welcoming, friendly and dedicated support staff team. The support staff at Heathfield Community College are an integral cog in the workings of the College. Roles vary across the site including administration, classroom support, department specific technicians, pastoral support, site staff and cleaners. Every role is important and Heathfield Community College believes the work the support staff carry out is extremely valuable. By working together and doing the best we can do, the team help to make sure that our students are safe, happy and ready to achieve.

Offices are located across the site and each team have their specific tasks and responsibilities. Training and development opportunities are available for support staff. This can be made up of in house training and external training courses.

Heathfield Community College is a supportive environment with caring, positive colleagues.

A member of the support staff quoted that Heathfield Community College *“has a real sense of Community spirit!”*

Another said *“I feel very supported by the members of SLT and the immediate colleagues who I work with. I like that SLT are often visible around the school and not tucked away in offices. I am very happy here.”*



Finance & HR

The Department is led by the Finance & HR Manager who is supported by the Assistant to the Finance & HR Manager. There are currently three Finance & HR Assistants.

The office is responsible for Financial and Human Resource (HR) management. All income and expenditure processes are carried out including, obtaining quotes, purchase orders, invoicing and making payments. HR functions include recruitment, absent management and maintaining employee records. The department also undertakes the administration for school trips and the Digital Learning Scheme.

The department's strength is its team work approach to the many varied tasks undertaken. It is a busy, thriving office which works in collaboration with many colleagues across the College. With a wide range of tasks to undertake the day is often varied.

Dealing with external bodies such as suppliers and parents is a day to day occurrence.



Job Description

JOB TITLE	Senior Finance & HR Assistant
GRADE	Single Status Grade 6
RESPONSIBLE TO	Finance & HR Manager

Main Purpose of the Job

To assist in the administration of a range of Finance procedures and to ensure that the use of resources is adequately monitored and controlled.

To assist and support the Finance & HR Manager with the administration of personnel records and data and offer an effective administrative support service, ensuring confidentiality at all times.

Main Tasks and Accountabilities

Finance

- To undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems operated by the College in accordance with agreed procedures and regulations.
- To administer the College budget on the College's financial system.
- To assist with the maintenance of accounting records and providing information to help in the preparation of monthly, quarterly and annual financial reports and returns.
- To produce and distribute regular operational/department reports.
- To ensure 'Best Value'.
- To process orders, receive and distribute supplies
- To deal with enquiries from suppliers and budget holders regarding deliveries and payments
- To monitor expenditure and process invoices for payment. To raise and authorise payment to suppliers.
- To assist in administering the College petty cash fund.
- To be responsible for complete and accurate recording/receipt of all monies.
- To provide support to staff on the production of travel claims, reimbursement of expenses, orders and any other relevant financial documentation.
- To maintain records for audit and prepare for audit visits.
- To assist and support College trip arrangements and advise on travel insurance requirements, including collection, banking and recording monies received.
- To assist in administering the College's payment and communication system for parents.
- To administer the 'School Fund' and all related financial records.
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
- To deputise in the absence of other Finance staff.

Human Resources

- To ensure the efficient and accurate preparation, input and maintenance of information and data into the personnel systems operated by the College in accordance with agreed procedures and regulations.
- To lead on the administration behind staff recruitment, including advertising, recruitment checks for new staff including DBS, appointment letters and liaising with ESCC and other staff where required.
- To send out staff data collections and make the necessary changes to staff records, to ensure details held are correct in advance of the annual Schools Workforce Return.
- To complete the monthly HR Personnel report and return to ESCC.
- To administer supply and overtime claims.
- To produce the annual pay statements for staff.
- To co-ordinate the induction process of support staff and ensure line managers complete their meetings at the required times.
- To liaise with relevant staff to ensure local housekeeping arrangements are in place for the first working day for new staff.
- To liaise with relevant staff to follow leaver actions and update the staff leaver log.
- To produce staffing updates for the Headteacher.
- To assist SLT in attending meetings when required in order to take notes.
- To work with the Finance & HR Manager in ensuring the smooth running of all HR related tasks and adherence to College policy.
- To produce annual leave cards and TTO working records for support staff where required.
- To assist with maintenance of staff sickness and absence records.
- To undertake filing of staff related papers and maintenance of staff files.
- To assist with maintenance of College policies and procedures.

General

- To undertake available training opportunities and demonstrate a commitment to continuous development.
- To carry out any other reasonable duties within the scope of the post as requested.
- To carry out the above duties in accordance with the County Council Equal Opportunities policies and the College's Health and Safety at Work policy.
- To support the College's Improvement Plan and Mission Statement.
- As and when required to carry out the role of Invigilator.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews and professional references.

	ESSENTIAL	DESIRABLE
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner • Ability to maintain efficient record keeping systems • Ability to assist with the production of accurate records and reports as required • Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to show sensitivity and objectivity in dealing with confidential issues 	
Education & Qualifications		<ul style="list-style-type: none"> • A recognised qualification in financial management or equivalent
Knowledge	<ul style="list-style-type: none"> • A basic knowledge of the financial workings of a school • Some knowledge of budget management and accounting techniques <p>Knowledge of, or willingness to learn, a range of computer applications including financial management systems and personnel module</p>	
Experience	<ul style="list-style-type: none"> • Some experience of budget monitoring and account reconciliation • Experience of producing standard financial reports • Experience of undertaking a range of clerical and administrative duties, including data input and retrieval • Experience of working within HR 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to demonstrate commitment to Equal Opportunities 	

	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge 	
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We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.

Essential Safeguarding Practice

- Evidence of commitment to promoting the health, welfare and safeguarding of children.
- Evidence of promoting, implementing and monitoring equal opportunities across the full range of protected characteristics.
- An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children.

