



# Candidate Pack

Office Administrator

An aerial photograph of the Brockhill Park campus, showing a cluster of buildings surrounded by lush green fields and trees. The campus is situated in a valley with rolling hills in the background under a clear blue sky.

Shaping the future through creative learning

# Welcome

Brockhill Park Performing Arts College is an 11-18 academy that has Performing Arts status with Rural Dimension Status which caters for the full mainstream ability range.

Many of our students leave to enter university or other institutes of Higher and Further Education, or to gainful employment in a wide range of careers. It is our aim to develop an arts and creative thinking learning culture, which is inventive, innovative, expressive, mathematical, scientific, technological and vocational.

We are very proud of our operational farm that fully utilises our beautiful 24-hectare site overlooking the English Channel; close to the village of Saltwood near Hythe in Kent. The rag stone Jacobean and Georgian manor House which sits at the centre of the campus houses our main reception and administrative block.

Our curriculum allows for accelerated learning and considerable support when this is needed. We believe in developing a learning culture that is personalised, creative and engaging. Our fundamental learning aims are:

- To raise standards inclusively through improving teaching and learning.
- To enable the future of each student through the development of creativity.
- Performance and enterprise.
- To promote lifelong learning.

**We aim to achieve this through:**

- Emphasising performance and presentation
- Using ICT
- Meeting the need for flexible, committed workers
- Creativity across the whole spectrum of knowledge and skills
- Our students leave us as well educated, rounded individuals who are ready to make a positive contribution to society.

We look forward to meeting you.

Charles Joseph  
Principal



## Ethos + Values

It is our purpose to develop a creative thinking learning culture which is inclusive, innovative and vocational supported by the arts and rural dimension.

### We want to:

- develop the capacity for lifelong learning
- build and sustain a strong safe learning community
- foster personalisation through creative and cultural learning
- secure sustainability and build capacity.

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### Ethos

At Brockhill Park Performing Arts College our students come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences. Everything we do as a school is to ensure that the students achieve their very best. We are deeply aware that students only get one chance at their education and it is our job to ensure that they all reach the highest levels of personal achievement and development.

We want every student to be successful; to reach for success from the very first day they join us and throughout their school lives so that when they leave us they have a love of learning for the rest of their lives.

### We will strive to:

- Provide a secure and stimulating environment that is conducive to all students having the opportunity to reach their full potential
- Have regard and respect for the experiences, knowledge and cultural diversity that every student brings to school. To use this as a foundation for improving standards
- Value the achievements of all students, both in and out of school and provide opportunities to develop self-confidence and a positive self-image
- Provide a supportive culture in which all staff are encouraged to extend, develop and share their expertise
- Ensure that issues of equal opportunities are considered in all our work
- Provide a curriculum based on the National Curriculum that is broad, balanced, relevant, progressive and appropriately differentiated
- Offer all students equal access to the curriculum and school life in the community where individual differences are appreciated, celebrated, understood and accepted
- Encourage students to become good citizens, by developing caring attitudes and respect for themselves, other students, adults, their school and their community
- Recognise that students are constantly developing and ensure that the curriculum offered is appropriate

Encourage each individual to take responsibility for his/her behaviour and to act as a good role model to others.

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## British Values

The Department for Education state that there is a need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

The government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister this year. At Brockhill Park Performing Arts College these values are reinforced regularly and in the following ways:

### Democracy

Students have many opportunities for their voices to be heard. We have a school council which meets regularly to discuss issues raised in class. The school council is able to effect change within the school. The council members for each year group are elected by their class.

Students participate in further questionnaires when appropriate.

### The Rule of Law

The importance of Laws whether they be those that govern the class, the school or the country are consistently reinforced throughout regular school days. In Citizenship lessons and Assemblies visits from authorities such as the Police and Fire Service help reinforce this message.

### Individual Liberty

Within school students are actively encouraged to make choices, knowing that they are in a safe and supportive environment. We educate and provide boundaries for young people to make sound choices. Students are encouraged to know, understand and exercise their rights and personal freedoms. They are advised how to exercise these safely, for example through our E-Safety and PSHE lessons.

### Mutual Respect

Our Behaviour Policy, Code of Conduct and other policies revolve around values such as mutual respect. Students have been part of discussions and assemblies related to what is expected of them. Assemblies, PSHE lessons and the Code of Conduct promote respect for others. This is reiterated through work in the playground, classroom, and on the sports field.

### Tolerance of those of Different Faiths and Beliefs

Our policies ensure tolerance of those who have different faiths and beliefs. This is achieved through enhancing students’ understanding of their place in a culturally diverse society and by giving them opportunities to experience such diversity. Assemblies and discussions involving prejudices and prejudice-based bullying have been followed and supported by learning in RE and PSHE. Members of different faiths or religions are encouraged to share their knowledge to enhance learning within classes.

## Farm & Farm Shop

Brockhill is very lucky to have a working farm as part of the beautiful school site.

The Farm includes cattle, sheep, pigs, chickens and small animals. All farmyard animals are reared to finished meat and are sold in our own Farm Shop.

Our Farm Shop is currently closed but we hope to open again soon. The Farm shop can be found next to the walled garden and will be hopefully open soon on a Tuesday and Friday between 3 – 4.15pm.

At Brockhill we are passionate about teaching students where food comes from, every year 7 and year 8 student has one lesson per week called the Great Outdoors (GO). In year 7 GO students learn about topics such as healthy eating, food miles and undertake activities such as smoothie bikes and omelette making as well as the lambing year. Year 8 Go is based more upon farm animals and livestock meat production, following the production of sausages and getting the opportunity to design and make their own burgers. Year 9 students can opt to take a level ½ Frist in Animal Care which is followed by a BTEC National Diploma Option in year 12 and 13 called Animal management.

The school are very proud of our Young Farmers Club, members meet weekly on the school farm to learn about animal welfare, husbandry and show technique. We show our animals annually at the Kent County Show in July and at the Ashford Fatstock Show in December. Club members run public events including Open Farm Sunday in the Spring and Carols with the Animals at Christmas.



## What is it like to attend this school?

“Pupils benefit from an aspirational curriculum, including in the arts and the opportunity to study three science subjects. They enjoy an extensive range of enrichment and extra-curricular activities, as well as opportunities to study rural science at the school’s award-winning farm.

Pupils are safe and feel safe because of the well-considered safeguarding arrangements. The pastoral curriculum actively supports pupils’ welfare and wellbeing. Pupils are proud ambassadors of the school. Behaviour in class and around the school is good. Pupils look after one another and show respect for other’s opinions.

Pupils are polite and demonstrate positive attitudes to their work. They confirm that bullying is rare and, if it does happen, it is dealt with immediately. Pupils are rightly proud of their community service and their achievements through The Duke of Edinburgh’s Award scheme.

The school maintains very strong and beneficial links with local industries and universities. This ensures pupils are well supported in their career aspirations. The academic sixth form offers an ambitious, relevant and well-planned curriculum. Expectations are high and students receive support and encouragement so that nearly two thirds of them go on to a university of their choice”

- Ofsted, 2021

**Job Title:** School Office Administrator  
**Reports to:** Line Manager  
**Grade:** BPS 5.15

**Purpose of the Job:**

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

**Key duties and responsibilities:**

1. Help to manage a busy Student Office area
2. Update manual and computerised records/management information systems.
3. Support the day to day clerical and administration tasks of the school

**Individuals in this role will undertake some or all of the following:**

1. Undertake administrative duties, act as first point of contact in response to telephone and face-to face enquiries.
2. Point of contact for visitors and guests to the school and pupils. Liaise with parents / carers / staff.
3. Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
4. Prepare and distribute routine home/school correspondence
5. Undertake a range of administrative tasks to support efficient operation the school
6. Arrange orderly and secure storage of supplies.
8. Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.
9. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Person Specification:** Administration

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent</li> <li>• Good written and spoken English</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Some knowledge of administration and office systems.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>• Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator.</li> <li>• Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided.</li> <li>• Ability to work to deadlines</li> <li>• Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>• Confidence and ability to ask questions relating to achieving the task.</li> <li>• Confident telephone manner and ability to write down accurate messages.</li> <li>• Good organisational skills, gained either through a course of study or within paid or voluntary work.</li> <li>• Ability to use a filing system, once training has been provided.</li> <li>• Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes.</li> <li>• Ability to retain and use a range of new information.</li> <li>• Ability to work confidentially, keeping work-related issues and discussions in the workplace.</li> <li>• Willingness to attend training courses which help you in your current role and develop your potential for other roles.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Requires knowledge of a range of administrative support tasks and office and related school procedures and systems.</li> <li>• Awareness of equalities and diversity issues – respecting the needs and views of other people.</li> <li>• Understanding of health and safety issues within the workplace, once these have been explained.</li> </ul>