



Excellence, compassion & respect for all

FRAMWELLGATE
SCHOOL DURHAM



Framwellgate School Durham

Central Services Co-ordinator

Candidate Information Pack

**Salary – FSD6 points 11-14
£24,054 to £25,409
(pay award pending)
Full time, all year round, permanent**

Start date – as soon as possible



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We wish to appoint a highly motivated, ambitious, and reflective Central Services Co-ordinator to bring a high level of support and help to improve provision in this forward-thinking and innovative school. Over the last six years we have assembled an excellent group of senior leaders, teachers and support staff who have had a significant impact on the quality of provision. We were judged "Good" in all areas in our last Ofsted inspection (July 2021) and student outcomes are strong and improving as we recover from the pandemic. Our 6th form outcomes are amongst the best in the region. We have made significant improvements to our curriculum, teaching, and professional development programme and we are committed to reducing staff workload.

Framwellgate School Durham is an 11-18 non-selective secondary school and Single Academy Trust. The school roll has increased by 35% over the last six years, and we now have more than 1300 students who attend the school. We will move into a fantastic new building in 2025, at which time our PAN will increase to 1600.

The successful candidate will possess expertise alongside energy and enthusiasm for this role. They will believe that every young person deserves the very best education. We can offer you an environment where student behaviour is excellent, prior attainment levels are amongst the highest in the North-East, and our students and staff are a pleasure to work with. With many new staff appointed over the last three years, we have quickly become a vibrant and exciting school in which to develop your career.

Queries and applications should be submitted to Executive Assistant, Fiona Thompson at Thompson.f@framdurham.com

Key Dates

The closing date for applications is Monday 16th October 2023 at 9.00am.

Shortlisting and interviews will take place shortly afterwards.

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership
at Framwellgate School Durham
Newton Drive
Durham
DH1 5BQ
Tel: (0191) 3866628
Email: Thompson.f@framdurham.com**



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Letter of Welcome from Andy Byers, Headteacher



Dear Applicant

I am delighted that you are interested in this post. Framwellgate School Durham (FSD) is a fantastic school, with excellent leadership, teaching, and support for our students. You will be joining us at an exciting time as work begins on our new building, scheduled for opening in September 2025 or soon after. The school is unrecognisable from the one I joined six years ago with over 40 teachers appointed in that time, an expanded pastoral and support staff team, a larger roll, improved outcomes, and a very positive Ofsted inspection report in July 2021.

The basis for our improvement has been creating the conditions which allow teachers to teach at their best. Student behaviour is excellent, and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. The strength of the school has always been its caring ethos and strong community links, and these remain. By introducing systems to manage behaviour, rewards, assessment, marking, and teaching, and with a vibrant curriculum and an ethos which focuses on academic excellence, respect, and kindness, we have made huge strides in transforming the school over this period. Our Ofsted inspection in July 2021 recognised this positive change as we were awarded Good across all categories.

The key to our success is our commitment to a professional development programme for teachers which includes fortnightly training on evidence informed approaches to teaching, a significant amount of time planning with department colleagues, and 5 additional days dedicated to professional development each year. We are experienced in supporting and developing ECTs and this is an excellent school in which to start or develop your career.

I am looking for staff who are passionate about their work, have excellent knowledge of the area in which they work, and are reflective practitioners. I think this is an incredible opportunity and hope you will too; you must be able to work in effective teams and demonstrate resilience, humour, and enthusiasm. You must never settle for second best. I will guarantee you our time and support and a fabulous place to come to work every day.

In your application, please focus on what makes you an effective Central Services Co-ordinator. Make me feel like I am reading about you; try not write a generic statement which ticks the boxes but doesn't tell me about your values or what you are like as a colleague. I am also very interested to learn about what else you can offer the school. Finally, one of you reading this will become a Central Services Co-ordinator in a fantastic school. You'll love it. Good luck with your application.

Yours faithfully,

Andy Byers

Headteacher

About the school

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are over 1300 students on roll including 180 in the Sixth Form. Our roll has grown by 35% in recent years and is projected to increase further still as the sixth form grows and our new building opens in 2025. Our PAN will increase to 1600 at this time. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

Aims and ethos

Framwellgate School Durham is an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was an ethos statement (below) which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. A new school uniform was introduced in September 2018 and students wear this with pride.

Excellence, Compassion and Respect for All

Our school promotes academic excellence and embraces the shared values of honesty, integrity, respect, and compassion. We want our students to be ambitious, kind, resilient and hardworking, and have a genuine passion for learning. We want them to change the world with the knowledge, skills and confidence they have learned here; to champion fairness, have friendships for life, and pride in our school. Above all, we want our students to be happy.

The curriculum

We are committed to providing a rich academic curriculum which responds to the needs of the individual student, whilst ensuring access for all to a broad and balanced range of educational experiences. For many students, this means learning with us from 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning, during any key stage, as being to prepare students for the next one. Our curriculum is carefully planned and sequenced and taught by subject specialists.

We recognise that whilst all our students have needs, some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical, or academic.

At Key Stages 4 and 5, students receive options guidance linked to future aspirations, and we offer a significant number of GCSE, A Level and BTEC/OCR courses which meet the needs and interests of all our students. Nearly all our Year 13 students go on to university, most choosing to study at Russell Group universities.

Pastoral Care and Support

Pastoral care is a strength of the school. This has been recognised by Ofsted in all its recent reports. All students are placed in tutor groups and remain with their tutor group (and their tutor) as they move from Year 7 to 11. The tutor is the first port of call for all students. We place a real emphasis on good student behaviour and believe that teachers can't teach, and students can't learn, unless behaviour in the classroom, and around school, is excellent. We have effective and robust systems in place to manage behaviour.



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Teaching and Learning

Having established robust systems to manage various aspects of school life, and a broad and balanced curriculum, we have spent the last few years developing and improving our classroom practice. We place a very high priority on developing our staff professionally. Middle leadership training has been a strong focus and there is an extensive programme of CPD opportunities which seeks to support all staff, identify their development needs, and help them to improve their practice. We now have regular collaborative planning time for all departments, to allow them to work together to plan exciting, engaging, and effective lessons and our weekly CPD programme for teachers is rightly regarded as a significant strength of the school

We aim to ensure that our teaching stretches and challenges students, and we are increasingly research-led. We don't ask teachers to follow a prescribed learning cycle, but we have invested a significant amount of time on training and CPD and have embraced Rosenshine's principles in planning the key ingredients of a good lesson.

The development of teaching is supported through a supportive appraisal process (no data-driven progress targets and objectives linked to improving professional practice), and lesson drop-ins and learning walks. The support for ECTs is exceptional and we have other training strands for RQTs and those aspiring to middle and senior leadership. We have supported many colleagues to complete NPQs and we use external consultants (primarily Tom Sherrington and Phil Keay) to support our teaching and leadership development.

Ofsted

Ofsted does not determine our practice, nor does it dominate our thinking, but we were delighted that our inspection in July 2021 resulted in us being designated a "Good" school in all categories. The inspectors noted that:

- The headteacher has sustained efforts to improve the school. As a result, the school now provides a good quality of education
- Parents are overwhelmingly supportive of the changes made. They praise the improvements in behaviour and the academic rigour that is now firmly in place
- Leaders show strong moral leadership. They do not shy away from difficult issues. They have opened up debate about sexual harassment between pupils. They do not tolerate derogatory or racist language.
- The arrangements for safeguarding are effective.
- This is a caring school. Leaders have appointed more pastoral staff and a family liaison manager so that they can respond more effectively. Leaders have fostered a strong safeguarding culture.
- Teachers receive a rich diet of training and professional development. This has helped to retain new teachers to the profession. The training received has improved teachers' practice.

The website and social media

Our website (www.framdurham.com) gives an insight into the school and I would encourage all prospective applicants to look at it, especially the curriculum information about what we teach in each subject. Many departments have an active twitter (X) account, and you may be interested in the Headteacher account (@framheadteacher) and school account (@fram_official).

Finally

We can offer the successful candidate:

- A great school to work in with a huge capacity for change which puts teachers at the heart of this;
- A brand new building from 2025;
- A talented and committed staff dedicated to securing the best outcomes
- A vibrant local community, loyal to the school, with very strong relationships between staff, students and parents;

JOB DESCRIPTION	
Main Purpose of the Role	
To manage the central services functions of the school ensuring the site is safe and secure and compliant with health and safety regulations; and provide central administrative support.	
Main Duties and Responsibilities	
<ul style="list-style-type: none"> • Administration, finance and central services <ul style="list-style-type: none"> ○ To be part of the central admin team providing admin support to colleagues across school ○ To assist in the answering of telephones and intercom and undertaking general administrative tasks within the main office. ○ To support any students reported ill and ensure their care is organised appropriately. ○ To support and coordinate special events (i.e. awards ceremonies, uniform evenings etc.) under the direction of senior colleagues ○ To be responsible for all administration in connection with the school lunch biometric system and Parentpay. ○ To manage the central services budget, allocating and spending funds appropriately to ensure stock levels are maintained and classrooms and offices are fully furnished, equipped and resourced. ○ To deliver training to staff including at staff induction workshops. ○ To contribute to policy writing and reporting of data. ▪ Health and safety <ul style="list-style-type: none"> ○ To ensure that all staff receive health and safety training as part of the induction process. ○ To be responsible for contributing to the development and monitoring of the Health and Safety Policy. ○ To be responsible for ensuring that the Health and Safety Policy is adhered to, and that appropriate Health and Safety procedures are in place. ○ To be responsible for preparation of reports for Trust Board meetings, under the direction of the Academy Business Director. ○ To ensure that risk assessments are completed in all areas as appropriate and to maintain records accordingly. ○ To ensure that fire procedures are in place in line with statutory requirements. 	



- To ensure that first aid provision within the school is adequate, in line with statutory requirements, and staff are appropriately trained.
- To oversee the completion and regular monitoring of the risk register (health and safety).
- To be responsible for Health and Safety audits and site visits including by insurance assessors.
- To ensure that statutory records are maintained relating to the estate (asbestos, water treatment and testing, mechanical and electrical inspection) and that regular checks and surveys are carried out.
- To manage the accident reporting function across school and liaise with local authority H&S team.
- **Estates and facilities**
 - To ensure that the school minibus and any other vehicles are repaired and maintained appropriately.
 - To coordinate the minibus diary and ensure drivers receive necessary training.
 - To handle all insurance claims that come into school, or are instigated by school, liaising with external agencies and our insurers.
 - To work closely with the site manager in ensuring the site is safe and secure, identifying purchases needed through regular checking of equipment and furniture, in order to develop short, medium and longer term plans.
 - To manage the contracts register ensuring it is kept up to date and informing relevant colleagues about renewals in advance of the notice periods.

General responsibilities of all staff

- **Safeguarding, Equality & Diversity and Health & Safety**
 - To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
 - To carry out your duties with full regard to the school's Equality, Diversity and Community Cohesion Policy.
 - To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.
 - To comply with the school's requirements for safeguarding and vetting checks.
- **Other**
 - The post holder may be required to undertake any other duties as directed by their line manager, commensurate with the grade and level of the role.
- **Compliance with Policies**
 - The post holder is required to comply with all school policies, including the no smoking policy.



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Person Specification: Central Services Coordinator

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none">• English and Maths GCSE C or above (or equivalent)• Recent and relevant experience of working in a similar job role or transferable skills from previous experience• Willingness to undertake IOSH training and first aid training at the start of the role.	<ul style="list-style-type: none">• IOSH Managing Safety (or higher IOSH qualification), or equivalent.• Previous experience of working in a school environment• Relevant and current Health and Safety qualifications• First aider
Knowledge & Skills	<ul style="list-style-type: none">• Work well as a team player• Deal with emergencies and problems in a positive and systematic manner• Be proactive and work on own initiative• Excellent communicator, both oral and written.• Have a good understanding of Health and Safety and fire regulations• Have experience of producing risk assessments• Have experience of managing budgets and allocating funds• Have the ability to multi task• Have experience in delivering an administration service to others• Ability to deliver training to others	<ul style="list-style-type: none">• Previous experience of working in a school environment
Personal Attributes	<ul style="list-style-type: none">• Confident and enthusiastic• Resilient• Good timekeeper• Reliable, trustworthy and honest• Quick learner• Flexible	



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	<ul style="list-style-type: none">• Able to be a proactive member of the school community	
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The Application Process

Please complete the Application Form available from our website.

Guidance on completing the application form:

Candidates are requested to complete the application form in full. Section B requires you to set out thorough evidence of how you meet the criteria included in the person specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Your completed application form should be emailed 'in confidence' to Thompson.f@framdurham.com by **9.00am on Monday 16th October**. All applications will be acknowledged by email. Please DO NOT upload your application to the website on which this post is advertised and please note that we do not accept CVs. Please also note that we only contact successful candidates after shortlisting.

If you have any queries prior to submitting an application please contact Fiona Thompson, Executive Assistant at Thompson.f@framdurham.com.