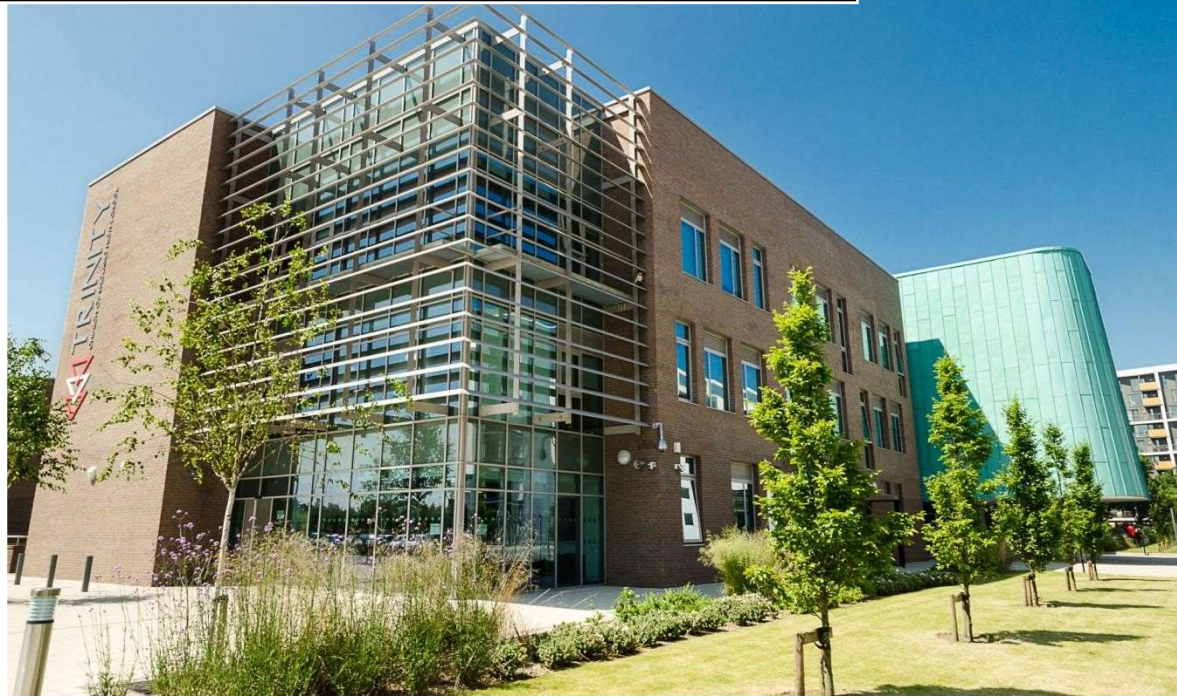


**TRINITY**  
CHURCH OF ENGLAND  
HIGH SCHOOL



# Trinity CE High School Information Pack



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# TRINITY CHURCH OF ENGLAND HIGH SCHOOL

"Faith in the City, Value in People, Excellence in Education"

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HEAD: Julian Nicholls, BSc MA



October 2024

Dear Applicant

## Vacancy for the Post of Senior Student Service Coordinator

Thank you for your interest in the above position at our school. This pack contains information about the school – its ethos and values, its background and its current position and aspirations, and about the job – our expectations of the successful candidate and a job description. It also includes a DBS information sheet, information about the application and selection process, and our Data Protection responsibilities.

Support staff at Trinity play an important and integral part in the school's life. This is a permanent full-time, all year round position, working hours are Monday to Friday, 08:00-15:30. The salary is Grade 4, Point 7-11 (starting from £24,294 - £25,979) per annum.

When completing the application form please provide **full details of your qualifications, employment** (paid or voluntary) and the **interests and skills** that you have that would equip you to undertake this role. Please also outline any **experience** (paid or voluntary) you have of working in a school and ensure that you provide information to illustrate how you meet the points outlined in '*what we want from you*' and the main tasks of the job description. Please ensure that you provide a continuous list of your **work history**, explaining any gaps or breaks if necessary.

The closing date for applications is **09:00 on Wednesday 16 October**. Interviews are currently scheduled on **Monday 21 October 2024**.

Trinity Church of England High School is committed to the protection and safety of its pupils and operates a Safer Recruitment policy. An appointment will be subject to an enhanced Disclosure and Barring Service check.

If after reading all of the contents of this pack you wish to apply for the post advertised then I would like to take this opportunity to thank you for your application and your investment of time and, whatever the outcome, I wish you well in the future.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julian Nicholls'.

Julian Nicholls  
Head



Trinity Church of England High School was opened in 1984 with the foundation motto of *“Faith in the City, Value in People, Excellence in Education”*.



We are celebrating our 40<sup>th</sup> year and continuing the tradition of our foundation promoting the education of students in a community which is positively Christian but welcomes the children of parents of other faiths. Our student body is diverse and ideally we would have a workforce which reflected this diversity – role models from all communities are very much welcome here.

Trinity has become one of the most popular schools serving the City of Manchester and districts beyond. Its teachers, support staff and students work to create a school with a distinctive atmosphere, both demanding and caring, which reflects the hopes that parents have for their children. This outlook contributes towards the genuine sense of partnership between home and school and has helped to provide feelings of security, structure, happiness and well-being.



Located adjacent to Manchester University, Manchester Metropolitan University, Manchester Museum, the Science Park and the Royal Northern College of Music, we are easily accessible from all parts of the city and are close to the many amenities of the city centre. We make good use of our proximity to both universities, theatres, galleries, museum, the RNCM, Aquatics Centre and Sports City.

The school's excellent sports facilities comprise a sports hall, fitness suite, gymnasium, dance studio, full-size floodlit artificial pitch and floodlit 5G multi-sport courts.

School departments are well resourced, and this has enabled us to combine the best of tradition with innovative practice. We seek to develop a breadth of experience so that, for example, our science, engineering, computing and mathematics are well balanced by artistic, linguistic, aesthetic, creative, moral and spiritual activities.

Trinity's most recent full Ofsted Inspection took place in November 2023, and we were judged 'Outstanding' or 'Good' in every category. The most recent National Society (Anglican) Inspection, in November 2023, assessed Trinity in the highest category lavishing praise on the strong relationships in the school.

In its recent history, Trinity benefited from a £21.5 million Buildings & ICT Investment which was supplemented by a £3 million sixth form Centre, opened in September 2016. The 'Outstanding' sixth form is has a capacity of 260 students and has taken the school student population above 1500. In 2022, the school opened up a £1.5 million building extension to enable great consistency of rooming for students and teachers.



Trinity is a 'Single Academy Trust' – we were one of the first in the country to experience the freedoms of academisation and have maintained our independence to this day. We are rightfully proud of the strong foundations that we have given to many students and staff who have either learned or worked here over the last 40 years.

In conclusion, our overall aim is *"To provide a Christian environment in which young people are safe, secure, cared for and happy, and are able to develop into articulate, confident and well qualified citizens of the world."*

Julian Nicholls, Head  
School Year 2023-24

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## Ofsted Report – November 2023

Ofsted have now released their report on what their team found out during their two day visit in November. The report reads very well indeed and everyone involved should be very proud of the great school we have. I would like to thank parents particularly at this point for their support. I received many messages of encouragement and I know that almost two thirds of parents in the Ofsted Parents' Survey said their child was 'very happy' at Trinity - a figure that I've not seen beaten by any Manchester high school in their Ofsted year.

Importantly, the report says that students **"value the strong friendships they cultivate which helps them feel happy"** and that students are rightfully **"very proud of their diverse community"**. Our sixth formers were praised as being **"excellent role models for their younger peers"**.

Additionally, the inspectors were full of praise for the teaching that goes on in departments, the expert staff and the pastoral care that is part of our outstanding work. They said that all students **"achieve very well"**, that there is a **"calm and purposeful environment"** and that the sixth form is **"outstanding"**. The inspection team also praised the leadership of the school (from governors to senior and middle leaders through to the 'effective' safeguarding team). They were also very impressed with the personal development of students whilst at Trinity, giving us an 'outstanding' grading in this area - the extra-curricular provision in music, PE and performing arts certainly helped them to make that judgement.

Inspectors added that the school is **"highly aspirational"** that **"students are prepared very well for their lives beyond school"** and that our sixth formers are **"very well prepared for their ambitious next steps"**.

Ofsted, like our own self-evaluation, gave us some areas for development. The first is that we develop a reading scheme to support those with weaker English at KS4, the second was that they identified that the behaviour of a "small number" of students should be addressed. The school is responding positively to both of these areas.

As with all inspections, the resource of time was limited and I would argue insufficient to really accurately reflect all that is great about the school. Two things I would point out that I feel were completely overlooked; firstly, the exceptional attendance by our students - I know that our attendance is far higher than local and national averages and is a current national priority - so I can't explain why this wasn't mentioned at all. Secondly, the school has a higher than average proportion of Pupil Premium students and as a cohort they perform in line with those who are not disadvantaged nationally. The improving outcomes and progress of this cohort compared to national figures, is something that we are proud of and are continually striving to improve further.

The school is rightfully pleased with the outcome, thank you to all stakeholders - parents, students, staff, governors, the Diocese and the Local Authority who all contributed to making this a positive step in the next phase of developing this great school with many outstanding features!

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## SIAMS report – November 2023

I am delighted to be able to let you know that we have received a glowing report from the SIAMS inspectors. I have chosen to use the inspectors first paragraph in full below to introduce the report and following this I have listed ten further comments for you to read.

*“At the heart of the city of Manchester, this diverse community is one with God at it’s heart. Established to serve a multicultural, multifaith population, Trinity succeeds as a place of faith, valuing everyone and pursuing excellence. In this, it is true to its contextually appropriate Christian vision. This is because leaders, including governors, rigorously and robustly evaluate both the potential, and actual, impact of their policies and decisions. The ‘Trinity Together’ approach, built on Christian values, provides a common understanding of difference, diversity and inclusion. This enables all to find their place and know that they are welcomed into a culture of care and respect.”*

### **Our ‘top ten’ comments:**

*“Pupils say they feel safe within the school.”*

*“Parents reflect that they choose this school because it represents modern society and mirrors their care and aspirations for their children.”*

*“Students are enabled in their sporting, creative and spiritual flourishing through a rich provision of formal learning and enrichment activities.”*

*“The school’s location supports and encourages the vast array of different partnerships that it embraces and pursues to the advantage of all.”*

*“Inspired by the Christian vision’s intention of ‘care and happiness’, pupils know the value of dignity and respect for all.”*

*“Leaders are mindful of the needs of the community and proactive in their care for all.”*

*“Pupil leadership roles are many and respond to pupils interests and strengths.”*

*“The talented team of religious education (RE) teachers are very capably guided so that pupils enjoy and succeed in their learning.”*

*“The inspection findings indicate that Trinity Church of England High School is living up to its foundation as a Church school.”*

### **Comment from Deborah Smith, Diocesan Director of Education**

*“I was delighted to read the recent SIAMS report which highlighted a myriad of ways in which Trinity High School enables both adults and students to flourish within a Christian environment. Keep up the great work.”*

# **Job Description for the Post of**

## **Senior Student Services Coordinator**

### **Introduction**

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

### **Responsible To**

To be responsible to the Head through the Student Services Manager.

### **Main Purpose of Job**

The main purpose of the job is to support the Student Services function, working closely with the Student Services Manager and the general administrators and receptionists to provide a responsive and helpful service to students, colleagues and parents, alongside running the organisation of a number of in school and after school events.

### **Main Tasks**

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To receive, allocate and oversee administrative support requests and oversee the workload of the Student Services Administrators and Receptionists, working together to ensure an efficient administrative service.
3. To work closely with the Careers Lead to organise and prepare in-school events such as mock interviews and careers events, working with a range of external agencies, and to support the administrative process of Year 10 work experience.
4. To organise and manage a wide range of administrative support for student activities and events, for example parental permissions and medical clearance for school trips, invitations and logistics planning for New Intake events and Awards Evenings, and liaising with colleagues to plan and prepare Parents' Evenings, Open Evenings and Options Evenings.
5. To provide first aid when required and assist with a wide range of student medical needs. Training in First Aid at Work and Mental Health First Aid will be provided and must be kept up to date.
6. To work with the Student Services Manager, Administrators and Receptionists to improve communications between school and home, ensuring that student and parental enquiries are dealt with promptly and efficiently, contacting parents as required, including issues relating to: signing in and out and registration; uniform; travel passes; safekeeping of mobile phones and valuables; lockers; lost property; dinner money; timetables; sickness and first aid.
7. To maintain the confidential nature of information relating to the school, colleagues, students, parents and carers and to ensure data protection regulations are complied with and maintained, storing necessary correspondence on CPOMS.
8. To be aware of the daily calendar of events of the school, eg the cover list, timetable/room changes and duty rotas, so that enquiries are responded to effectively and without unnecessary delay.

9. To undertake statistical analysis where necessary.
10. To work flexibly with administration and reception colleagues as a team, as follows:
  - assisting during busy periods, and supporting team members to provide an efficient and effective administrative service;
  - supporting students and families to access the uniform bank, monitoring uniform levels and needs;
  - registering student and staff finger patterns;
  - processing incoming telephone messages, ensuring queries are passed onto colleagues promptly, using email where necessary;
  - maintaining an up-to-date and accurate database of student information using a computerised information management system (eg SIMS, ClassCharts, etc);
  - working with Admissions during the holidays to support an efficient start to a new school year and each term, and in particular being in school for the first and last week of the summer break to support Summer School and the uniform appointments;
  - being part of a rota to cover the main reception during school holidays, including dealing with incoming and outgoing mail, logging and processing outgoing mail for Royal Mail collection;
  - To provide general administrative support as required, for example addressing envelopes, making up information packs, helping administrative colleagues during busy periods, photocopying and filing as required.
11. To be able to use the appropriate modules of the school's information management system (SIMS), ClassCharts and other software, eg word processing, spreadsheets, database, presentation, internet and email. To type and word process documents and letters, including the inputting of data and using mail-merge where required.
12. To support a service-oriented 'can-do' approach and a culture of support within the administrative team.
13. To undertake training where necessary.
14. To undertake other duties as required in line with the grade and responsibilities of the post.



## Person Specification for the role of

# Senior Student Services Coordinator

Attributes	Requirements	Essential	Desirable
<b>Qualifications &amp; Training</b>	Good numeracy and literacy skills, at least equivalent to RQF Level 2;	✓	
	NVQ Business Admin related qualification or equivalent;		✓
	Evidence of continuing professional development.	✓	
	First Aid certificate or willingness to gain one	✓	
<b>Experience</b>	Evidence of ability to work flexibly and support colleagues	✓	
	Experience of working effectively in a busy environment, prioritising own workload and dealing with competing priorities and deadlines	✓	
	Knowledge and IT experience of Microsoft Office systems	✓	
	Experience of Mental Health and Counselling	✓	
	Experience of working in an educational setting		✓
	Experience of dealing with student and parent enquiries		✓
	Knowledge and experience of SIMS, ClassCharts, etc		✓
<b>Personal &amp; Professional Skills &amp; Attributes</b>	A warm and welcoming personality	✓	
	Ability to communicate and liaise effectively with a range of people such as colleagues, students and outside agencies	✓	
	Ability to establish positive relationships with students, colleagues, parents and outside agencies	✓	
	Ability to remain calm and helpful under pressure, dealing skilfully with unanticipated situations and ensuring a professional response at all times	✓	
	Ability to ensure a high standard of work in terms of presentation, accuracy and layout and effective written communication skills	✓	
	Excellent team and time management skills	✓	
	Ability to organising and coordinate tasks between team members	✓	
	Willingness to work flexibly to attend occasional hour of hours events	✓	
	An understanding of the need to maintain confidentiality at all times between staff, pupils, families, agencies	✓	
	Knowledge and understanding of child safeguarding regulations	✓	
	Supportive of the school's excellent staff attendance and punctuality record	✓	
Honesty and integrity	✓		
<b>Other</b>	Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
	Committed to promoting the ethos of the school	✓	
	Commitment to own Continuing Professional Development and progression	✓	
	Willingness to undertake training;	✓	
	Right to work in the UK	✓	
	This post is subject to an enhanced Disclosure and Barring Service check	✓	

# Senior Student Service Coordinator



**Contract term:** Permanent, Full-time

**Contract type:** All year round, 35 hours per week

The working hours are Monday to Friday, 08:00-15:30

**Scale:** Grade 4, Point 7 (£24,294- £25,979) per annum.

This is a great opportunity to come and work in our very highly rated secondary school in central Manchester. The Student Service Coordinator supports students' academic and personal success through responsive and helpful service to students, colleagues and parents, alongside running the organisation of a number of in school and after school events.

## WHAT WE CAN OFFER YOU:

- The opportunity to join our school of 1500 students aged 11-18, supported by a hugely talented and hard-working staff team;
- Keen, committed students who are positive and active learners;
- A very successful and over-subscribed school;
- Excellent facilities in new and refurbished buildings, supported by the latest resources to support learning;
- Free parking and use of the school Fitness Suite;
- We are a socially inclusive and equal opportunities school and committed to and actively promote equal opportunities for all our students and staff.

## WHAT WE WANT FROM YOU:

- Experience and an understanding of safeguarding and child protection issues, or be willing to undertake training in these areas;
- Numeracy and literacy skills at least equivalent to RQF Level 2; good ICT skills are also desirable;
- NVQ Business Admin related qualification or equivalent;
- First Aid certificate or willingness to gain one;
- Experience of working in a busy environment with competing priorities and deadlines, ideally in an educational setting and with experience of using SIMS;
- Ability to remain calm and helpful under pressure, dealing skilfully with unanticipated situations and ensuring a professional response at all times;
- Good communication skills with the ability to work well within a team, yet able to demonstrate an ability to work unsupervised utilising their own initiative;
- Well organised with an adaptable and positive approach to all aspects of the workload;
- Supportive of the school's excellent staff attendance and punctuality record, which in turn supports student attainment.
- Training will be provided on safeguarding and school specific IT applications.

CVs will not be considered - please complete the Tes online form. For more information about our school please visit our school website: [www.trinityhigh.com](http://www.trinityhigh.com). The closing date for applications is **9am on Wednesday 16 October 2024**. Interviews will be held on **9am Monday 21 October 2024**.

Trinity CE High School is committed to safeguarding and protecting the welfare of young people and expects all staff to share this commitment. The school operates a Safer Recruitment policy. The successful applicant will be subject to appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

## Trinity CE High School Safer Recruitment Procedure



Trinity CE High School is committed to safeguarding and promoting the welfare of all students. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

### Disclosure

Level of Disclosure Required: **ENHANCED**

This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:

- All unspent convictions and conditional cautions;
- All spent convictions and adult cautions that are not protected (ie that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. The Governing Body is an equal opportunities employer and is committed to eliminating prejudice in employment. A person's criminal record will not in itself debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- Your age at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) provided;
- Whether your circumstances have changed since the offending behaviour.

If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form, which you will send to the HR Manager. The information disclosed on the form will not be kept with your application form during the application process. The information will only be seen by those who need to see it as part of the recruitment process.

It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from Nacro's Criminal Record Support Service.

All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

**Any information will be treated with the strictest confidence and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question. *This information is sent out with application packs for all posts.***

A form similar to this will be sent to shortlisted candidates prior to interview:

**Self-Declaration of Criminal Record & Criminal History (Exempt Positions)**

If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on 0300 123 1999 or [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk). All enquiries to this service are confidential and they will not ask for any personal details, unless you want information or advice sent to you.

Surname:		First name:	
Title of post applied for:			
1. Do you have any unspent convictions or conditional cautions?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Are you on the DBS Barred List?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Have you been prohibited from teaching?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Do you have any information about any criminal offences committed in any country in line with the law as applicable in England and Wales?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<p>And please be aware that if you have lived abroad for abroad for <b>more than 3 months in the past 5 years</b> you will need to provide us with a <b>Certificate of Good Conduct/Police Clearance Certificate</b> from the country or countries you've resided in.</p> <p>If you have answered <b>YES</b> to any of the questions, you now have two options for disclosing your criminal record:</p> <p><b>Option 1:</b> You can disclose your criminal record on a separate sheet, if you mark a cross (X) on the line below and attach the details in an envelope. The envelope should be marked <b>CONFIDENTIAL</b> and state your name and details of the post.</p> <p>I have attached details of my conviction separately_____ (please mark with an X if appropriate.)</p> <p><b>Option 2:</b> Please provide details in the space below. Please enlarge the box or add another sheet if more space is needed.</p>			
<p><b>DECLARATION</b></p> <p>I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Trinity CE High School.</p> <p>Signed: _____ Date: _____</p>			

**Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information. Referees will be asked about whether the applicant has been the subject of any safeguarding concerns, so referees should be a senior person with the appropriate authority.

**Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to a further six months). The probation period is a trial period, to enable us to assess an employee's suitability for the job for which they have been employed. It provides us with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

## Our Recruitment Process

At Trinity we are committed to promoting a diverse and inclusive community and we reject any form of harassment, discrimination or victimisation. We are committed to providing equal opportunity in recruitment and employment to all individuals. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses.

We want to provide a positive experience at interview and want our recruitment process to set up candidates for success.

## The Application Process

The school's policy is that we do not organise tours of the school pre-application/interview, in case it disadvantages those candidates who do not have the same opportunity to visit. If called for interview all candidates are given a tour of the school by a senior member of staff. We hope you understand our position and that this does not put you off submitting an application.

To apply for this position please go to the advertisement for this post on the Tes website and complete all fields on the online application form prior to the deadline. If you require an application form, please contact [recruitment@trinityhigh.com](mailto:recruitment@trinityhigh.com).

Please ensure that the form is completed by the closing time & date of **09:00 on Wednesday 16 October 2024**. Interviews are scheduled at **9am on 21 October 2024**.

Unfortunately, due to the large number of applications that we receive, we are unable to respond to unsuccessful applicants. Feedback is only provided to shortlisted candidates who attend for interview.

Candidates who are shortlisted will be contacted to inform them that they have been selected and to confirm their availability to attend for interview. This will be via the Tes Portal in the first instance, followed by email and/or phone-call, so please ensure that your details are correct and provided in full on your online application.

On confirmation of attendance, candidates will be informed of the relevant information needed to prepare for a skills test and/or interview, depending on the post they have applied for.

## The Interview Process

On confirmation of your attendance, you will be emailed information regarding the arrangements for the day, such as time of arrival and information about the format for the process.

Candidates are asked to bring relevant qualification certificates, plus photographic ID and DBS certificate (if they have one). These are checked by HR on arrival at reception.

Following the lesson or test, the recruitment and selection panel will analyse the results, and further shortlisting may take place prior to the interviews.

Trinity Church of England High School is committed to the protection and safety of its pupils. An appointment will be subject to an enhanced Disclosure & Barring check.

## Data Protection Statement

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2016.

