

TIBSHELF COMMUNITY SCHOOL



RECRUITMENT PACK

OUR GUIDE FOR
PROSPECTIVE EMPLOYEES

"AIM HIGH"



www.tibshelf.derbyshire.sch.uk - 01773 872391

Contents

Information about the school

School Improvement Plan

Staff Wellbeing

The Application Process

Job Profile

Person Profile

Workplan

Information about the school

Tibshelf Community School is a thriving, over-subscribed 11–16 secondary school, located in a stunning £17 million purpose-built site opened in November 2013. Serving a wide rural catchment across nine villages in North East Derbyshire, the school is home to over 830 students, with numbers exceeding the official PAN of 150 in every year group.

We are proud to be a school where **exceptional opportunities** are available to all. Our **outstanding curriculum** is enriched by a wide range of **superb experiences** that inspire ambition, creativity, and personal growth. We foster a **culture of high aspiration**, ensuring every student is supported to achieve their full potential, regardless of background.

Our inclusive ethos supports a diverse range of learners, including a significant proportion of students who are disadvantaged, have SEND needs, or are supported through EHCPs. We are committed to ensuring that every child thrives academically, socially, and emotionally.

Tibshelf is a **happy and supportive place to work**, where staff are genuinely valued, and wellbeing is taken seriously. We believe that a strong, motivated team is key to delivering excellence for our students, and we work hard to maintain a positive, collaborative culture.

Building on a legacy of **consistently 'Good'** Ofsted judgements, we are very proud to have a highly successful inspection under the new framework in January 2026. The school achieved the **Strong Standard** in Personal Development and **Expected Standard** in all other categories. This is an excellent achievement under the renewed framework and we continue to work with ambition to gain the strong standard across the board.

Key Stage 4 Examination Results

	2024 %	2025 %	2026 %
English and Mathematics 'Standard Pass'	62.2	66	<i>pending</i>
English and Mathematics 'Strong Pass'	39.2	45	<i>pending</i>
Attainment 8	43.24	44.21	<i>pending</i>

Ethos

Ofsted commented that ***"By putting pupils first, the school has created a culture of mutual respect that staff and pupils are proud to be part of. Pupils feel safe and know that staff will keep them safe"***. We believe that children thrive when they feel happy, secure, and inspired — and we place their safety and wellbeing at the heart of everything we do.

Tibshelf Community School offers **exceptional opportunities** both within and beyond the classroom. Our **outstanding curriculum** is enriched by a wide range of **superb experiences** that foster curiosity, creativity, and ambition. We are committed to creating a **culture of high aspiration**, where every student is encouraged to aim high and achieve their personal best.

Our inclusive and supportive environment ensures that all students feel safe, valued, and motivated. High levels of attendance and participation reflect the strong sense of belonging and enjoyment our students experience. We are proud to be a **happy and collaborative place to work**, where staff wellbeing is prioritised, and every member of the team is recognised and supported.

Our vision is to build on these strengths and continue to grow a dynamic, innovative learning community rooted in excellence, inclusion, and aspiration.

Governing Principle

"Working together to make our school even better."

Mission

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21st century.

We Aim High Through Our Unrelenting Focus On

1. The Learner is at the heart of everything we do
2. Learning is exciting, engaging and inspirational
3. Working together as a professional community to ensure best outcomes for all

Looking Ahead

I am highly ambitious for the school and its community. I sincerely believe that we can make our school even better. We are absolutely committed to attracting the very best staff to Tibshelf and fully supporting their ongoing professional development, with improving the quality of teaching and learning, our core purpose.

If you are excited at the prospect of playing a key role in this, we look forward to hearing from you.

Visits to the school prior to application are both welcomed and encouraged. Please contact Mrs B Wright to arrange an appointment - recruitment@tibshelf.derbyshire.sch.uk



Lucie Wainwright
Headteacher

Alta Pete: Aim for the Highest

Governing Principle:

"Working Together to Make Our School Even Better"

Mission:

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21st century.

We aim high through our unrelenting focus on:

The Learner is at the heart of everything we do

- 1.1 We aim high through our 'I can' culture building a climate of resilience to create independent 21st century learners
- 1.2 We aim high by having excellent practices for facilitating mental health and well-being
- 1.3 We aim high through developing an innovative KS3 curriculum that stretches, challenges and prepares independent learners for the increased demands of KS4
- 1.4 We aim high through developing a relevant KS4 curriculum that is accessible for all and develops independent learners as lifelong learners
- 1.5 We aim high to ensure that all learners achieve their potential and that all gaps are closed
- 1.6 We aim high through having the highest expectations of ourselves, each other, our school and the community

Learning is exciting, engaging and inspirational

- 2.1 We aim high through creating exciting, engaging and inclusive learning spaces
- 2.2 We aim high through challenge in our teaching to enable learners to be aspirational and make significant progress
- 2.3 We aim high through every lesson being challenging, exciting and engaging for all students
- 2.4 We aim high through ensuring that all our parents know what learning looks like at Tibshelf
- 2.5 We aim high through excellent professional development to ensure that all staff are experts in subject knowledge
- 2.6 We aim high by collaboratively working to deliver learning that enables students to be independent, reflective and resilient

Working together as a professional community to ensure best outcomes for all

- 3.1 We aim high by being cutting edge with new initiatives and legislation
- 3.2 We aim high through professionalism at all levels with a 'no excuses' culture
- 3.3 We aim high through using expert staff to develop others and actively promote an 'open door' culture
- 3.4 We aim high through collaborative working to highlight potential CPD
- 3.5 We aim high by ensuring that we have 'excellent' strategic and operational resourcing by having all staff (including Governors) in the right jobs with the right skills and specialist knowledge supported by outstanding CPD
- 3.6 We aim high through a rigorous Performance Management system linked to accountability and school improvement
- 3.7 We aim high by developing consistently excellent leadership at all levels across the school
- 3.8 We aim high through high quality services and products
- 3.9 We aim high through safe and secure working environments
- 3.10 We aim high through recognising the health and wellbeing of our staff to enable effectiveness, high levels of productivity and innovation

Staff Health and Wellbeing

We recognise the importance of ensuring that all staff at Tibshelf Community School enjoy a healthy work-life balance in order to ensure they can not only provide the best teaching and learning outcomes to our students, but that the school can promote a culture of progress and wellbeing at all levels.

We work hard offering a variety of initiatives, services and events to provide a well-rounded sense of wellbeing. A happy working life and career at Tibshelf Community School is supported by some of our key wellbeing initiatives including:

- Whole Staff Induction programme
- 1-1 personalised performance management/appraisal system
- Mentors for ECTs
- Exemplary CPD programme
- Leadership Development Opportunities
- Celebration Events
- Sports & social events
- Dedicated department bases for teaching faculties
- On-site parking
- Laptops with secure home-school access for all teaching staff
- Extended access to school during our wider opening hours
- Access to the canteen and dining facilities

In addition to the above, all staff members have access to complimentary medical and wellbeing support services including (but not exhaustive):

- Nurse support service
- Emotional support and counselling
- Workplace assessments
- Occupational health referrals for access to Physiotherapy and workplace adjustments

The Application Process

Closing date:	Wednesday 23 rd September 2026
Proposed interview:	Week commencing 28 th September 2026
Start Date:	As soon as possible

Please apply using this link <https://mynewterm.com/jobs/112949/EDV-2026-TCS-83529>

Shortlisted candidates may be subject to **online searches as part of our safer recruitment checks**. This is to help identify any incidents or issues that are publicly available and relevant to your suitability for the role.

Tibshelf Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff and volunteers are required to undertake a criminal record check via the DBS before they can be appointed.

Unfortunately, due to Safer Recruitment regulations, we are not able to accept a CV.

Job Profile

Post:	School Business Assistant (Student Data and Attendance)
Pay Range:	Grade 6
Base:	Tibshelf Community School
Responsible to:	Associate Assistant Headteacher; Culture

Specific Responsibilities:

Job Summary:	To assist in the provision of administrative support within the school in a broad range of activities, where co-ordination, interaction and awareness of related activities are important. To provide school business support to employees, pupils, parents, governors and other stakeholders as and when required.
General Duties:	• To provide an efficient, friendly, proficient and professional service at all times offering an extensive clerical/administrative service to the required standards. • To provide a reception service for both personal and telephone callers, including the answering of routine enquiries and the operation of appropriate equipment. • To provide a comprehensive reprographics service within the school setting to all stakeholders. • To reschedule daily activities to ensure that priorities are met. • Administer First Aid as and when required. • Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

Key results areas include:

- To work flexibly within a broad range of functions within the school and to provide support for a range of stakeholders.
- It is essential for the post holder to demonstrate an ability and commitment to undertake a comprehensive range of duties within the general level of responsibility of the post and to respond positively to alternative and improved methods of working.
- To allocate day to day tasks to others and participate in staff induction.
- To support the Senior Leadership Team as required.
- To develop, create and maintain documents and record systems in accordance with standard formats and school requirements.
- To provide information and guidance as required.
- To undertake straightforward data analysis and research.
- To monitor and replenish stock by placing orders in line with the school's financial procedures.
- To maintain electronic and manual filing systems, document management and record keeping and undertake associated tasks including data entry with a specific focus on whole school continued professional development of staff and communication systems in the school.
- To support the communication process to ensure smooth running of the school including face to face, email and minute taking with all stakeholders including confidential matters.
- To provide an efficient, friendly, proficient and professional service at all times offering an extensive clerical/administrative service to the required standards.
- To reschedule daily activities to ensure that priorities are met.
- To compile statistics and information for use by the school.
- To make arrangements and bookings and prepare materials for and provide support at events and activities.
- Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

General Responsibilities:

Job holders at this level carry out a range of tasks using knowledge of processes and procedures, with awareness of other activities as they relate to the job.

Plan and organise own work on a daily/weekly basis, operating within well-defined processes. Responsible for specific areas of work from start to finish, ie, aware of when and how tasks are to be undertaken, taking responsibility for completing work and meeting deadlines. Communication and interaction is primarily concerned with giving and receiving information.

Confidentiality and Disrepute

You are required to maintain an appropriate standard of confidentiality at all times regarding any information you come into contact with pertaining to students, staff, volunteers or governors.

You are required to not partake in any action which the school deems to bring the school or any of its stakeholders into disrepute.

People Management

May co-ordinate the work of a small team.

Equality and Diversity

Act in accordance with the School's and Local Authority's Equality and Human Rights Policy.

Health and Safety

Ensure own compliance with School's Health and Safety Policy/Procedures and that of any resources you have responsibility for.

Some duties may have specific exposure to noise (ie, reprographics) and some may have specific requirements for physical effort, such as storing of equipment.

Risk Management

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

Safeguarding

Adhere to the school's safeguarding policy.

NOTES:

- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.
- To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade Union representation will be welcomed in any such discussions.

Person Profile

Job Title:	School Business Assistant – Student Data and Attendance	Ref: SCH120S
Section:	Administrative & Pastoral	
Job Family:	Business & Public Services	Job Grade: 6

	Essential	Desirable	Evidence
Experience	• Working in an office environment • Experience in using IT software including Microsoft packages • Used to dealing with a range of stakeholders	• Working in a school environment	• Application form • Certificates of achievement • Probing at interview
Skills and knowledge	• Organisation skills including prioritisation • Communication skills both written and oral • Listening skills • Ability to interpret information/data • Literacy and numeracy skills • Accuracy and attention to detail • Ability to undertake all routine office practices • Ability to comply and work with school procedures and policies • Good IT skills including word processing, spreadsheets and databases	• Analytical skills • Knowledge of statutory policies and procedures affecting schools • Working knowledge of Arbor and/or other Management Information Systems	• Application form • Probing at interview • Testing at interview
Personal Effectiveness	• To work effectively with different people across difference areas • Initiative and judgement to resolve problems independently • To complete work and plan work independently • To exercise and promote customer care		• Application form • Probing at interview
Qualifications	• Minimum grade C, or equivalent, in English and Maths • IT Qualification and/or Word processing • NVQ Level 2 in Administration or equivalent • Professional development	• NVQ Level 3 • First Aid	• Certificates of achievement • Testing at interview

Workplan

Job Title:	School Business Assistant (Student Data and Attendance)	Ref: SCH120S
Section:	Administrative & Pastoral	
Job Family:	Business & Public Services	Job Grade: 6

Duties and Responsibilities

Attendance

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and escalate as required
- Work with the Intervention Team to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Work Experience Administration

- Establish and develop links with employers and work experience providers
- Provide admin support to the Careers Team by sending out and managing appointments with students
- Securing work experience placements for students
- Manage and maintain the work experience platform, ensuring Health & Safety is in place for each placement
- Manage and maintain the placement paperwork, ensuring compliance and consent is given by all parties

First Aid

- Assist the First Aid team, as and when required, following policy and procedures at all times
- Distribution of medicines adhering to policy and procedures

TIBSHELF COMMUNITY SCHOOL

CHARACTER VALUES



Resilience



Respect



Positivity



Integrity



Community Spirit



Curiosity



www.tibshelf.derbyshire.sch.uk - 01773 872391