

MURRAY PARK SCHOOL

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APPLICANT INFORMATION PACK

ADMIN ASSISTANT – SEND, INCLUSION & GDPR

APPLICATION DEADLINE: WEDNESDAY 1ST JULY 9AM

INTERVIEW DATE: FRIDAY 3RD JULY

START DATE: ASAP – SUBJECT TO
SAFEGUARDING CHECKS

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references

Headteacher: Mrs N. Caley

Address: Murray Road, Micklover, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Email: recruitment@murraypark.derby.sch.uk



OUR HEADTEACHER

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow the Derby City new teacher

programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

I wish you the best of luck with your application to our school.



MRS N. CALEY

SENIOR LEADERSHIP TEAM



Nicola Caley - Headteacher

Rebecca Somes - Deputy Headteacher

George Hagen - Deputy Headteacher

Theresa Lucas - Assistant Headteacher

Nick Lynn - Assistant Headteacher

Leanne Dodd - Assistant Headteacher

Joseph Hyndman - Assistant Headteacher

"Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values..."

Flavia Kupferberg - Teacher of English



AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.

In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.



We are passionate about our pupils' personal development and put this at the heart of everything we do. We provide cultural capital experiences to our students through the Murray Park Charter for Success, where students are supported and encouraged to try new activities and experiences such as visiting the theatre, volunteering, learning to

play a musical instrument as well as much more. As well as this, we produce an annual trip schedule which includes a number to international destinations, including outside of Europe. These are fully funded for students, where required.



Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.

"The quality of provision and pastoral care for our students has an exceptional impact on their lives."

Emma Challand - Head of Year



SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school but has a close working relationship with the local authority.

We cater for approximately 1200 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a breadth to the socio-economic status of our families.



APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference.

Please provide an email address for your referees so that we can contact them.

Please apply online via My New Term

<https://mynewterm.com/jobs/112991/EDV-2026-MPCS-22831>

hr@murraypark.derby.sch.uk.

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“Murray Park is a fantastic school to work for, I've felt extremely welcome and supported by the school, first as a trainee and then as a new starter.”

James Murton - Teacher of English



Our School was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	<p>“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.”</p> <p>“Leaders have planned assessments to check pupils' understanding.”</p>
Behaviour and Attitudes	<p>“Pupils are happy and safe at Murray Park. They know teachers care about them.”</p> <p>“Leaders have ensured that classrooms are places where pupils can learn.”</p>
Personal Development	<p>“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.”</p> <p>“Leaders ensure that all pupils have opportunities to gain different cultural experiences.”</p>
Leadership and Management	<p>“Leaders have prioritised reading.”</p> <p>“Leaders have created a culture of safeguarding.”</p>

SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way”

Charlotte Bunting - Teacher of Science

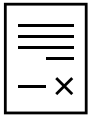


STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. When we make strategic or operational decisions, we always consider the well-being and workload of staff. See below for some of the ways we support staff wellbeing and workload for all our team:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



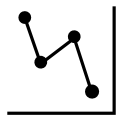
Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



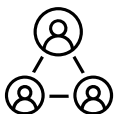
Latest technology, including new laptops.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

“Murray Park School is at the centre of the community. For our students this is their OASIS”

Katy Drew - Alternative Provision Lead



SEND DEPARTMENT

I would like to take the time to welcome you to our school and SEND department. We are committed to providing quality SEND support to those on the SEND register and those with an EHCP. Our SEN team is comprised of 15 experienced and caring professionals who work tirelessly to create an inclusive and nurturing environment where every student can thrive.



We support students in a variety of ways in their mainstream classrooms, on 1:1s, in small groups, in our HUB and our nurture group to ensure that every student, regardless of their unique learning needs, receives the support and opportunities they deserve. We support students under the four areas of need as stipulated by the Code of Practice, 2014. These areas include Communication and Interaction, Cognition and learning, Social, emotional and mental Health and Physical and Sensory needs.

Our SEND Department works hand in hand with teachers and support staff to ensure that all students can access the full curriculum and participate in school life. The SEND Department, alongside all of

the Murray Park community, is a testament to our commitment to providing an inclusive, nurturing, and supportive learning environment for all students. We are here to empower each student to overcome challenges, build confidence, and reach their fullest potential on their educational journey.

Our team collaborates closely with students, their families, and teachers to develop approaches that address each student's unique strengths and challenges. We are dedicated to fostering a sense of belonging and self-confidence in every student, helping them to reach their full potential and achieve their educational goals.

We look forward to welcoming you to the team. Please do not hesitate to get in touch if you have any questions.



SIAN HUBBARD - SENDCO

"Murray Park School is a great place to work. If you are passionate about making a difference to the lives of young people, this is the place to be"

Alfie Holland - Head of Year and Teacher of PE



PUPIL SUPPORT CENTRES

Murray Park School is a highly inclusive school. We go to great lengths to ensure every child can and does succeed in education. As part of our provision we have developed The Bridge, a specialised centre for pupils with additional needs or those at risk of exclusion, the pupils who access the provision can be taught the full curriculum in smaller groups.

The aim of the centre is to reintegrate pupils back into mainstream education - they will leave armed with strategies to help them deal with their areas of difficulties. Courses are available for pupils to access, these can include anger management, resilience, confidence building, behaviour and self-esteem.

The pupils attending the 'Bridge' do so with a personalised package in place which supports their individual needs, some pupils attend for a short period of time and are then reintegrated back in to their mainstream lessons. They may receive all of their lessons in the 'Bridge' where the teachers from mainstream deliver the lessons within the provision, or they go back into the main school setting with additional support.

As part of our pupil support centre, we also develop, organise and deliver small group and intervention packages, this can include sporting activities, trips and opportunities to work within the school or community. We have our school community garden which has helped pupils engage in outdoor learning and has given them opportunities to work with the local community.



We also introduce our pupils to the world of work and the different and exciting opportunities that are available to them, we do this by linking lessons to the workplace and giving pupils the opportunity to learn from employers about professions and the skills that are valued in society. Students take part in visiting places of work and have access to an enhanced careers programme in order to develop the skills needed when considering their next stage of life after Murray Park.

We prioritise the professional development and well-being of each staff member through regular Continuing Professional Development (CPD) sessions tailored to their individual needs and areas of growth. Additionally, we recognize the importance of maintaining a healthy work-life balance, which is why we provide dedicated well-being time, allowing our team the opportunity to rejuvenate and recharge during working hours. By investing in our team's development and prioritising their well-being, we ensure that they are equipped to deliver their best.

"Murray Park School is a great place to work. If you are passionate about making a difference to the lives of young people, this is the place to be."

Alfie Holland - Head of Year and Teacher of PE



JOB ADVERT

Admin Assistant SEND, Inclusion & GDPR

Salary: NJC Scale 12-14 Actual Salary £24,701 - £25,518 for 37 hours per week term time only (39 weeks).

Responsible to: SENDCo & Alternative Provision Lead, UK GDPR Lead.

Contract: 37 hours per week - 8.00am to 4.00pm, one day to finish at 3.30pm (Term time 39 weeks)

Framework: To work within the NJC current pay and conditions, current legislation and the policies of the school.

The person appointed will have:

- A passion for ensuring administrative tasks are performed in a timely manner.
- Excellent administrative knowledge.
- Relentlessly high standards and expectations of all students.
- A commitment to continuous improvement of their own practice, irrelevant of job role, career stage or position.
- Excellent communication skills.

Staff at Murray Park School benefit from:

- Flexible working for all staff.
- A Senior Leadership Team who prioritise staff well-being and consider this when launching any new systems or pedagogical approaches.
- A robust and centralised behaviour system, including an internal Alternative Provision, to ensure learning in our classrooms is disruption free.
- A whole-school CPD package which includes the sharing of recent research and best-practice.
- An approach to pedagogy which ensures professionals to develop skills within their role.

How to Apply

An application pack can be found by following

<https://mynewterm.com/jobs/112991/EDV-2026-MPCS-22831>

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“Murray Park is an extremely engaging place to work, but more than that it feels like a family and really integrates the ‘community’ aspect of the school’s name.

Joe Potts - Teacher of Geography



ROLES AND RESPONSIBILITIES – ADMIN ASSISTANT, SEND INCLUSION & GDPR

Duties as an Admin Assistant for SEND, Inclusion and GDPR

Key duties for the Administration Assistant SEND department & Alternative Provision Support Unit

- Provide Admin support to the SEND department and Pupil support units, including managing SENDCo and Head of Department's diaries and to do lists.
- Responding to administrative tasks related to the input of data to monitor student progress and behaviour.
- Managing and overseeing taxi bookings, acting as the key point of contact and ensuring all related paperwork is accurately completed.
- Generate a range of reports as required by using the school's Management Information System including learning plans and EHCP reviews.
- Responding to administrative tasks related to pupil records, pupil database and pupil reports.
- Data input using school's Management Systems.
- Dealing with enquiries from parents and students via all forms of communication ie telephone, in-person at reception, emails and letters and responding accordingly.
- Typing letters and producing various mail merge documents.
- Assisting with students' timetable/reintegration process and risk assessments.
- Record keeping and filing.
- Placing and receiving orders and subsequent control of stocks.
- Preparing, organising and storing resources.
- Assisting in the organisation of school trips with the SEND Department & Pupil Support Unit.
- Upload confidential documents and meeting minutes on to the school's safeguarding system.
- Carry out administrative duties to support attendance as required.
- Carry out any other administrative duties as requested by the Headteacher.

UK GDPR Support - Subject Access Request Administrator:

- Lead on and be responsible for processing the requests and enquiries made under Subject Access Requests (SARs) , in line with school's internal processes and UK Data Protection legislation and co-ordinating with departments.
- Communicating with requestors to streamline the search criteria for Subject data access requests.
- Apply appropriate redactions / exemptions as outlined in the UK Data Protection & GDPR Act and school policies; working closely with school staff and external DPO Support to ensure redactions are appropriate.
- Manage a varied and complex workload, prioritising tasks which may involve multiple Subject Access Requests and taking advice on redactions and exemptions from the school's external DPO support.
- Ensure all assigned SARs are completed in the agreed timeframes.
- Manage & liaise with 3rd parties for Subject Access Requests
- Assist with addressing queries/complaints and respond to the identification of and resolution of data quality issues ensuring that data subject rights are met where possible.
- To maintain an awareness of the GDPR and related data protection legislation.
- Manage and update the SAR records
- Act as a key point of contact and assist the school's Lead Data Protection Officer with UK Data Protection and GDPR enquiries or complaints
- Maintaining confidentiality and professionalism, and escalating concerns when appropriate.
- Ad hoc administrative tasks associated with the role.

"Ever since I started at Murray Park I have felt supported by all staff and welcome by everyone here, including the students. I am proud to work at Murray Park..."

Elise West - Teacher of Maths



PERSON SPECIFICATION – ADMIN INCLUSION & SAR

	Essential	Desirable
Experience		
Experience in operation of administrative systems. Experience of working within a school environment.	X	X
Qualifications		
NVQ level 3 or equivalent qualification or experience in a relevant discipline. Recognised IT qualification. Valid First Aid Certificate.	X	X X
Knowledge/Skills		
Excellent communication and interpersonal skills. Good numeracy/literacy skills. Awareness of policies / codes of practice and legislation applicable to the position. Good ICT skills including Microsoft packages. Knowledge of SIMS or similar management system. Ability to work constructively as part of a team, understanding the school's roles and responsibilities, and your own position within these. Ability to relate well to children and to adults. Good organisation skills. Ability to prioritise effectively. Ability to work to tight deadlines.	X X X X X X X X	 X X
Personal Qualities		
Accepts, supports and quickly implements change. Proactively seeks opportunities to increase job knowledge and understanding. Strong collaborative focus Requires minimum supervision. Takes responsibility for own actions. Identifies and overcomes barriers with support within the team. Takes quick and effective action. Demonstrates focused implementation of role and responsibilities. Contributes to a team ethos where everyone feels valued. Is accountable for own development. Is of smart appearance. Be flexible in order to meet the variety of demands of the school.	X X X X X X X X X X	 X

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"No school day is ever the same. I love helping students achieve their best, in a positive environment working with staff and students who embrace challenges."
Lisa Clarke - Lead Cover Supervisor





MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



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