

TIBSHELF COMMUNITY SCHOOL



RECRUITMENT PACK

OUR GUIDE FOR
PROSPECTIVE EMPLOYEES

"AIM HIGH"



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

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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

	2023 %	2024 %	2025 %
English and Mathematics 'Standard Pass'	62.4	62.2	66
English and Mathematics 'Strong Pass'	39	39.2	45
EBacc 'Standard Pass'	16.5	31.1	23
Attainment 8	44.53	43.24	44.21

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 Bev 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:	Sunday 16 th August 2026
Proposed interview:	20 th August 2026
Start Date:	As soon as possible

Please apply using this link <https://mynewterm.com/jobs/112949/EDV-2026-TCS-76282>

If you would like to visit the school and have an informal chat during the school holidays, these will be available 27th to 30th July 2026, please email recruitment@tibshelf.derbyshire.sch.uk and again 10th to the 14th August 2026, please email a.greaves@tibshelf.derbyshire.sch.uk to make arrangements.

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 Officer (Health & Safety and Admin Manager)
Pay Range:	Grade 9 - £29,465 to £31,410 - Actual (pay award pending)
Base:	Tibshelf Community School
Hours of Work:	37 hours per week x 41 weeks per year
Responsible to:	School Business Leader

Purpose of this Role:

Job Summary:	• Provide a high quality, efficient and effective support service within school. • Play a key role in enabling and supporting transformational change within the school and to ensure that new legislation is implemented to ensure statutory compliance. • Lead the operational implementation, monitoring and reporting of health and safety compliance and advise senior leaders on statutory requirements. • Facilitate with organisational development as appropriate to the responsibility level of the post.
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Key Relationships:

- Line managed by and accountable to the School Business Leader
- Close working relationships with all staff and also with staff in other schools/academies and the local authority along with other relevant stakeholders
- Manages support staff members and specific functions within the school
- Line Management of a small administration team

Key result areas include:

- To work flexibly within specialised functions within the school using own judgment and interpretation to make decisions.
- It is essential for the post holder to demonstrate an ability and commitment to undertake a comprehensive range of specialised duties within the general level of responsibility of the post and to respond positively to alternative and improved methods of working.
- To allocate, monitor and manage the work of other members of staff, including teachers and support staff.
- To support the Senior Leadership Team by providing robust specialist information in the given area in order to enable strategic improvement planning
- To be proactive and take responsibility for developing specialised functions within the school to drive improvement.
- Have the ability to build relationships and influence and negotiate with stakeholders based on specialised knowledge
- To ensure that the specialised function operates to its optimum ability to deliver school improvement and efficiencies.
- To have specific authoritative knowledge in a specialist area.
- To provide information and guidance as required to all stakeholders by a variety of methods
- To be proactive in the communication process to ensure smooth running of the school, ensuring confidentiality at all times.
- To provide an efficient, friendly, proficient and professional service at all times offering an extensive specialised service to the required standards.
- Compile statistics and information for use by the school.
- To contribute to the School Improvement Plan and individuals' work plans, including researching, problem solving and drafting of recommendations for consideration by the School Business Leader.

- 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.
- They manage their own work and that of others. They are responsible for specialised areas of work and manage these from start to finish. Communication and interaction is efficient and effective and ensures that objectives are met.
- They contribute to strategic planning, school improvement and driving efficiencies.
- Communication is highly effective and evolves around negotiating, directing, persuading and influencing others.

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

- To manage, supervise, organise, advise and motivate a team, specifically undertaking: management of performance, training and development support, absence management of personnel involved in specialised operational business activities.

Equality and Diversity

- Act in accordance with the Equality Act 2010.

Health and Safety

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

Risk Management

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

Safeguarding

- Adhere to the school's safeguarding policy.

Person Profile

	Essential	Desirable	Evidence
Experience	• Business Administration • Working in an office environment • Management, motivation and organisation of others • Advanced experience in using IT software including Microsoft packages • Working independently • Identify priorities and deliver results • Driving improvement • Dealing with a range of stakeholders • Co-ordination of people with different skills • Ability to use knowledge and experience to resolve complex issues and respond in the appropriate manner • Have proven relevant experience of staff management	• Working in a school environment • GDPR in schools • Human Resources • MIS systems eg Progresso, Arbor • Good Estate Management • Managing and working with contractors • Risk Assessments	• Application form • Certificates of achievement • Probing at interview
Skills and knowledge	• Organisation skills including prioritisation and planning own and others • Communication skills both written and oral • Listening skills • Ability to act as the professional lead on areas which are unfamiliar • Confident IT skills in a range of software packages to store, manipulate and present data • Excellent literacy and numeracy skills • Accuracy and attention to detail • Ability to build relationships and influence • Proven track record of contributing to improvement • Ability to lead on specialised practices • Ability to comply and work with school procedures and policies • Thorough in depth understanding and knowledge of specialised functions	• Knowledge of SAP • Google Workspace and / or Microsoft Office 365 • In depth understanding of statutory policies and procedures affecting schools • Proven track record of contributing to school improvement • Good knowledge of health and safety regulations, policies and codes of practice • Sustainability and Climate Change	• Application form • Probing at interview • Testing at interview

Personal Effectiveness	• To work effectively with all stakeholders • Use Initiative and judgement to resolve problems independently relating to their work and the work of others. • To plan and complete work independently for themselves and others. • Hardworking, with high expectations of themselves and their professional standards • Motivate and inspire • Develop good rapport with colleagues • Able to maintain absolute discretion and confidentiality at all times • Lead by example, acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Not afraid to make difficult decisions		• Application form • Probing at interview
Qualifications	• GCSE Grade C, or equivalent, in English and Maths. • NVQ Level 3 Business Management or equivalent • Evidence of Professional development	• CIPD Level 3 • Level 4 Diploma for School Business Managers (formerly known as CSBM) • H&S Management Level 3 or 4, or equivalent experience • IOSH Managing Safely • NEBOSH General Certificate • First Aid	• Certificates of achievement • Testing at interview
Professional Development	• Be willing to undertake further training and development, as necessary, in order to enhance service delivery		

Work Plan

Strategically ensure that:

- You support the School Business Leader by working pro-actively to ensure effective and co-ordinated operational delivery of Health & Safety and administrative services across the school.
- The school business services administration team are effectively managed.
- Monitoring and reviewing operating practices, processes and procedures to ensure these reflect best practice, customer needs and health & safety requirements and legislation
- Ensuring that CPD needs are identified and addressed across the specified functions
- You contribute to an inspirational School Business Services Team, drive innovation and continual improvement

Operationally ensure that:

Health & Safety:

- Compliance with statutory regulations pertaining to health and safety to avoid prosecution, costs and reputational damage and to reduce incidence and likelihood of civil claims
- Changes in Health and Safety policies and working practices are effectively communicated to the School Business Leader and that procedures and systems are updated appropriately
- Health and safety is promoted appropriately around the school
- You work with the School Business Leader to implement the Fire Strategy Plan
- Staff are aware of the emergency procedures, as well as their roles and responsibilities during an emergency
- Work of contractors, is monitored ensuring safe working practice and quality of work
- Contractors meet safeguarding and vetting requirements appropriate to their work in school.
- The premises are a safe working and learning environment in accordance with relevant legislation
- Regular risk assessment of the site is carried out and keep appropriate records
- Site, event and departmental risk assessments are in place and updated regularly or as necessary and the risk assessment register is regularly updated
- Dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations
- Regular health and safety checks are carried out and logged, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the School Business Leader
- The premises team are aware of their responsibility to provide safe access to the school in cold weather conditions
- You lead and manage the Health and Safety meetings, reporting any issues or concerns to the School Business Leader
- Act as the school's Fire Safety Coordinator/Chief Fire Marshall and support implementation of fire safety procedures
- The Minibus permit process is updated regularly throughout the year and remains compliant to ensure staff are legal when transporting students

Personnel Management:

- Work alongside the School Business Leader to ensure the effective day to day deployment of School Business administrative staff to cover or support colleagues as required
- Ensure the agreed office hours are maintained and plan cover over the holiday period when/if required
- Liaise regularly with the School Business Leader regarding overall performance and functions of the School Business administrative team, identifying areas for training, development and make recommendations for improvement
- Performance Management/appraisal and supervision systems are fully adhered to, have an impact and ensure direct contribution to the Business School Improvement Plan

School Website/Information Systems:

- Ensure the school website is kept up to date with accurate detail about the operations of the school and that information required in a legal capacity to fulfil the requirements of the DfE, OFSTED and DCC is published in a timely manner
- Ensure the website is used as an effective marketing and communication tool
- Implement, manage and oversee a complete Quality Assurance procedure for all communication and information issued to the public domain – including all written communication eg Letters/Emails/Text Messages/TV Screens/Social Media/Website/Arbor Application
- Oversee and supervise the maintenance of the Digital Signage Screen/s in school

- Oversee and supervise the provision of mobile phones for use in the wider school
- Oversee and supervise the school's messaging service and the Arbor application

Publicity and Marketing:

- Oversee and manage all Social Media Platforms – ensuring that content is accurate and up to date
- Oversee the collating of publicity material from all school departments, to include photographs and video footage in line with procedures and GDPR requirements
- Ensure regular press releases are submitted to all appropriate publications to maximise marketing potential
- Ensure that publicity and marketing opportunities for the school are undertaken to maximum advantage
- Ensure that the school's publicity and marketing strategy is adhered to

Human Resources:

- Support the School Business Services Manager; HR as and when required. This will include duties such as producing paperwork, supporting the recruitment process, organising new staff inductions, recording staff absences

GDPR:

- In liaison with the School Business Leader coordinate and collate information relating to Subject Access Requests if/when required
- In liaison with the School Business Leader maintain the school's data map
- Support the School Business Leader to ensure legislation is adhered to across the school

General Duties

- Ensure confidentiality and data security is maintained at all times in line with GDPR
- Cover for the Clerk to Governors as and when required
- Be the back up Cover Administrator in the absence of the Cover Manager
- Be part of the school's Duty Team and carry out a duty responsibility accordingly
- Responsible for the school's archiving; ensuring archived information is organised, easily retrievable and disposed of in accordance with the school's retention guidelines
- Participate in relevant meetings and training and ensure timely feedback to the School Business Leader
- Be part of the first aid team, provide relief cover for the medical room, administer first aid if required and provide first aid support at out of hours school events when required
- Assist with the co-ordination of school events including those that occur in the evenings, and attend when required
- Maintain and develop an efficient front-line customer service which includes: answering the telephone, receiving visitors, providing hospitality and a message service to staff and students. Being the main point of contact for parental and public enquiries, including emails, text messages, telephone calls.
- Take minutes of meetings and produce notes for staff if required
- Ensure Reception services are in line with safeguarding procedures and comply with GDPR
- Work closely with the School Business Team to provide an efficient administration service which includes word processing correspondence, internal communication and reports, filing, arranging meetings, appropriate use of the internet, sending and receiving emails
- Contributing to and implementing the school's Sustainability and Climate Change Strategy
- Maintain the annual Register of Business Interest for staff and ensure it is published on the school website

TIBSHELF COMMUNITY SCHOOL

CHARACTER VALUES



Resilience



Respect



Positivity



Integrity



Community Spirit



Curiosity

