



**Job Pack**

**Attendance & Pastoral**

**Team Admin Officer**

## Who are BFCCT?

**Blackpool FC Community Trust (BFCCT) is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as two years old up to adults in the later stages of life, Blackpool FC Community Trust provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health, and education; and lessen involvement in anti-social behaviour.**

Many of the initiatives we deliver are directly funded through partner organisations and grant-awarding bodies. Some of these include The Premier League; the EFL Trust; The PFA; Sport England; Big Lottery; The Football Foundation; NHS Blackpool CCG and Blackpool Council to name a few. BFCCT constantly evolves to support local need and by linking with local partners we can increase our impact on the town.

Working with so many organisations has allowed us to become a vital strategic partner in activity provision across Blackpool and the Fylde Coast. In addition to the wealth of programmes out in the community and local schools, BFCCT provide several education opportunities on site. These include an alternative to main-stream schooling for Year 10 and 11 students; Traineeships for those not currently in work or education; as well as full-time education offers as part of Blackpool FC Sports College. Studying at Blackpool FC Sports College gives students the unique opportunity to learn within the largest sports organisation in Blackpool. This means students can speak to, and gain experience from, professionals currently working in the sport, fitness, and leisure sector.

In recent years, the Community Trust has grown into a well-established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved with and very proud of. Last season we were awarded with Community Club of the Season at the Northwest Football Awards as well being crowned Regional Community Club of the Season at the EFL Awards.



## Our Mission

### our core purpose...

To develop and deliver diverse community programmes and build partnerships to provide the people of Blackpool with the best opportunities.

We will do this by;

- Increasing social inclusion
- Improving physical fitness, overall health
- Reducing involvement in anti-social-behaviour
- Raising aspirations and expanding local education offers

## Our Values

### How we go about our work...

In all of our work we will be;

**B**old &  
**I**nnovative

We will encourage staff to innovate to provide the best possible opportunities for residents and be bold in the development of ideas and future plans.

**F**ocused on our  
**C**ommunity

At all times, in everything we develop and deliver, we will have the people we are hoping to engage at the heart of our intentions.

**C**reative &  
**F**orward Thinking

We will find creative ways around barriers to engagement and develop programmes that are successful, accessible and enjoyable whilst anticipating future issues and trends.

## Our Vision

### Where we want to go in the future...

To continue to change the lives of local residents and build a more healthy, active and work ready community.

## **BFC School Overview**

At Blackpool FC Community Trust (BFCCT), we have a commitment to expand our full-time educational offerings within our Independent Alternative Provision School, located at the iconic Blackpool FC Stadium on Bloomfield Road. Here, we provide a purpose-built facility for students aged 14-16 who encounter challenges in mainstream education.

BFC School, rated Good in our recent Ofsted inspection, plays a pivotal role in bridging the educational gap within our community, and we're proud to have earned support from local schools. Together, we stand united in assisting the most vulnerable youth in our town. Our remarkable average attendance rate of 87.8% is a testament to our success in not only engaging but also nurturing profound connections with our students. Many of these young people were once at risk of exclusion from mainstream education and struggled with regular attendance.

Our school places a strong emphasis on holistic development, tailoring our approach to address the unique educational, personal, and wellbeing needs of each student.

In Year 10 and 11, all students work toward achieving GCSEs in Maths and English Language. They also pursue Maths and English Functional Skills, which can be achieved within their first year with us, serving as both a confidence boost and a marker of progress, particularly for those lacking self-belief. Students also actively participate in a Level 1 Certificate in Sport, in partnership with NCFE, our Awarding Body. This perfectly aligns with our vision and mission, which centre around creating a healthier and more active community. We take great pride in delivering this qualification, recently achieving Direct Claims Status following a successful External Quality Assurance review.

Our sports programme is an integral part of our school's curriculum. Key Stage 4 students are offered a range of sporting activities, both on and off-site. This year, students have had the privilege of benefiting from on-site football coaching sessions, led by BFCCT coaches in the Education and Community Centre. They've also participated in aerobic and fitness sessions within the stadiums' stands and trained in the gym at the Blackpool Football Club Hotel, alongside Blackpool FC first-team players. One student stated that "being really so close to the pitch and the players in school, it makes me feel like I'm part of something really special and makes me want to do well in life."

On-site activities include rounders, cricket, dodgeball, personal fitness training, and coaching and leadership modules where students take on the role of instructors for their peers. Off-site adventures involve weekly football training sessions and matches, engaging in basketball and badminton at Leisure Centres, competing in pool tournaments at local halls, and joining sessions at a local Boxing and Fitness Gym where students receive one-on-one training, engage in circuit training, tug-of-war team building, and spar with their peers.

In addition, we offer the Duke of Edinburgh Award, providing students with valuable opportunities to develop essential team-building skills, improve health and fitness, contribute to the community, acquire new skills, and plan, train for, and complete an expedition.

In the past year, our students have achieved exceptional results. We are proud to announce that 100% of students graded at GCSE level, and we are thrilled that 11 out of our 12 recent graduates have transitioned into promising pathways. This demonstrates BFC School's commitment to excellence, and we are honoured to have received a special commendation in the Secondary School of the Year category at the prestigious Active Lives Community Awards.

At BFC School, we take immense pride in our journey over the past two years, and we eagerly anticipate the promising future that lies ahead.

**Job Title: Attendance & Pastoral Team Admin Officer**

**Salary: £25,879 - £28,552**

**Hours: Full Time - 37 Hours a week / Optional Term Time (Pro Rata)**

**Location: Bloomfield Road Stadium**

**Responsible To: Head of School**

**Closing Date: 5pm Friday 29th August**

## Job Purpose

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In recent years the Trust has grown significantly and has become an established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved in and very proud of.

Blackpool FC Community Trust is looking for someone to join BFC School to join our team of staff to provide an administrative support service to the school under the direction of the Headteacher, alongside a role central to school attendance and wider pastoral duties.

The ideal candidate will be experienced in developing professional and trusted relationships with students, families and school staff. Working along our school staff team, the ideal candidate will be a team player, who is proactive and keeps the interests of our students at the heart of all decisions.

Experienced in supporting students from various backgrounds and varying levels of need, the ideal candidate will have a broad understanding of the barriers to education some of our students may face and work with the wider school team to remove barriers to improve students' education journey.

The Pastoral and Administrator role at BFC School is vital in supporting the wellbeing and academic progress of our students. This position combines pastoral care with administrative support, working closely with students, families, and staff to address attendance issues through proactive engagement, including home visits.

The postholder will assist the Headteacher with a range of administrative duties, including the preparation and management of exam-related paperwork. In addition, they will support the Safeguarding team, attending relevant meetings, accurately recording meeting notes, and coordinating referrals to appropriate support services. This role is central to ensuring a safe, supportive, and well-organised school environment where every student has the opportunity to thrive.

## Main Roles and Responsibilities

- **To monitor, record and action issues relating to attendance and punctuality of pupils in line with school policy - working with the DSL and other relevant personnel to achieve whole school attendance targets.**
- **Ensuring the collection of accurate information on pupil attendance and punctuality to support the school's monitoring and evaluation processes.**
- **Monitor the Impact and progress of casework, reviewed half termly reports**
- **Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance. The postholder will have a range of interventions available with the discretion to adapt or amend them as appropriate.**
- **To attend and minute safeguarding /pastoral/ suspension meetings as required.**
- **Provide an administrative service to the school team – typing letters, reports, filing etc.**
- **Liaise with outside agencies, Pupil welfare/ parents/carers, social services, other schools and/ or organisations in relation to information on pupil attendance and punctuality.**

- Conduct home visits for attendance and welfare checks as per the school safeguarding and attendance policies.
- Retrieve messages from voicemail regarding student absences, enter student absences onto school management system/ run reports/first day response, chase up outstanding absences/ missing marks and home visits.
- To maintain accurate records which measure the impact of attendance and pastoral initiatives, including written reports and case studies ensuring all required data is collated for the monitoring and evaluation of each students' journey.
- Support the raising of standards in the school by providing support to individual students' and their families
- Ensure and support the safeguarding of all participants and staff in line with local and national policies.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.
- Assist with arrangements for school visits and events.
- Support teachers and Headteacher with exam and qualification related administration
- Any other duties as required by the headteacher relevant to the grade of this post

## Person Specification

| Qualifications  |
|---|
| <b>Essential</b>  |
| Full driver's license with own car  |
| 5 GCSEs with a minimum of grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education |
| Safeguarding qualification / training   |
| <b>Desirable</b>  |
| Clerical or administrative qualification  |
| Teaching qualification (teaching assistant, Education and Training Level 3 or above)  |

| Knowledge  |
|--|
| <b>Essential</b>   |
| Sound knowledge of safeguarding practice and policy and legislation relating to the welfare and protection of young people |
| Working with professionals and other agencies and in a multi-agency context  |
| Knowledge of local education establishments and youth organisations  |
| Familiar with safeguarding procedures and Working together to improve school attendance guidance.                          |

|   |
|---|
| Knowledge of how to support young people with additional needs                        |
| Knowledge of a range of strategies to improve whole school attendance and punctuality |
| To be able to evaluate achievements and deliver improvement.                          |
| Knowledge of the key issues facing young people in Blackpool                          |

| Skills & Experience   |
|---|
| Essential   |
| Communicate effectively with staff, students, parents and external agencies.                                    |
| Proven ability to assist in planning individual programs/ interventions for young people with additional needs. |
| Proven track record of working with young people in an educational setting.                                     |
| A proven ability to work under pressure and tight deadlines   |
| Proven track record of successfully working with individuals who have various needs and who are hard to engage  |
| Experience of writing reports and monitoring the impact   |
| Ability and willingness to work within school timings.  |
| Ability to manage home visits   |
| Examples of self-motivation and the ability to work on own initiative   |
| Good level of ICT competence (Microsoft Office & database experience)   |
| Desirable   |
| Experience of youth work  |

| Behaviour   |
|---|
| <b>Essential</b>  |
| A commitment to supporting students, and the principles of equality, diversity and inclusion  |
| An enthusiastic and committed individual who will 'go the extra mile' to deliver results  |
| Excellent organisation and time management skills   |
| Excellent communication and motivational skills   |
| Be supportive of an effective safeguarding culture within the school.   |
| Communicates with others in an open, clear, concise, and purposeful way to build effective relationships and gain support within the school environment and the trust.                              |
| Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust. |
| Seeks out opportunities to develop and improve self and others for the benefit of the school and Community Trust.   |

## Employee Benefits

- Free on-site parking
- Community Trust staff kit
- Allowance for work-related expenses
- Opt-in membership to the Perkbox discount platform
- Support with work-related CPD opportunities
- Club shop employee discount (20%)
- Corner Flag Restaurant employee discount (40%)
- Increased annual leave after 5 and 10 years of service
- Employee Assistance Programme



## Important Information

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Blackpool Football Club Community Trust is a Forces' Friendly Employer and encourages applications from members of the Defence community.

As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you. If you would like to know more about the data, we collect and how we use the data please email [selina.hayes@bfcct.co.uk](mailto:selina.hayes@bfcct.co.uk).

**Please return this form by email to: [Gemma.Trickett@bfcct.co.uk](mailto:Gemma.Trickett@bfcct.co.uk) or by post to** Blackpool FC Community Trust, FAO **Gemma Trickett, Head of School**, Seaside Way, FY1 6JJ