



**Administration Assistant**

**Waverley Academy**

**Recruitment Pack**



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# Welcome Letter

Dear Candidate,

Thank you for your interest in this role within the Astrea Academy Trust.

This is a hugely exciting time for our family of academies. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary and secondary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Libby Nicholas**

Chief Executive, Astrea Academy Trust





## A Warm Welcome, from Mrs Diane Humphrey, Waverley Academy

Waverley Academy is an average sized academy with 226 pupils on the academy roll. The Academy is a one and a half form entry academy, which we are planning to develop further to meet the new Early Years Government agenda.

The atmosphere in the Academy is welcoming and positive. We have high expectations and high standards of work and behaviour. Pupils are expected to treat each other and adults with respect and behave towards each other in a considerate and polite manner. We consistently encourage our pupils to consider others and hope that they will learn by example and experience. Pupils are rewarded for good behaviour and good classwork and every week certificates are issued in our Behaviour and our Achievement assemblies.

The Academy seeks to ensure that children attain the highest possible standards in English and Maths through quality learning experiences in the full range of National Curriculum subjects, within a supportive and challenging environment.

Children are offered a broad range of extra-curricular opportunities including residential visits, attending sporting fixtures and theatre visits and we are excited about the opportunities that are afforded to us by the New Primary Curriculum.

We insist on the highest standards of behaviour and expect that children will do their best at all times. All children should leave the academy at the end of the day happy and eager to share with you some of their experiences. We believe that children should be able to look back at their academy days as a time when they were happy, where work was stimulating and challenging and each achievement was recognised.





## Astrea Academy Trust

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.





# Astrea Academy Trust Ethos

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

## Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

## Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

## Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Reach4thestars**

## Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

## Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

**You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website:** <https://astreaacademytrust.org/>



# Astrea Academy Trust Family

## Academies currently within Astrea Academy Trust:

- ★ Atlas Primary Academy, Sheffield
- ★ Byron Wood Academy, Sheffield
- ★ Carrfield Primary Academy, Rotherham
- ★ Castle Academy, Doncaster
- ★ Cottenham Village College, Cambridgeshire
- ★ Denaby Main Primary Academy, Doncaster
- ★ Edenthorpe Hall Academy, Edenthorpe
- ★ Gooseacre Primary Academy, Rotherham
- ★ Greengate Lane Academy, Sheffield
- ★ Hartley Brook Primary Academy, Sheffield
- ★ Hatfield Primary Academy, Sheffield
- ★ Hexthorpe Primary Academy, Doncaster
- ★ Highgate Primary Academy, Rotherham
- ★ Hillside Academy, Doncaster
- ★ Intake Primary Academy, Doncaster
- ★ Kingfisher Primary Academy, Doncaster
- ★ Lower Meadow Primary Academy, Sheffield
- ★ Netherwood Academy, Barnsley
- ★ The Centre School, Cambridgeshire
- ★ The Hill Primary Academy, Rotherham
- ★ Waverley Primary Academy, Doncaster



# Job Description

**Position:** Administration Assistant

**Salary:** Scale 5 - £14,283.97

**Hours:** 35 per week, term time only + 2 weeks

**Contract:** Permanent,

**Reporting to:** Principal/Office Manager

**Location of this position:** Waverley Academy

## **Purpose of this role:**

To provide attendance/admissions administration

To provide administrative, clerical and routine financial support to the Academy Team.

## **Key Responsibilities**

- To oversee attendance across the academy, report to SLT, Inclusion Team.
- Perform reception and telephone duties to provide courteous advice, information and help to staff, pupils, parents and visitors to the Academy
- Provide routine administrative duties e.g. confidential typing, arrange diary, provide refreshments, prepare routine draft agendas and take minutes

## **Main Duties:**

- Monitor attendance daily and produce weekly attendance reports
- Liaise with EWO on attendance matters
- Undertake safe and confidential document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication
- Undertake order processing and resolve routine issues that arise to ensure that stock levels are maintained, non-routine items are procured and invoices are checked and passed on for authorisation
- Deals with general enquiries from parents, children and visitors
- Undertake cash collection duties and maintains appropriate records to ensure all cash is accounted for, balanced, recorded and routine anomalies resolved
- Develop systems and processes for manual and electronic indexes, filing and information storage and retrieval systems to record, process and report information
- Process, format and assemble documents records, information and data sensitively. Manipulate information and undertakes routine analysis to produce routine reports
- Issue and collect attendance registers and processes attendance returns
- Ensure that information and reporting is accurate and areas of concern are reported
- Assists in arranging Academy trips, makes and confirms booking, collects and records contributions



- Handling of petty cash
- Observes and oversees pupils suffering minor injuries or ailments and take appropriate action
- Assists with checking and compiling reports
- Monitors students general conduct and behaviour throughout the academy and intervene to resolve routine issues where possible
- Forms relations with all academy staff
- Forms relations with visitors and pupils to provide advice, information, instruction and resolve issues that arise
- Is in daily contact with the School Business Manager and other teaching or non-teaching staff to determine priorities and highlight areas of concern
- Contacts pupils and parents in matters relating to educational records or enquiries
- Contacts goods and services suppliers to resolve routine issues that arise related to purchase, delivery and pricing

### **General**

All Astrea Academy Sheffield employees are required to:

- Abide by the Health & Safety at Work Act
- Attend training as required
- Respect confidentiality
- Work within the Academy and Trust policies and procedures
- Comply with the Academy and Trust no smoking policy
- Participate and contribute to team meetings
- Co-operate and liaise with departmental colleagues
- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence
- Support and encourage harmonious internal and external working relationships
- Make a positive contribution to raising the profile of the academy

**The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**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 Principal**



# Person Specification

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

<b>Knowledge/Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
<b>Relevant Experience</b>		
Experience of working in a busy office environment in an administrative capacity	*	
Experience of working in a School/Academy office before		*
Experience of processing orders		*
Experience of handing cash	*	
Experience of implementing new processes		*
<b>Education and Training</b>		
Administration qualification		*
<b>Knowledge</b>		
Good knowledge of a range of routine administrative tasks	*	
<b>Skills and Ability</b>		
Ability to forge positive relationships with staff, students and stakeholders	*	
Ability to work independently and with others	*	
Strong IT and keyboard skills	*	
Good communication and interpersonal skills	*	
Good literacy and numeracy skills	*	
Ability to produce and edit complex word documents	*	
Ability to problem solve	*	



Ability to collect balance and record cash transactions and an awareness of the related financial processes	*	
Ability to work with discretion	*	
Ability to take direction from senior staff	*	
Ability to use Outlook to email, arrange meetings etc	*	
<b>Additional</b>		
A knowledge of safeguarding	*	



# Child Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our students.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

*Keeping Children Safe in Education 2016*

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy as well as other Astrea Academy Trust policies.



# Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

## Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

- Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

## Interview Process

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address



- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance



## How can I Apply?

This is an exciting and very rewarding role and we look forward to receiving your application.

**Please complete and send the Application Form and Equal Opportunities Monitoring Form which are available together with this document to the below contact;**

**Name:** Michelle Swift

**Position:** Senior Administrator

**Contact:** michelle.swift@astreawaverley.org

### The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.