



**MacIntyre**  
**Academies**



# **Administrator**

**MacIntyre Academies Trust**

## **Recruitment Pack**

# Recruitment Advertisement

## Administrator

**Job Title:** Administrator

**Salary:** £16,321.60-£19,891.95 (point 14-21)\*

**Location:** Milton Keynes

**Interview Date:** Monday 5<sup>th</sup> March 2018

**Reference No:** NTXVP275910

**Hours of Work:** 20 hours per week (Mon-Fri 10am-2pm)

**Closing Date:** Wednesday 28<sup>th</sup> February 2018, 5pm

**Start Date:** ASAP

**Be part of the Academy Trust behind schools for children and young people with autism and/or additional needs.**

### About Us

MacIntyre Academies Trust opened its first academy, Endeavour Academy, in Headington, Oxford in September 2014 for children and young people with autism and associated severe Learning difficulties aged from 9 to 19 years old. In September 2015, it was joined by Discovery Academy a new school in Nuneaton, Warwickshire for children and young people with social, emotional and mental health needs and /or autism, aged between 9 years and 19 years. Quest Academy in Rugby the sister school to Discovery opened in September, 2017; currently located in Nuneaton.

MacIntyre Academies is sponsored by MacIntyre Charity, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centred organisation.

### The Role

As a small but growing Trust, we are currently seeking an experienced Administrator to join the MacIntyre Academies Trust Central Team and provide administrative support across all MAT functions.

As the Administrator you will provide a confidential administrative support service to the MAT Central Team including HR, the Chief Operating Officer and Finance under the direction of the HR and Recruitment Manager. This will include booking travel arrangements, arranging meetings and taking minutes, formatting documents, preparing letters, handling correspondence and managing the central email inbox for the Trust.

Based at the MacIntyre Charity Central Office in Milton Keynes alongside MacIntyre support staff, you will provide mainly remote support to the MAT Central Team who are based in a number of different locations. Occasional travel to our Academies in Nuneaton and Oxford with advance notice may be required.

### About You

You need to be an experienced Administrator with excellent key board skills and knowledge of all relevant Microsoft packages including Word, Excel and Outlook. You will have a relevant secretarial or administrative qualification such as an NVQ level 4 or equivalent. You need to be able to demonstrate excellent communication skills both written and verbal, be able to work under pressure within tight deadlines, with a highly resilient, determined approach to your role.

You will have experience of working in an office environment in a similar role. Knowledge/experience of administrative processes in multi-academy trusts is desirable.

A strong team player with a sense of humour, you will have a can do attitude and be confident to work independently with guidance.

### Benefits

In return, we can offer you a competitive salary, generous annual leave entitlement and local government pension scheme, as well as an Employee Assistance Programme to support your health and wellbeing.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. MacIntyre Academies' Safeguarding Policy can be found on our website and candidates will be asked about this as part of the recruitment process.

\*Salaries are Full-Time Equivalent and are dependent upon qualifications and experience; Actual based on 20 hours per week is £8590.32 - £10,469.44 per annum.

# Our Vision and Ethos

We believe all children and young people, regardless of disability or difficulty, deserve the best education possible. We want our pupils to be ambitious for themselves and we need to be ambitious on their behalf. Therefore our aim is to deliver 'outstanding' schools with outstanding outcomes. Our schools welcome the involvement of families, keeping education individualised to each child/young person. Our Academies provide a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalised education and positive behaviour support and will evolve according to local needs.

The main aims of Academies is to:

- Improve outcomes and life chances for children and young people;
- raise aspirations of both students and staff aspirations for their students;
- support children back into mainstream schools where appropriate;
- ensure better transitions, destinations and opportunities after school;
- Accelerate progress in literacy, numeracy as well as a broad and balanced curriculum;
- Operate a school which is environmentally sustainable and financially secure;
- strengthen community cohesion by being a keystone within the local community;

With curricula that focus on developing academic potential, social, vocational and life skills, we want every child to achieve his or her full potential. The school curricula are motivational and make connections. Learning is practical, always feels 'real' and relevant and builds on young people's strengths. To achieve this, learning happens in a wide variety of spaces including the local community, the school grounds and in specialist technology spaces. Through engaging projects young people access a broad and balanced curriculum including developing the literacy and numeracy skills which will help them to succeed in their adult life.

Supporting young people to improve their own well-being, particularly their communication, social, emotional and mental health needs, is central to the school curriculum. This includes learning to build positive relationships, being active, contributing positively to their school and local community, broadening experiences and learning to understand and shape their own emotions. We have a holistic and non judgemental approach to supporting behaviour that empowers the child or young person to engage in education. We believe that a student that is motivated, encouraged and made to feel worthwhile will choose to learn, and as a consequence behave well. Our schools support students to become socially responsible, polite and caring young adults, who value the lives of others and the environment in which they live. All staff, not just teachers, are trained to support children to develop positive behaviours and develop strategies to manage their own behaviour positively. Good behaviour and attendance are a direct outcome of positive attitudes to learning - importantly, our vision is for all children and young people to enjoy attending the Academy.

Key to the success of our academies is the recruitment and development of a highly skilled, flexible workforce that delivers outstanding education and support, and benefits from MacIntyre Academies' in-depth understanding and experience of how to design bespoke education solutions to children who requires specialist support strategies to achieve excellent outcomes.





# Administrator

## Job Description

### Reporting to

HR & Recruitment Manager

### Purpose:

To provide a comprehensive and confidential administrative and support service to the MacIntyre Academies Trust Central Team in all areas as required.

The Administrator sits at the heart of MacIntyre Academies and will be a key contributor to our culture of respect, optimism, celebration and mutual support which promotes equality within, and values the diversity of, Academies' communities. The post holder will be expected to promote the vision and values of MacIntyre Academies with all stakeholders including visitors and the local and wider community.

### Key Responsibilities and Duties:

1. To provide an effective and efficient administrative support function to the MAT Central Team ensure that all communications and correspondence are dealt with in an efficient and effective manner and taking initiative where appropriate to resolve administrative matters.
2. Provide administrative support to the Chief Operating Officer, liaising with relevant parties to organise meetings, appointments etc.
3. Provide administrative support to the leads for the central functions, including placing stationery orders, arranging travel and minute taking at meetings with occasional travel to our Academies.
4. Ensure meetings are organised efficiently in appropriate venues with hospitality, ICT facilities as required.
5. To oversee the receiving and recording of incoming and outgoing mail and deliveries and goods in/out.
6. Provide administrative support in the set-up of new Academies as required.
7. Support the HR Team in the recruitment and appointment of MAT staff, including arranging interviews, the collation of references and employment checks and the management of MAT staff files.
8. Maintain accurate records of central leaver files/interview records and dates for these to be destroyed in accordance with MAT retention periods.
9. Prepare letters relating to the annual pay review process for all employees across the Trust.
10. Undertake DBS Update Service Checks on an annual basis for all employees across the Trust.
11. Ensure MAT policies are up to date and uploaded to the MAT website, Trust Governor Website and Shared Drives as relevant.
12. Assist the HR & Recruitment Manager and HR Officer with HR administration including preparing contracts of employment and completing references.
13. Manage the Trust generic email inbox, responding to emails or forwarding to relevant persons as required.
14. Provide full administrative support in relation to the management and production of correspondence, records, paperwork. Using electronic and manual filing systems.
15. To ensure the efficient and effective use of information technology systems, notably Microsoft Word, Microsoft Excel, Microsoft PowerPoint and use of Email and maximise the use of ICT to enhance the quality and efficiency of support and service.
16. Liaise with the DFE/ EFA/ OFSTED and other external agencies over Trust wide matters as required.

### General Accountabilities

1. To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
2. To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
3. To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
4. To be responsible for your own personal and professional development and undertaking learning and development activities to include attending service specific training as required.
5. To undertake any other reasonable tasks as are required at the discretion of the MAT Central Team.

# Administrator Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> <li>• Good standard of education.</li> <li>• A relevant administrative qualification.</li> <li>• Demonstrative written and verbal communication skills.</li> <li>• Knowledge of Outlook, MS Excel, MS Word and general MS databases</li> <li>• Ability to give clear written and verbal communications in a variety of methods.</li> <li>• Excellent organisational skills and ability to set priorities.</li> <li>• Experience of working in an office environment</li> <li>• Ability to work in a busy environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of/Knowledge of administrative processes within Academy Trusts</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• A belief that children with learning difficulties and their parents have the right to participate in making decisions about the services they receive and to access learning opportunities and wider experiences.</li> <li>• A commitment to supporting high service delivery.</li> <li>• A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy.</li> <li>• Ability to act as an appropriate member of MAT and keep calm under pressure and in all situations.</li> <li>• Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professionals.</li> <li>• Ability to maintain a flexible approach.</li> </ul>	
Special knowledge and Skills	<p>The Candidate must be able to demonstrate:</p> <ul style="list-style-type: none"> <li>• Excellent communication and facilitation skills with all stakeholders</li> <li>• A passion for working with a Trust that supports pupils with SEND and their families.</li> <li>• Ability to work flexibly to meet the needs of MacIntyre Academies Trust</li> <li>• High level of resilience and determination</li> <li>• Commitment to and a genuine interest in the pastoral welfare of the school communities</li> <li>• Calm and organised approach to work under pressure and the ability to inspire confidence in others</li> <li>• Ability to plan and prioritise workload in order to meet deadlines.</li> <li>• Adopt a reflective approach to work.</li> </ul>	

## Competencies

Professional Qualities: Respecting and Understanding Others	<ul style="list-style-type: none"> <li>• Reacts sensitively to other people and recognises different viewpoints, beliefs, values and opinions.</li> <li>• Treats children and young people we support and colleagues with respect, dignity, honesty and equality.</li> <li>• Adapts their working style and level of support to an individual's needs or wishes.</li> <li>• Work cooperatively with colleagues and assist when they need support.</li> <li>• Value the different contributions that people can make within a team.</li> </ul>
Professional Qualities: Influential Communication	<ul style="list-style-type: none"> <li>• Ensures Great Interactions are achieved by using a variety of communication techniques including language, tone and non-verbal behaviour.</li> <li>• Listens actively and display enthusiasm in their communication.</li> <li>• Uses and presents information in a manner which is persuasive, logical and understandable to the receiver.</li> </ul>
Professional Qualities: Facilitating Success and Improvement in others	<ul style="list-style-type: none"> <li>• Use encouragement, praise and appropriate direction as necessary.</li> <li>• Support, motivate and inspire others to try new tasks or activities.</li> <li>• Seek assistance appropriately and receive feedback from others.</li> </ul>
Professional Qualities: Supporting Learning and Teaching or Care in an Educational Setting	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• Is ambitious, has consistent and high expectations of staff and pupils</li> <li>• Demonstrates personal enthusiasm for and commitment to the learning process</li> <li>• Demonstrates the principles and practice of effective learning and teaching</li> <li>• Initiates and supports research and debate about effective learning and teaching</li> <li>• Provides appropriate support intervention based upon a detailed knowledge of individual pupils</li> </ul>
Professional Qualities: Results and Quality Focus	<ul style="list-style-type: none"> <li>• Completes work to a high standard, focussing on the needs of the children and young people we support.</li> <li>• Takes personal responsibility for the quality of their work and be willing to 'go the extra mile'.</li> <li>• Looks for continual improvement in own performance and in the performance of others.</li> <li>• Work to agreed policies and procedures.</li> </ul>
Professional Qualities: Problem solving and Decision Making	<ul style="list-style-type: none"> <li>• Is able to collect, interpret and evaluate information</li> <li>• Can develop a deep understanding of a problems, exploring alternative ways of resolving problems including new possibilities.</li> <li>• Makes timely and well considered decisions, is aware the impact their decisions may have and willing to make difficult but necessary decisions to improve the practice.</li> </ul>
Professional Qualities: Resilience to Change and Challenges	<ul style="list-style-type: none"> <li>• Is open to change and embracing new developments / initiatives</li> <li>• Adapts well in new and unfamiliar situations responding to changing plans quickly</li> <li>• Works independently without direction</li> <li>• Is resilient and copes well in emergency situations</li> </ul>
Professional Qualities: Personal Development	<ul style="list-style-type: none"> <li>• Is committed to achieving high standards for their own self-development</li> <li>• Is able to reflect on self-development needs and address them.</li> <li>• Meets agreed development action plans as agreed with line manager.</li> <li>• Achieves positive feedback from peers, senior colleagues and external stakeholders.</li> </ul>

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MacIntyre Academies is an equal opportunities employer. Our policy on the Recruitment of Ex-Offenders is available to applicants on request and is also available on our website under 'Work for Us.'



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