



Administrative Officer
RECRUITMENT INFORMATION PACK

Crookesbroom Primary Academy
Crookesbroom Lane
Hatfield
Doncaster
DN7 6JP

RECRUITMENT INFORMATION PACK

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May 2018

Dear Candidate,

Thank you for expressing an interest in the post of **Administrative Officer** as advertised for our academy.

Crookesbroom Primary Academy currently has 232 pupils on roll (including a 26 place morning only nursery). We take great pride in creating a warm and friendly environment and a positive culture for learning. We value the contribution of parents and work hard to build strong relationships with them.

Our academy serves a community where there are high levels of deprivation and unemployment. Despite the challenges this brings, we are immensely proud of the high standards we achieve in partnership with pupils and their parents. Great emphasis is placed on the social and emotional development of our pupils, alongside encouraging them to strive to achieve their potential academically.

Our success is largely due to the hard work and dedication of all staff. There is a strong commitment to team work and a real sense of community spirit. The successful candidate would be warmly welcomed into our team.

We hope that after finding out more about our academy, you will feel encouraged to apply for the advertised post.

With sincere best wishes for the future.

Lisa Hillyer

Head of Academy

INTRODUCTION

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at www.deltatrust.org.uk

VISION AND VALUES

VISION 'CHANGING LIVES'

Mission Statement

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money.
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement.
5. Train and develop high quality teachers and staff.
6. To create a generation of young people who are socially and environmentally responsible.
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom.

CORE VALUES

We will:

- Place children and pupils at the heart of everything we do.
- Place collaboration before competition, working with others for the betterment of all.
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives.
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty.
- Never to anything to the detriment of learners, staff or other stakeholders, in a neighbouring community.
- Adhere to the 'Seven Principles of Public Life'.
- Promote environmental awareness and protection locally, nationally and globally.

WHY WORK FOR DELTA ACADEMIES TRUST?

Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.

You will work alongside professionals in a fast-paced and dynamic environment.

You will develop your skills alongside like-minded colleagues.

Delta academies work and collaborate as a family of schools. This provides colleagues with a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others, and seek further promotion as they take on responsibilities across academies or at a whole Trust level.

Career Development – Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.

Pension – Every employee of Delta Academies Trust has access to a pension scheme.

There is a range of benefits available to staff which include childcare vouchers and cycle to work scheme.

THE APPLICATION PROCESS

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobssouth@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

ADMINISTRATIVE OFFICER – CROOKESBROOM PRIMARY ACADEMY

Grade C pt. 12 - 16

(£17,173 - £18,319 FTE)

Permanent / 32.5 hours per week / Term Time Only (38 weeks)

Required for September 2018

We are seeking to appoint an Administrative Officer to join our academy in September 2018.

The Administrative Officer will provide routine clerical, administrative support and receptionist support to the Academy.

The ideal candidate will have strong communication skills and will have a good standard of English and Maths. Previous experience of working in a busy and demanding office is essential.

Visits to Crookesbroom Primary Academy are warmly welcomed by appointment. To arrange a visit, please contact the academy on 01302 841337.

Closing Date: Wednesday 30 May 2018 at 12 noon

An application pack can be downloaded from recruitment.deltatrust.org.uk

or by contacting our recruitment team on 0345 196 0095

or email jobssouth@deltatrust.org.uk

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

JOB DESCRIPTION

POST TITLE: ADMINISTRATIVE OFFICER

SALARY: GRADE C PT. 12-16

REPORTING TO: OFFICE MANAGER

Job Purpose:

Under direction, to provide routine clerical, administrative support and receptionist support to the Academy.

Duties & responsibilities:

- To undertake reception duties, answering routine telephone and face to face enquiries and the signing in of visitors
- Ensure staff are informed of any messages/information relevant to the children
- To monitor lunch money, breakfast club money and visits money contacting debtors then producing weekly debtors letters where required, recording and informing line manager when guidelines are not adhered to
- To provide routine clerical support e.g. photocopying, filing, texting, emailing, and completing routine forms
- To act as the first point of contact for visitors, parents and pupils (ensuring all visitors are recorded on the signing in system), both in person and on the telephone
- To ensure that everyone is dealt with in a courteous, professional, calm and friendly manner
- To provide an excellent customer service to parents, pupils, colleagues and visitors to the Academy
- To produce detailed reports
- To support team members, sharing learning and best practice in order to contribute to overall team effectiveness
- To assist with pupil's first aid and welfare duties, looking after sick pupils, liaising with parents/staff as required
- To assist with arrangements for visits by the Academy nurse, photographer, etc
- To maintain manual and computerised records/management information system
- To undertake typing, word processing and other IT based tasks
- To sort and distribute mail
- To undertake general administrative duties including, but not limited to;
 - Preparing routine correspondence and standard forms
 - Managing meeting rooms and dealing with hospitality and signing in of visitors
 - Preparation of certificates, new parent/carers packs, handbook, etc
- To assist with arrangements for Academy visits and events
- To report inappropriate pupil behaviour and convey serious incidents to the Officer Manager/Principal as appropriate
- To be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support equal opportunities policies
- To contribute to the overall ethos/work/aims of the Academy and Trust
- To attend and participate in relevant meetings as required
- To participate in training and other learning activities and performance development as required
- Check orders received against delivery notes and notify Office Manager of discrepancies
- Order milk and fruit/veg following up any discrepancies

- Monthly milk returns
- Maintain and update weekly milk lists
- Enter confidential information onto sims.net including assessment data
- Monitor confidential pupil files and update as necessary
- Submit data to the local authority
- Undertake the admin linked to attendance eg: telephoning home when parents don't contact to explain absences, letters, FPN referrals, lates – signing in, adding to parent pay and informing kitchen
- Notify Head / Office Manager of new starter details eg UPN, SEN, FSM, Medical details, previous and current assessment

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other Trust staff.
Internal: Students, staff, EAB members, parents and visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the Academy.

PERSON SPECIFICATION

	Essential	Desirable	MOA
QUALIFICATIONS			
GCSE Grade C in English and Maths, or equivalent	*		A/I/C
Relevant work experience or vocational training with regard to reception/office work	*		A/I
RSA Level 2 word processing, or equivalent	*		A/I/C
NVQ Level 2 Administration, or equivalent		*	A/I/C
KNOWLEDGE & EXPERIENCE			
Working in a school or office environment	*		A/I
Familiarity with relevant school procedures, policies and guidelines	*		A/I
Knowledge of a range of standard computer packages e.g. Microsoft Office, Outlook email	*		A/I
Experience of using SIMS or similar programme		*	A/I
SKILLS			
Able to communicate clearly face to face, by telephone and in writing with a wide range of people	*		A/I/R
Able to relate well to children and adults	*		A/I
Able to work sensitively with confidential information	*		A/I/R
Able to work with a high level of accuracy	*		A/I/R
Able to work to demanding and often conflicting deadlines	*		A/I/R
Able to work with a minimum of supervision	*		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to self and team development	*		A/I
Able to maintain a safe, calm and happy ethos	*		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

Key: MOA= Method of Assessment, A= Application, I= Interview, and assessment, R = Reference, C= Certificate

ACADEMY'S STATISTICS PAGE

Crookesbroom Primary Academy Facts and Statistics	
Type of School	Primary Academy
Age Range	3 – 11
Location	Doncaster
Denomination	None
Co-educational or single sex	Co-educational
Specialisms	n/a
Number of students on roll	232
Attendance	95%
Date school established	01/04/12
School Awards	LPPA
Number of teaching staff	11
Number of associate staff	19
% of students on free school meals	25%
% of students with SEN	18%
% of students with EAL	3%