



London Enterprise Academy

"Learning for Life"



Office Manager/ Finance &
Personnel
Recruitment Pack



*We know what we
are, but know not
what we may be*
WILLIAM SHAKESPEARE

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Dear Applicant,

Thank you for taking the time to find out more about London Enterprise Academy (LEA). This pack is intended to give you information about the role and our school's vision and ethos.

The academy opened in a refurbished office block in the heart of London's East end to its first cohort of Year 7 students in September 2014. The academy is easily accessible from Aldgate East, Whitechapel and Shadwell stations.

We aim to be outstanding in all areas and become a centre of excellence in everything we do. Staff at LEA are reflective, committed professionals, willing to do whatever it takes for our students to achieve the very best results. All students are encouraged to continue their education and to progress to university. We work closely with local universities and employers to achieve this vision, and to give students access to a level of expertise rarely seen in the state sector.

In addition to offering a broad and balanced curriculum, the academy places particular emphasis on the development of enterprise skills. We have been able to develop links with the employers in the city of London and Canary Wharf to provide mentoring to our students.

At LEA we develop students who have a passion for learning and enquiry, and the maturity to self-direct their studies and take control of their own futures.

The successful candidate will join myself and other members of the founding staff team (details attached in this pack) in order to lead and manage the development of the academy.

This role represents a unique opportunity to join an academy with the highest expectations for students and staff, and to help shape the future of the academy.

Our facilities include modern classrooms fitted with the latest technology to make working and learning fun and exciting. All our teachers and students are supplied with their own iPads to use in school and at home.

I am looking for someone who has the necessary skills, drive and experience to excel in this role, and who can set the standard for teachers who join us year on year as the academy grows.

As Principal there is no greater priority for me than the recruitment and development of staff. My aim at LEA is to create a school which is truly exceptional in everything it does. To do that I need an exceptional team. I understand that I will be asking a lot from the staff, but in return I can promise extensive support and development opportunities.

If after reading the enclosed information you would like to apply, please complete the application form that can be found online at www.londonenterpriseacademy.org and return it via e-mail to Beverley at Beverley.Drake@londonenterpriseacademy.org by **24th November 2017**. If you have any queries please contact me directly on 020 7426 0746.

I look forward to receiving your application.

Ashid Ali, BSc (Hons), PGCE, MA (Ed), NPQH

Principal

November 2017

Executive Summary

Our vision is to establish an outstanding school that will ensure students achieve personal success in their school life and beyond. We believe success at school provides a strong foundation for students to become engaged citizens who believe in themselves and can bring about positive change, for themselves and the society they live in.

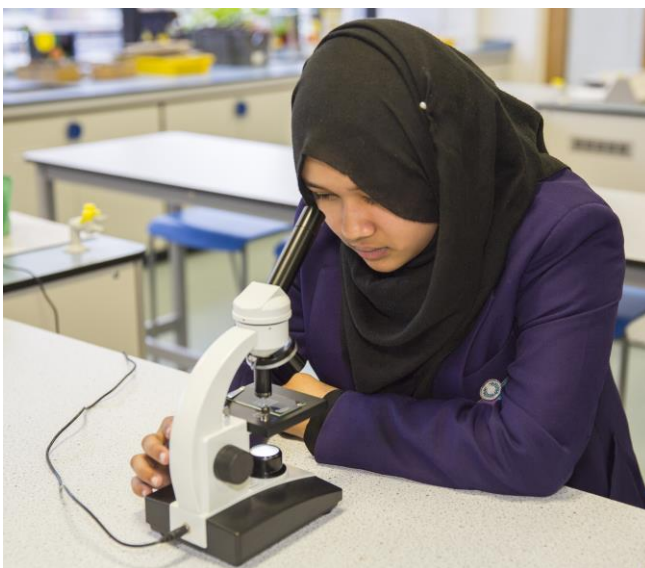
In addition to achieving academic excellence, we instil in every child the beliefs, behaviours and attitudes that will underpin success in life. This means that every student is equipped to:

- Create and seize opportunities for themselves and others
- Contribute to Big Society
- Bridge the skills gap faced by future employers

Our school's ethos supports this vision by creating a school that is sympathetic to the social background of the students given the Tower Hamlets location and pro-active with respect to the unique opportunities this dynamic and well situated borough affords.

Central to our school's ethos is a student-centric and individualised learning approach designed to achieve personal success for each and every student, regardless of where their abilities lie. To fully equip our students as engaged citizens who will have the right skills to be active participants in British society, our curriculum is designed with an emphasis on:

- Academic excellence – our school provides a safe, caring and supportive learning environment in which every individual can beat their personal best. This is achieved through commitment to excellence from all, and no excuses.
- Enterprise – a can do attitude, creativity, informed risk-taking and a drive to succeed. These are all key ingredients to success whether in academia, business or social enterprise.



Curriculum and approach to teaching and learning

Alongside our vision for student outcomes, the most significant influence on our choice of teaching approach and on curriculum design is the social background of our students. Thus:

- A small school ethos, human relationships
- We believe that all young people can prosper. This individual attention is most likely to succeed in a small school environment where each child is well known to staff.
- A broad and balanced curriculum taught via a personalised learning methodology that has been proven to deliver excellent results in small charter schools in Sweden and the USA
- An extensive range of extra-curricular activities offered to draw out hidden talent and stretch gifted students
- Home-school relationships are important in engaging parents
- Enterprise



Focus on enterprise

- We want students and the local community to take full advantage of the Tower Hamlets location. With access to the city of London, academic and arts institutions, and technology and creative industries.
- Enterprise focus – can do attitude, drive to succeed and confidence to take risks. It would be a wasted opportunity for students, the local community and the wider economy if the advantages afforded by the Tower Hamlets location made no difference.
- Cater for pupils of all abilities

High expectations and celebrations of pupil achievement

Education is the most effective tool for those seeking to better their quality of life. The solutions to poverty, social exclusion, disadvantage and deprivation lie not with others, but within an individual. The individual has the power to make a positive difference and transform his/her life circumstances as demonstrated by many in our group who set up LEA.

We believe that educational benefit should be measured beyond an exclusively narrow focus on academic attainment. This is not to say that we do not measure academic ability – we do and our standards are very high. What we do know is that children need a wider range of capabilities when leaving school and our approach to high expectations and pupil achievement reflects this.

We believe that poverty and disadvantage cannot excuse a lack of high expectations amongst our students. Consequently we set clear aspirations on the achievements that we expect of our pupils.

We celebrate the achievements of our pupils through our reward ladder and ensure that parents are aware of this success. We keep parents informed by telephone, email, text and post, as well as invitations to annual awards and celebration evenings.

Aspirations and outcomes

The immediate catchment area draws young people from disadvantaged communities for whom English is not their first language. Our curriculum has been designed to bolster teaching time for English, Mathematics and Science. Added emphasis on the core subjects improves our pupils' chances of academic success.

Our academic outcomes support earlier academic excellence and also support alternative pathways through vocational support into apprenticeships.



Our targets

- All students make at least three levels of progress (50% make four levels of progress) between KS2 and KS4 in core Baccalaureate subjects
- GCSE results are 5% above National Average
- 50% achieve the EBacc qualification in 2019 examinations
- All students are expected to reach an attendance target of at least 96%
- All students continue with their education after leaving LEA
- 90% of parents regularly attend progress meetings relating to their child
- 90% of pupils contribute 250 hours to "Big Society"

Curriculum Rationale

LEA is based in one of the most deprived local authorities in England and Wales. The large majority of the population live in social housing and has well above the national average for Free School Meal (FSM). The vast majority of the student population is categorised as English as an additional Language (EAL).

Our curriculum therefore reflects the needs and wishes of the local population which was established during our research phase and whilst meeting individuals, groups and community and business representatives when collecting data to establish demand for the school.

It is clear from talking to parents that they want the best possible education for their children which prepares them for a good career in the local financial and business sector of London. One parent summed this up by saying "education is our only way out of poverty".

The curriculum at the LEA reflects our vision, ethos and principles.

- It encourages our students to become independent enquirers, collaborative thinkers and critical citizens.
- The curriculum includes the **core curriculum** and an **extended enrichment** curriculum for all students.
- The students follow a modified version of the National Curriculum at **Key Stage 3** with a view to supporting the students into their studies for the English Baccalaureate at **Key Stage 4**.
- At the heart of the learning is the **thematic based enterprise curriculum**.

The **core curriculum** is taught in single lessons of 50 minutes and doubles of 100 minutes from 8.45 am until 3.10 pm Monday to Friday with **Enrichment** curriculum from 3.10 to 4 pm Tuesday to Thursday.

The Enrichment curriculum gives the students an opportunity to take up an active enrichment in the form of an active PE/Healthy lifestyles curriculum such as sports and martial arts; a creative enrichment which develops their talents or expressive side; academic enrichment focusing on new learning and interventions to support bridging learning gaps.



Enrichment course descriptions:

Maths Addicts: a fun way of learning mathematics to support your learning in the curriculum.

EAL: Is English your second or third language? Do you need help with verb construction in the past tense? Do you know your auxiliary verb from your elbow? Do you know about countable and uncountable nouns? Do you need help to access the curriculum? This will help ☺

Write Stuff: A fast way to get writing about issues important to you, as well as improving the way you structure your writing for the reader.

ICT/Homework club: Based in the IT suite you will get a chance to use the learning platform to keep up to date with homework.

ACADEMIC:

Arabic- this is a full year course. If you sign up you will learn conversational Arabic and also the script so that you can read and write Arabic. This is a useful starter for a potential GCSE in Arabic.

French: This is a full year course and you will be learning basic French conversation as well as learning the vocabulary and reading skills. This will be really useful as we lead into GSCE options.

Islamic History: Learn about a version of history which celebrates Islamic culture.

LEA Life: the newsletter is an essential part of school life. You will be journalists writing up school stories, celebrating achievements and interviewing members of the school community.

CLUB TIME:

Summer Performance: This is a two term choice to make sure that you are ready to perform in the summer- in front of invited guests (parents and primary schools) an edited version of a Shakespeare play. You will be learning how to perform on a different stage, learning Shakespeare and how to play a range of characters. There will be a trip for those who take part, to see how other actors play Shakespeare.

Card making: During the Easter term we will have Valentine 's Day, Easter as well as birthdays to celebrate. At the end of term we will also be having a market place where you could sell any cards you make to support a charity of your choice.

Crafty Kids: Making pompoms, knitting and felt work to make beautiful items and learn new skills.

Reading club: is there to support those who need help with their reading skills as well as for those who simply love reading and talking about the reading they have done- the worlds they have read about and the characters encountered.

Eco Schools: This programme is for those who are interested in sustainable living and making a difference in the school environment. You will be working together with staff to gain a school award for "Eco Schools".

Drama in the Mix: This is a drama project in association with the Richmix in Bethnal Green. You will be writing a play based on the theme of Freedom which will be entered into a competition. You will record the play for a podcast- which will be our first radio item for the school. If we get through the competition, you will record your play at the BBC and also perform it live in front of judges with other schools present.

LEA got Talent: This is a rehearsal space for you to practice your songs for LEA got Talent in the summer.

Recorder club: Get playing with an ensemble and perform at LEA got Talent in the summer.

Debating: Teaching pupils the skills of successful debating, developing their skills in communication, team work, research skills, etc.



ACTIVE ENRICHMENT:

Martial Arts: Learn to bob and weave with discipline.

Table Tennis: This is the place to improve your backhand smashes and top spins so that you can beat your opponents.

Dance Club: This is the space to prepare your dance moves for LEA got talent in the summer.

Aerobics: go the extra mile in a class designed to get your heart rates pumping and your fitness levels jumping.

Athletics: Going a mile: in this course you will be training and undertaking a mile challenge. Each week there will be a league of students completing the mile challenges- timings and distances will be recorded. Girls and boys will compete separately but the results will be combined. Who will win the mile challenge?

Unihoc: Indoor hockey during the winter months. Learn a new skill and a new team sport.

Fitness: Looking to build up stamina and strength in the off season? Looking to improve your fitness? Look no further.

Win Chun: Martial art and self-defence method. Learn confidence and balance in this class.



Football: This is available for students who want to play for fun or try out for the school team.

Key Stage 4

This key stage commences in year 9. The students make their option choices in year 8. We initially recommend our students to follow the subjects for the English Baccalaureate. Our range of option choices are wide, considering the small size of our school. With subjects such as Business, Economics, Art, and Sociology proving to be very popular

The three year Key Stage 4 also gives the students a chance to deeply embed their learning. In addition, there are opportunities for students to take a range of pathways which will support and extend learning which may lead to some of the students taking GCSEs earlier and then follow an AS programme.

Our students are expected to take the following subjects:

- English
- Mathematics
- Double Science
- History or Geography (option 1)
- A Language (French, Spanish or a home language GCSE) (option 2)
- Religious Education
- Physical Education
- Citizenship
- Enterprise
- Enrichment



School Day

8.45 am Advisory – am registration/tutor time

9.05 – P1

9.55 – P2

10.45 – Break

11.00 – P3

11.50 - P4

12.40 – Lunch

1.30 – P 5

2.20 – P6

3.10 – Enrichment (Tues – Thur)

4.00 pm – School finish

Mondays and Fridays pupils finish at 3.10pm



Accountability

Our Governing Body plays an active role in the life of our school. They receive termly updates via the Principal (Data Dashboard) on student progress against targets agreed at the beginning of the school year. They are fully aware when targets are not being met and provide scrutiny of effectiveness of staff and interventions and help identify and inform additional support.

London Enterprise Academy – Governing Body

	Name	Role	Employment
1.	Dr Muzzammil Hussain	Chair of Governor	Doctor - NHS
2.	Philip Davis	Governor	Education
3.	Masud Ahmed	Community Governor	Experienced parent governor - extensive community links
4.	Dudbahar Begum	Parent Governor	
5.	Emily De Grove	Staff Governor	Education –T&L and staff development
6.	Peter Mann	Staff Governor	Education - Inclusion
7.	Ashid Ali	Principal	Education – Leadership and Management
8.	Shah Muhmud	Local Authority	Local Authority – Youth service/lecturer and experienced governor
9.	Leanne Gelderd	SGOSS	Controller of Finance - Accountant
10	Chloe Tyler	Chair of Finance, Resources and Audit Committee	Finance - Senior Auditor
11	Jake Levy	SGOSS	Solicitor
12	Joanna Scott	Chair of Curriculum & Standards	Education

London Enterprise Academy



Office Manager/ Finance & Personnel - Job Description

Responsible to: Business Manager

Liaison with: Teaching staff, associate staff, parents, students, external agencies

Closing Date: Friday 24th November 2017

Job start: January 2018

Salary scale: £23,000- 27,000 - Depending on qualifications and experience

Hours: 37 hours per week full time

PURPOSE OF THE JOB

To manage the work of school administration and support the Business Manager with order and invoice processing and personnel duties

MAIN DUTIES AND RESPONSIBILITIES

Office Manager

- To manage the work of school administration ensuring smooth operation daily
- To provide effective administrative support to all staff in particular member of the leadership team
- To make maximum use of the academy's developing information and communications technology, including the network for diary management and the effective management of databases
- Provide support to the Business Manager and Receptionist in dealing with front line enquiries from parents, staff, pupils, visitors and other agencies. Also to receive and make telephone calls and other forms of communication.
- Ensure that visitors to the school are welcomed in a polite, friendly and efficient manner, providing refreshments for visitors as appropriate.
- To maintain the school record system for pupils, parents, staff and governors.

Finance/Personnel

- Maintain computerized financial records
- Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts etc.
- Assist the Principal/Business Manager in the preparation and monitoring of the budget, and advise on any important budgetary considerations
- Produce and evaluate financial reports as required
- Attend relevant management meetings to offer advice as required
- Deal with budget queries, advising on solutions where appropriate
- Provide assistant to the Business Manager and external auditors with the preparation of end of year accounts
- Help to ensure the school is following 'best value' procedures
- To supervise the preparation of school monies (lunch, lockers, trips, etc) and make appropriate arrangements for banking
- Be responsible for issuing of invoices and collection of monies due to the school
- Ensure preparation of orders, check full receipt, ensure payments of goods and

services

- Undertake administrative tasks relating to licences held by the school
- Ensure all financial administration is carried out in accordance with appropriate EFSA and school financial regulations and policies
- To support the Business Manager as required
- To place adverts for vacancies
- To arrange shortlisted candidates interview invites and schedule interview day
- To send reference requests and monitor receipt
- To set up DBS, health questionnaires and right to work checks
- To ensure correct ID and qualification documents are collected
- To obtain payroll forms and enter details on payroll provider portal
- To maintain accurate and complete personnel folders
- To liaise with payroll provider on any human resources issues
- To maintain daily absence records for all staff. Also to maintain records of special and/or extended leave by staff and liaise with the school's Business Manager as appropriate
- Setup and establish systems for staff absence and ensure appropriate cover is in place for absence staff

GENERAL REQUIREMENTS

- To undertake training and development relevant to the post and in line with the academy's priorities.
- To undertake any other duties are directed by the Principal and the Business Manager

London Enterprise Academy
Person specifications for Office Manager/ Finance & Personnel

	Essential	Desirable
Qualifications	<p>GCSE grade C or above in English and Maths</p> <p>Right to work in UK</p> <p>Relevant qualifications in office administration and IT applications desirable</p>	<p>A degree</p> <p>First Aid qualification desirable.</p>
Experience	<p>Experience of working in a school setting and/or administrative duties linked to education.</p> <p>Experience of running effective administrative, clerical, ideally within a school setting</p>	<p>Experience of working in a secondary school office either as a volunteer or paid person.</p> <p>Experience of providing one-to-one PA support</p> <p>Experience of a senior administrative role</p> <p>Experience of diary management.</p>
Knowledge and understanding	<p>A good understanding about taking initiative, prioritising, and working under pressure.</p> <p>Knowledge about strategies helping to meet deadlines working in a systematic manner is essential.</p> <p>A basic understanding of the software used for managing information in schools.</p>	<p>Understanding of SIMs</p> <p>A basic understanding of the English education system, including current priorities, acronyms etc.</p> <p>Basic understanding of accounts and budget system.</p>
Skills and abilities	<p>Experience of taking minutes at meetings</p> <p>Good at face-to-face dealing with adults and children alike.</p> <p>Very good interpersonal and communication skills and a strong team player.</p> <p>Good ICT skills that includes word-processing and excel</p> <p>Enthusiasm, a sense of humour and willingness to engage in school activities and events.</p> <p>Flexible, highly organised and able to multi-task and prioritise work to meet deadlines</p>	<p>Understands the importance of confidentiality and discretion</p> <p>Highly computer literate, with particular skill in using Microsoft Office</p> <p>Willing and able to learn and operate new IT systems and databases</p>

	<p>Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure</p> <p>Able to take ownership of tasks and work with minimal supervision</p> <p>Have exacting standards and a keen eye for detail</p> <p>Keen to learn and further develop own skills</p> <p>Exercises sound judgment, especially relating to confidentiality and discretion</p> <p>Excellent numeracy, particularly financial skills</p> <p>Excellent administrative and organisational skills</p> <p>Excellent written and oral communication skills</p> <p>Able to write clearly and concisely and to produce and maintain documents and systems</p> <p>Able to prioritise workload and hit deadlines.</p>	
Other	<p>Genuine passion and a belief in the potential of every pupil</p> <p>Ability and willingness to offer enrichment activities to our students</p> <p>The post holder must be committed to the safeguarding and welfare of all pupils</p> <p>Willingness to undertake training</p>	<p>Willingness to work outside normal hours to facilitate meetings and take minutes</p>

This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. In addition, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.

November 2017

Aneurin Bevan House has been fully refurbished to accommodate 600 pupils (full capacity). This 7 storey building is on the city fringe.

