



Administration Assistant & Curriculum Support
SCP 14 – 17
Permanent
Oasis Academy Lister Park



Welcome from the Principal

At Oasis Academy Lister Park we are committed to providing the best possible educational experience for the families and community we serve. We set very high expectations for all our students both academically in terms of progress and exam results.

The climate for learning in Oasis Academy Lister Park is based upon our insistence on self-discipline and a 'can do attitude' that promotes a positive approach to learning. This starts with the professional expectations we demonstrate as teachers and support staff, and how lessons are prepared and differentiated to meet every student's academic and pastoral needs.

I am incredibly proud to be the Principal of such a vibrant and progressive Academy that works hand in hand with its community to ensure that our students develop the right character whilst they are in our care.

Our ethos is built firmly on our pillars of the community: mutual respect, pride, creativity, resilience, ambition and an atmosphere which regards the whole community as our family.

Our aim is to develop open-minded, flexible, resilient young people who can be successful in modern Britain and contribute positively as global citizens.

The curriculum students will enjoy whilst at Lister Park enables them to progress to the top universities and apprenticeship programmes, but I firmly believe in balance and the emphasis we place on arts and practical subjects. This allows all our students to have successful outcomes and develop their areas of interest and excellence through a comprehensive extra-curricular programme.

Should you wish to arrange an informal visit the academy prior to application, I would be more than happy to welcome you. Please contact Human Resources by email at tracey.halls@oasislisterpark.org to arrange a visit or if you need any further information.

I look forward to receiving your application.

Ian Simpson
Principal
Oasis Academy Lister Park



A message from our CEO

A very warm welcome to Oasis Community Learning!

I am delighted that you are interested in becoming part of Oasis Academy Arena.

Oasis Community Learning was established as a Multi Academy Trust in 2004 with the vision to create:

“Exceptional Education at the Heart of the Community”.

We now run Academies in four main regions throughout the UK, providing either primary, secondary or all-through education. All our Academies are committed to providing a rich educational experience and ensuring that every child and young person has the opportunity to achieve at the highest level.

Our ethos is integral to that provision: it is an expression of our character, a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, equality, healthy relationships, hope and perseverance throughout all the aspects of the life and culture of each Academy community.

We passionately embrace learning and are committed to every child within our care reaching their full potential and developing holistically across every area of their lives, both now and in the future.

All of this is underpinned by our philosophy of education which highlights our focus on inspirational leadership, deep learning and healthy communities and aspires to develop the character and competence of every child of every community that we are part of.

At Oasis Community Learning therefore, we believe we are all ‘the architects of our students’ lives’ and as such we are committed to laying the right foundations for every one of our young people.

So we look forward to you potentially becoming part of Oasis.

Best wishes,
John Murphy



A message from our Founder

When I started Oasis, back in 1985, I had no idea it would grow into the wonderful family of charities that it has become today. We have not only become the country's second largest provider of academy schools, educating around 25,000 children and young people, we also provide housing for vulnerable young people, and run everything from community farms to coffee houses and churches to children's centres, and much more besides, in communities from Gateshead in the North East to Bristol in the South West. So, the question is...why?

Not only do we believe a child should receive the very best formal education, but also that there is more to a healthy life and future than simply the knowledge they hold. Every one of us is a product of the community we live in. that's why Oasis is passionate that every community one of our Academies is part of should be a happy, healthy place where every person is included, valued and is able to achieve their full God given potential and thrive. That's why Oasis' vision not only aims to deliver outstanding education, but also to help build great local neighbourhoods.

We're motivated by our core Christian ethos which means that we believe every person – those of all faiths or none – are equally valuable and have a part to contribute in helping this vision become a reality. Helping a young person realise who they are meant to be is about more than simply the qualifications they get or the job they want; it's about how they see themselves and those around them. That's why Oasis' goal is to play its part in helping to create great communities where every young person achieves their best, respects themselves, values those around them and contributes to the good of all.

Steve Chalke, MBE



Job Description

POST:

OFFICE ADMINISTRATOR AND CURRICULUM SUPPORT ASSISTANT

RESPONSIBLE TO: PA TO THE PRINCIPAL

RESPONSIBLE FOR: No direct supervision over other members of staff but may be required from time to time to supervise work experience trainees and temporary staff.

SALARY: SCP 14-17 (Actual Salary: £14,968.65- £15,808.02/ FTE: £16,781 - £17,772) plus pension scheme

LOCATION: OASIS ACADEMY LISTER PARK, NORTH AVENUE, BRADFORD, BD8 7ND

WORKING PATTERN: 37 hours per week, Term Time + 10 days (41 weeks per year)

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE:

To provide a comprehensive reception service to all internal and external visitors to the Academy, and to support the PA to the Principal in the provision of effective administrative services undertaking a wide variety of clerical duties.

SPECIFIC RESPONSIBILITIES:

- A. Responsible to the PA to the Principal, referring complex problems for guidance but exercise initiative in performing delegated duties. May receive guidance from teaching staff on the preparation of documents and materials
- B. Expected to exercise some personal judgement and discretion within established academy policies and practices. To interpret guidelines and to ensure accuracy and consistency of information.
- C. Responsible for confidential information such as policies, staff, students, parents, academy records.
- D. Responsible for occasional handling of small amounts of cash
- E. Responsible for the safe keeping of the computer hardware and software and the back-up of computerised data ensuring compliance with the requirements of the Data Protection Act
- F. Safeguarding Children

Oasis is 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 enhanced DBS checks.

OTHER:

- To promote a professional and courteous service which is consistent with the academy's ethos
- To provide a comprehensive reception service to all internal and external visitors to the Academy
- Dealing with incoming and outgoing post, providing a collection and delivery service for the school
- To assist in the provision of confidential secretarial, word processing and other support services to the Academy as directed by the PA to the Principal, and the Principal
- To liaise with Oasis Central and other agencies on behalf of the Academy
- To assist in the maintenance of records and documentation relating to the academy meals service, specifically Free School Meals
- To assist the Reprographics Assistant with the provision of reprographics services including monitoring of stock levels and re-ordering materials as required

- To support, uphold and contribute to the development of the schools equal rights policies and practices in respect to both employment issues and the delivery of services to the community
- Assist with the matching of delivery notes to orders and check off deliveries
- To contribute to the efficient running of the Academy by contributing to the development of office systems to meet the changing needs and improvements to the service provided
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

OFFICE ADMINISTRATOR AND CURRICULUM SUPPORT ASSISTANT

Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	Basic Level qualification (eg RSA 2 or equivalent) in typing or word processing GCSE Maths and English at Grade C or above (or equivalent) or experience demonstrating abilities at this level Prepared to undertake job-related training as required	RSA 3 or equivalent in typing or word processing Qualifications in shorthand Reprographic machinery training Training in computer skills Customer relations/telephone skills training
Experience, Skills and knowledge	Experience of working in an office, including typing/word processing, reception and general clerical work. Good, confident telephone manner Office methodologies eg filing systems, correspondence files etc)	2 years clerical/administrative experience Experience of dealing with children Experience of database and spreadsheet applications Multi lingual
Personal Qualities	<ul style="list-style-type: none">• Legally entitled to work in the UK (asylum and Immigration Act 1996)• Able to keep to working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave• Able to cope with the pressures of academy life.• Approachable, courteous and able to present a positive image of the Academy to callers and visitors• Ability to prioritise conflicting demands and pressures• Flexible approach, dependable and loyal – ability to work within a small team• Able to maintain confidentiality in matter relating to the Academy, it's students and staff• Commitment to safeguarding and promoting the welfare of children and young people.	

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| | <ul style="list-style-type: none">• Willingness to undergo appropriate checks, including enhanced DBS checks.• 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 and attitudes to use of authority and maintaining discipline• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. |
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