



 **SMITH'S WOOD**
ACADEMY

A Fairfax Multi-Academy Trust School

MATHEMATICS ADMINISTRATOR

Candidate Information Pack

 **FAIRFAX**
MULTI-ACADEMY TRUST

WELCOME - *CEO of the Trust and the Head of Academy*

Dear Candidate

Firstly, thank you for considering joining one of our very successful schools within the Fairfax Multi Academy Trust. Established in 2014, we believe that education is the bedrock for a successful and fulfilling life. It is our aim to prepare each and every student to succeed in the 21st Century by purpose excellence in punctuality, behaviour, uniform, respect for one another and outstanding outcomes in the classroom.

Academic success is vital, however developing the whole person through extra-curricular opportunities also plays centre stage in our ethos.

The Trust is fortunate to have so many fantastic, dedicated and committed professionals in its schools and I personally am honoured to work for them. I do hope you find this pack informative and look forward to hearing from the Head of Academy about your application. You will be joining a fantastic organisation that will offer you many opportunities to progress as an individual and support you in attaining whatever position you aspire to achieve. Good luck and my sincere good wishes in your professional career.

Yours sincerely,

Andy Bird
CEO
Fairfax Multi-Academy Trust

Dear Candidate,

Thank you for expressing an interest in Smith's Wood Academy.

At Smith's Wood we do things *the Smith's Wood Way*. This means that we strive for excellence in all that we do; we are dedicated and ambitious for ourselves and each other. We truly believe that there is dignity in hard work and effort and we believe in taking a traditional approach – manners, courtesy and respect are integral to our work. We believe in being open and transparent and in working with absolute integrity. I am proud to say that this is a school where staff and students support each other and take collective responsibility.

Having converted to an Academy on 1st April 2017 Smith's Wood is currently at a pivotal point in its long history; this is an exciting opportunity to be involved in transforming the future direction of Smith's Wood to make it one of the leading schools in the country. I am relentless in my drive and ambition to improve the outcomes for all who choose to join us on our journey.

Smith's Wood Academy is a special place to learn and work; I urge anyone considering applying for a post with us to visit us, talk to existing colleagues and to our students to find out exactly what it is that makes us so special. I hope that you like what you read and that you choose to take the first steps in joining the Smith's Wood Team.

Yours sincerely,



Katy Craig
Head of Academy

CONTEXT - *Our school*

Smith's Wood Academy is located in the north of Solihull. There are approximately 1200 students on roll. Smith's Wood is located in the north of the borough and falls within one of the most deprived areas in the country; the proportion of pupils in receipt of the Pupil Premium is well above average.

Smith's Wood converted to an academy on the 1st April 2017, working in partnership with the Fairfax Multi-Academy Trust (FMAT) – already this partnership is effective in bringing about real and sustainable changes to the school and its community. The newly established leadership team is making important and rapid gains in terms of school improvement. We absolutely need to keep this momentum going and hope that you choose to join us as we move forward.

Mathematics Administrator

The Department

Shortlisted candidates will be required to complete a written task and carry out a typing task.

The Mathematics Administrator is responsible for all administrative requirements within the department, including the creating and implementing of systems to ensure efficient and organized running of administration tasks, and printing of all worksheets and exam papers.

Smith's Wood is justly proud of its IIP status, the professional support it gives to all staff and the opportunities it provides for future development

Mathematics Administrator - *Person Specification*

	Essential Criteria	Desirable criteria
Educational Qualifications	At least Grade C in English & Mathematics	RSA Typing Qualification or equivalent
Skills & Abilities	A competent typist is required who must be organised and methodical Good at listening and oral skills required.	
Experience		School experience necessary although full training will be given
Knowledge		Knowledge of Sims preferred although full training will be given
Competencies	Shows initiative. Works individually and part of a team	
Other requirements	Demonstrates a willingness to attend appropriate training and development	

JOB DESCRIPTION
Mathematics Administrator (to cover maternity leave)

POST HOLDER

DEPARTMENT	Smith's Wood Academy
RESPONSIBLE TO	Head of Mathematics
LINE MANAGEMENT OF	None
SALARY	FTE Salary FMAT – SC2
WORKING PATTERN	25 hours per week (no TOIL) Monday to Friday 09:00 until 14:00
Holiday Entitlement	Term Time only (A paid entitlement of 25 days' annual leave and 8 statutory holidays)

JOB PURPOSE

Responsible for all administrative requirements within the department, including the creating and implementing of systems to ensure efficient and organised running of administration tasks. Printing of all worksheets and exam papers.

MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

1. Photocopying/reprographics on a daily basis, monitoring of photocopy costs.
2. Administration of department exams.
3. Laminating.
4. Composing letters to parents on behalf of teachers.
5. Typing (including Department Improvement Plan/schemes of work/agendas and minutes).
6. Keeping a supply of letters and forms for staff.
7. Message taking for departments.
8. Ordering for head of department ensuring items are sourced at the best possible prices.
9. Checking deliveries.
10. Keeping a record of budget expenditure.
11. Pupil reports; checking
12. Telephone parents and suppliers as requested.
13. Supply updated copies of IEP's to relevant staff.
14. Providing administration support for trips, including the setting up of Parent Pay

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of, support and ensure equal opportunities for all.
4. Contribute to the overall ethos/work/aims of the school.
5. Appreciate and support the role of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training and other learning activities and performance development as required.
8. To perform any other such duties as the Head of Academy may from time to time determine.

