



CANDIDATE INFORMATION BROCHURE

To inspire young people to make their best better



Dear Candidate

Thank you for taking the time to apply for the Admin Assistant role at Severn View Primary Academy.

Severn View Primary Academy opened in September 2012 and is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

We firmly believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Talent Team

Severn View Primary Academy

Severn View Primary Academy is an academy with a spacious site, stunning views and amazing facilities which together help to create a wealth of learning opportunities for our children.

The school is built in three wings around a central courtyard, which is safely enclosed, and has a climbing frame and pond. We have a large field, a nature conservation plot, vegetable planters, an outside learning area for our foundations stage children and a good sized playground. Our ICT provision is state of the art with all pupils having access to Ipads as an integral part of their learning.

The school offers registered nursery provision for all children in their pre-school year and there is also a Children's Centre on the site under separate management.

Severn View Primary Academy has:

- Small classes in a stunning setting
- First rate facilities to create a wealth of learning experiences
- The vision to grow brilliant learners
- Ofsted registered after school care
- Breakfast club
- Extensive grounds
- Inspirational teaching
- A minibus
- Wide range of extracurricular activities
- Forest school and outdoor learning spaces
- The Hub which is dedicated for use by families and the community

Job description

Purpose of Job:

- Provide some PA support for the Principal, providing refreshments when needed.
- To maintain computer based records using new technology as appropriate and to provide statistical information as requested using academy MIS (Progresso)
- To liaise with all stakeholders appropriately.
- To undertake basic word processing, photocopying and faxing.
- To proof read and distribute weekly newsletter.
- To provide primary reception service including welcoming visitors, handling enquiries efficiently and providing supervision of children awaiting parental collection.
- Undertake all admin tasks relevant to academy pupil meals (Parent Pay).
- To maintain all electronic forms of communication to stakeholders i.e. website, facebook, text messages, diary & e-mails.
- Maintain pupil attendance.
- Through communication ensure information is disseminated to those who need it.
- To undertake any other appropriate duties as required for the efficient running of the school office, dealing with unexpected interruptions such as: children sent by staff who need first aid completing the relevant paperwork, selling programmes for performances or dealing with issues regarding children's milk or fruit.
- To undertake the administration of minor academy contracts e.g. cool milk registers and fruit
- To prepare and bank funds received in the academy.

Responsibilities:

- Responsible to the Business Manager and through to the Principal.
- To contribute to the overall ethos/work/aims of the academy.
- Develop constructive relationships and communicate with other agencies and professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development (appraisal) as required.

General:

- To provide support as relevant to the Principal, staff, pupils and parents.
- To liaise with relevant members of AET/ LA/Council/All Stakeholders and Agencies.

Administration and ICT

To be responsible for those aspects of administration of the academy, which do not relate to the teaching, supervision and pastoral care of pupils. Specific responsibilities include:

- To manage efficient and effective running of the general office including complex administrative procedures as one of the academies main points of public contact, as well as the centre of daily administration contact.
- To undertake the start/end of year procedures for the academy MIS.
- To complete the newsletter by proof reading blurb from principal, ensuring details on reverse are correct, photocopying and distributing.
- To maintain the academy online calendar arranging appointments and meetings where appropriate.
- Arrangements for trips/swimming including letters to parents & booking coaches.
- To maintain the academy website, including updating the parent calendar, ensuring documents are relevant and up to date.
- To ensure all forms of communication is up to date including, website, teachers to parents, parent handbook etc.
- To ensure children's meals are ordered and choices provided to kitchen. To monitor payments from parents to ensure there are no debts.
- To maintain the electronic systems for parent pay re trips/swimming etc, parent evenings and clubs.
- To prepare all cash received into the academy and take it to the bank.
- To ensure visitors have the relevant information they need regarding safeguarding & H & S including preparing identity badges.
- Prepare information for parents of the September intake.
- To manage the online register and the running for after academy clubs.
- To deal with incoming and outgoing mail.
- To monitor the general academy e-mail address.
- To ensure relevant statutory returns are completed as appropriate.
- To open and put away deliveries.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Key Criteria	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • A qualification in English and mathematics to at least Grade A-C GCSE, NVQ 2 or equivalent. • Word processing skills • Right to work in the UK 	<ul style="list-style-type: none"> • Qualified First Aider. • Experience of working in an educational setting.
Skills & Experience	<ul style="list-style-type: none"> • Ability to carry out tasks without supervision • Good verbal and written communication skills • Proficient with keyboard and IT applications. • Good organisational and planning skills • Ability to prioritise and manage own workload amid conflicting demands and busy work periods. • Ability to think ahead and anticipate needs before they arise. • Ability to exercise discretion in dealing with confidential or sensitive matters. 	<ul style="list-style-type: none"> • Experience of working with Senior Management. • Knowledge of SIMs MIS.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Clear communication skills, oral and written. • Able to maintain confidentiality. • Respectful approach which demonstrates support • Eye for detail and committed to accuracy • Ability to work as part of a team by developing and maintaining good working relationships at all levels • Ability to take initiative and meet deadlines. 	<ul style="list-style-type: none"> • Confidence to speak to a wide range of people
Disposition Attitude and Motivation	<ul style="list-style-type: none"> • Patience and the ability to keep things in proportion • Conscientious • Diplomatic and professional • Commitment to equality of opportunity and the safeguarding and welfare of all students • Willingness to undertake training as required 	<ul style="list-style-type: none"> • Keen to learn and undertake training • Keen to support others with training • Resilient and adaptable
References	<ul style="list-style-type: none"> • Must be fully supportive of application 	

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- 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.

Academies Enterprise Trust

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google for Education

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

Google in Education



A New and Open World for Learning

Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

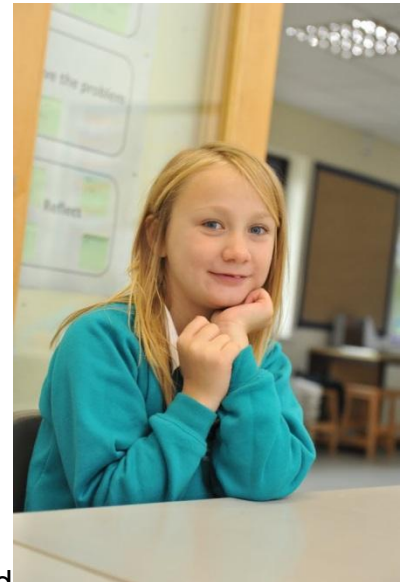
- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits



Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you

are appointed, in which case the data you have supplied will form the basis for your individual staff record.