



# CANDIDATE INFORMATION PACK



October 2017

Dear Candidate

Thank you for your interest in joining Academies Enterprise Trust.

We were established in 2008 and are now a network of 64 secondary, primary and special academies across England. We are passionately committed to inspiring children and young people.

Over the last year, with a new Chair and Chief Executive, AET has changed significantly as an organisation. 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. We want our schools to have the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students perform at a world class level by developing world class teachers in a world class community.

If you want to play a part in delivering this vision then we would be very excited to hear from you!

**The AET Talent Team**

## **Job Description**

**Job Title:** PA to Finance & Operations Team

**Location:** London NW1

**Hours of work:** 09.00 – 17.00

**Line Manager:** Executive Assistant to CEO & Clerk to Trustees

### **Purpose of the role:**

Provide confidential PA support to Group Finance Director and high-level admin support to various Operations departments (e.g. Comms, HR, ICT & Corporate Governance, Risk & Compliance – other departments to be confirmed).

### **Responsibilities:**

- Extensive diary management for Group Finance Director, dealing with urgent matters effectively, and ensure that time is utilised as efficiently as possible
- Responsible for proactively resolving any diary conflicts and ensuring the diaries are up to date at all times
- Identifying, anticipating and preparing information requirements for meetings, appointments, presentations etc. and follow up internal and external requests for information, outstanding reports and correspondence
- Screen and independently handle e-mails, telephone calls, enquiries and requests
- Production and reproduction of documents, papers, reports and presentations
- Draft letters and correspondence as necessary as well as quality assuring documentation for colleagues
- Liaison with internal AET departments
- Organisation of travel and accommodation arrangements
- Arrange conference calls and webinars as and when required
- Completion of minutes for any meetings deemed necessary
- Organisation and attendance (where necessary) at regional and national conferences including venues, agendas, response monitoring, hospitality and invoicing
- Presentation at conferences and meetings if required
- Arrange meeting rooms for internal and external meetings as requested, and in advance for recurring meetings
- Maintain Admin section of the Comms portal
- Administer expense claims
- Work co-operatively with colleagues in the Administration team, providing support and cover as required particularly for the Receptionist/Admin Assistant
- Responsibility for completion and (written) presentation of background research

- Undertake any other projects/tasks as requested

**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 AET at the reasonable discretion of the CEO.
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. Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

**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

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• A-level or above (including GCSE Maths and English A-C or equivalent)</li> <li>• Recognised secretarial/ administration qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety e.g. First Aid, Fire Marshal</li> </ul>
<b>Knowledge/ experience</b>	Specific knowledge /experience required for the role	<ul style="list-style-type: none"> <li>• Experience in a similar role demonstrating strong administrative and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Arranging meetings and conferences</li> </ul>
<b>Skills/abilities</b>	Abilities	<ul style="list-style-type: none"> <li>• Excellent IT skills</li> <li>• Excellent verbal and written communications skills</li> <li>• Highly organised with the ability to organise others</li> <li>• Work flexibly to meet deadlines</li> <li>• Work effectively as part of a team</li> <li>• Good eye for detail</li> <li>• Calm and professional manner</li> <li>• Ability to listen and assess information received</li> </ul>	<ul style="list-style-type: none"> <li>• Use of Google mail and associated applications</li> </ul>
<b>Personal characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Prioritise own workload and work under pressure</li> <li>• Excellent interpersonal skills</li> <li>• Maintain confidentiality at all times</li> <li>• Initiative and questioning mind</li> </ul>	
<b>Special requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and</li> </ul>	

		safeguarding of children and young people <ul style="list-style-type: none"> <li>• Ability to travel as required</li> </ul>	
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## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 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!



## 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.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

## **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.