



Thank you for your interest in working with Olive Academies. This job information pack should contain everything you need to know about working with us and the post of **Specialist Administrator (SEND, IAG & Finance) at Olive AP Academy - Suffolk.**

Our academies always welcome visits from potential applicants. **Please note that anyone visiting the academy will be asked to complete a lateral flow test on the morning of the visit. A mask will also need to be worn when moving through communal areas of the academy where social distancing cannot be maintained.**

Please get in touch with Kim Abson, Office Manager at Olive AP Academy – Suffolk if you would like any further information about the role.

T: 01449 613931 E: kim.abson@oliveacademies.org.uk.

Closing date for receipt of applications: Wednesday 26 May 2021, 12pm.
Shortlisted candidates will be notified on Friday 28 May 2021.

Please email your completed application form to: kim.abson@oliveacademies.org.uk.

Please note we cannot accept CVs.

Interviews to be held at the Olive AP Academy – Suffolk on **Wednesday 9 June 2021.**

Included in this job pack is:

- a welcome to all applicants from our CEO
- a job description
- a person specification
- a safer recruitment statement
- a candidate privacy statement.

Dear Candidate,

Thank you for your interest in applying for a job at one of our academies. Olive Academies is a not-for-profit multi-academy trust, approved by the Department for Education. Established in 2013, it is one of the first academy sponsors specialising in alternative provision (AP) in England. As of 1 May 2021, we have five academies in the East England and North East London region – in Cambridge, Havering, Thurrock, Suffolk, Wisbech and an outreach service.

Our AP academies attract staff who care about removing barriers to learning. From teachers, trustees and senior leaders to administrators and support staff, everyone has a role to play in the success of individual academies and the OA network as a whole. Our staff have the opportunity to make a real difference to the lives of vulnerable children and young people.

At Olive Academies we want to ensure that young people can reach their potential in a supportive, inclusive and nurturing environment. This is reflected in our values:



- Conviction – everyone has the capacity to reach their potential
- Determination - not giving up on those who have not experienced success in their lives
- Ambition – all challenges can be overcome and education is an important lifeline journey
- Reflection – learning from experiences and developing a capacity to improve further

Olive Academies provides all staff with access to a wide range of CPD and training opportunities. We value our staff as professionals and collaborative work is the key to our success - we want our staff to support each other, to share best practice, to work alongside local schools and agencies, to engage the local community and support families.

Olive Academies is committed to safeguarding and promoting the welfare of children and we expect all our staff to share this commitment.

If you are someone who thrives on challenges and believes in the potential of all young people, then we look forward to receiving your application.



Mark Vickers, CEO

Job title:	Specialist Administrator – SEND, IAG & Finance
Salary:	Grade 4, Point 9-16
Hours:	Part-time, 22 hours per week
Contract:	Permanent
Start date:	ASAP
Location:	Olive AP Academy – Suffolk in Stowmarket
Reports to:	Office Manager



Olive Academies is a multi-academy trust, a network of pioneering alternative provision academies, which support children and young people aged between 7 and 16 who have been permanently excluded from a mainstream school and those who have medical needs. Olive Academies has five alternative provision academies in London and the east of England. You can find out more about our work and our academies at www.oliveacademies.org.uk

This post will be based at:

Olive AP Academy – Suffolk
Chilton Way
Stowmarket
IP14 1SZ

T: 01449 613931

W: apsuffolk.oliveacademies.org.uk

Job Description - Specialist Administrator – SEND and IAG, Finance

Core Responsibilities

SEND

- Work closely with the SENDCo and provide administrative support as and when needed.
- Help with the writing and collation of EHCPs.
- Gain evidence for EHCPs from relevant staff members.
- Organise the annual review process.
- Keep a diary for the SENDCo and manage meetings with outside agencies.
- Organise meetings in school with the relevant school leader and outside agencies.
- Ensure that all SEND records are kept up to date

Information Advice & Guidance (IAG)

- Work closely with the IAG lead to provide administrative support as and when needed.
- Help with the organisation and administration of work experience placements.

Office organisation

- Maintain external mail receipt and posting service.
- Administer the internal mail system.
- Maintain the required stationery stock in the school office.

Finance admin

- Undertake administrative duties related to purchase ordering and petty cash.
- Act as the first point of contact for all invoicing enquiries.
- Provide finance administrative support to the business manager.

Reception

- Provide back-up support to the Lead Receptionist:
- Receive telephone calls and redirect as necessary. Deal with telephone enquiries.
- Maintain visitors' safeguarding administration.
- Assist the school community with all general enquiries.
- Maintain a tidy and informative reception area.
- Manage the academy email box.
- To accept and sign for deliveries as appropriate.

Coaching

- Under the guidance of the AHT PDBA, to act as a coach to a group of students if required.

Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the headteacher to carry out appropriate duties within the context of the job, skills and grade.

Specialist Administrator – SEND and IAG, Finance Admin

Person Specification

Measurements: A=Application, I= Interview, R=Reference, T=Task

Training and Qualifications	Measured by	
Minimum of Level 2 Maths and English GCSE or equivalent	A	Essential
First Aid training	A	Desirable
Evidence of CPD and recent training which enhances administrative practice	A	Desirable
Experience		
Evidence of working in an office environment	A	Essential
Experience of working in a school environment and dealing with SEND and/or finance administration	A	Desirable
Experience of working collaboratively with others	A, I	Essential
Knowledge		
Detailed knowledge of IT systems; competent user of Office 365 (Word, Excel, SharePoint), computerised accounting systems and Management Information Systems	A, I, T	Essential
An understanding of disadvantage and working in challenging environments	A, I	Desirable
Knowledge of finance administrative procedures; purchase ordering, invoicing and petty cash.	A, I	Desirable
Knowledge of school safeguarding procedures	A, I	Desirable
Skills and Abilities		
Strong analytical, strategic, interpersonal and thinking skills	A,I,T	Essential
Ability to work under pressure and prioritise effectively	A, T, R	Essential
Excellent writing skills and numeracy skills – with excellent attention to detail	A, I, T	Essential
Personal Aptitudes		
Personal and professional resilience in the face of challenging situations	A,I,R	Essential
Self-motivated, productive, diligent and thorough	A,I,R	Essential
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the academy	A,I	Essential
Commitment to own personal and professional development	A,I	Essential
Empathy with the needs of children	A, I	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
A commitment to the vision, values, aims and objectives of Olive Academies	A, I	Essential
A personal commitment to promoting inclusion, diversity and access	A, I	Essential

At Olive Academies we can offer you...

- a close and supportive team in a working environment where your wellbeing is a priority
- access to the OA employees' wellbeing benefits package (including Perkbox, MyGym, CycleScheme, Employee Assistance Programme and more)
- high quality CPD, strong links to mainstream schools and opportunities for career progression
- an organisation which is values driven and has children at the centre of everything we do.

Olive Academies' safer recruitment and selection statement



Olive Academies is committed to safeguarding and promoting the welfare of children and young people in our academies:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different; backgrounds and circumstances is appreciated and positively valued; and
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

Please read our Child Protection and Safeguarding Policy here: <https://www.oliveacademies.org.uk/governance-2/>

We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

Shortlisting

Only those candidates meeting the essential criteria set out in the person specification will be taken forward from application.

Pre-employment vetting

As part of our safer recruitment and selection process, we operate a strict pre-employment checking procedure. Successful applicants will be required to undergo the checks outlined below.

Disclosure

OA requires all employees to undertake an enhanced DBS check before they start. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory. Please ask to see a copy of our DBS procedures for further information.

You are required, before appointment to disclose any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974, and any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act (1974 (exceptions) Order 1975 (amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1964 (exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities certain convictions and cautions are considered 'protected'. This means they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website or on the websites of charities NACRO and UNLOCK.

Applicants will not be asked to provide a self-declaration of any criminal cautions or convictions unless shortlisted – the request will be made prior to the interview itself.

Non-disclosure of the above may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment. This will depend upon the nature of the offence(s) and when they occurred.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a professional body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. OA will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. If your last employment was in a school, you must provide the name of the headteacher rather than a work colleague. Where relevant, one reference must be from a referee where the employment involved working with children and/or young people.

If you have not previously worked with children and/or young people, we may ask for a character reference using an OA reference form from someone who can confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, OA will seek references from educational establishments for those applicants with no previous employment history. Under no circumstances will open references or testimonials (i.e. addressed "to whom it may concern") be accepted.

References from previous and current employers will be taken up for shortlisted candidates, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment. Where necessary, employers will be contacted to gather further information.

Eligibility to work in the UK

OA has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical assessment

All offers of appointment will be subject to the satisfactory outcome of medical checks where appropriate. We keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

Probation

All new staff will be subject to a probation period of six months which may, in certain circumstances, be extended. 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 trust with the opportunity to monitor and review the performance of new staff in relation to various aspects of the role and also in terms of their commitment to safeguarding and developing positive relationships with students.

A commitment to encourage diversity

OA is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to the principles of equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Olive Academies' candidate privacy statement

Data controller: Olive Academies, Training & Development Centre, Inskip Drive, Hornchurch, RM11 3UR

Data protection officer: Kuda Mika, Olive Academies

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

We collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

Who has access to data?

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- suppliers and service providers to enable them to provide the service we have contracted them for, such as HR and recruitment support;
- professional advisers and consultants; and
- employment and recruitment agencies

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the academy staff who carry out HR activities, central staff and interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

In order to meet our duties under Keeping Children Safe in Education, we are required to obtain references from your former employers as part of the interview process. We will not share your data with third parties for this purpose without your consent.

The organisation will share data with third parties with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. We will not transfer your data to countries outside the European Economic Area or any company that is not included in the EU-US Privacy Shield.

How do we protect data?

We take security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For more information, please refer to the OA Data Protection Policy.

Where we engage third parties to process personal data on our behalf, we do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long we keep your personal information?

If your application for employment is unsuccessful, we will hold your data on file for up to 6 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a separate Privacy Statement (supplied with your contract).

Your rights

You have the right to:

- ask for access to your personal information; this is called a 'subject access request';
- ask for rectification of the information we hold about you;
- ask for the erasure of information about you;
- ask for our processing of your personal information to be restricted;
- data portability; and
- object to us processing your information.

If you make a subject access request, and if we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding and processing it, and how long we will keep it for;
- explain where we got it from, if not from you;
- tell you who it has been, or will be, shared with;
- let you know whether any automated decision-making is being applied to the data, and any consequences of this; and
- give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you want to use your rights, please contact: Natasha Prinsloo, Administrative Executive, Olive Academies
If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer. If you are not happy with the outcome, you may raise a complaint with the Information Commissioner's Office: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

January 2021