



**Outcomes Focused, Child Centred**



**Community Zone Assistant  
Recruitment Pack**

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## Welcome from the Chief Executive

**On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.**

We are unswerving in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

## Welcome from the Principal

I am incredibly proud to be the Principal of Walbottle Academy. I feel privileged to lead such a talented, committed and hardworking community of pupils and staff.

At Walbottle Academy, our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life. We demonstrate a relentless daily commitment to our high expectations as we prepare our pupils for the challenges of a rapidly changing world. We are keen to share and for our community to understand our vision and how this underpins all that we do:

“We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.”

It is a fantastic time to be part of our community and we firmly believe our staff will be incredibly successful as part of our academy and our Trust.

Mr M Wood  
Principal

# Northern Education Trust

## Our Vision

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

### The 10 values which underpin our vision:

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that 'we are the Trust'
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

## Our Academy

### Transformational, Exciting and Proud.

Walbottle Academy has recently experienced significant changes, including improvements to the students' culture of learning. The academy has a fantastic praise culture that encourages students to be proud of their work, share their learning and to celebrate their achievements. The positive environment Walbottle Academy provides, ensures local children are proud of their academy, proud of themselves and are encouraged to do well.

As the largest academy within Northern Education Trust, staff at Walbottle Academy describe it as a sleeping giant. Despite having only joined Northern Education Trust in 2020, Walbottle Academy has seen rapid school improvement throughout. The huge impact of the Trust on the academy has resulted in systematic changes, structural alterations and enhanced leadership that has all worked together to drive phenomenal positive changes for both staff and students. Through the sharing of the Trust's vision and values, Walbottle Academy's staff and students have been united through a consistent, outcomes focused approach to teaching and learning that has helped progression to continue.

Overall, Walbottle Academy is still early in its journey but has already felt the overwhelming positivity that comes from being part of Northern Education Trust. Its community is united on improving outcomes and life chances for its students, maintaining a high culture of expectations and creating a positive space for students to thrive. Staff work together to do everything they can to raise students' aspirations and push individuals to achieve their potential – enhancing the life chances of the children and young people in their care.

Across our trust our support staff benefit from:

- High expectations and standards of all students
- Praise culture for staff and students
- Highly present and supportive leaders
- A dynamic enrichment programme for staff to be part of
- Bespoke CPD opportunities through the NET Staff College
- Succession planning and career development opportunities across the trust
- Staff make automatic progress up the payscale within their grade
- Opportunities for career progression through our DEEPS model including being part of the senior leadership team
- A central team who provide strategic and operational support as well as training
- A large, dynamic and highly valued support staff team
- Access to Health Assured our wellbeing employee assistance programme

## Academy life

For the most recent updates on academy life visit:

**Web:** <https://wba.northerneducationtrust.org>

**Twitter:** [@NETWalbottle](https://twitter.com/NETWalbottle)

**Facebook:** <https://www.facebook.com/NET-Walbottle-Academy-100472772053946>

## The Application Process

Thank you for your interest in this role within Walbottle Academy.

The information, job description and person specification have been provided to help you decide whether you wish to apply and, if so make an effective, good quality application.

Please take the time to match your skills, experience and aspirations against these when reaching your decision.

### The Application Form

It is important that you complete all sections of the form and you provide full accurate information in each section. CV's will not be accepted.

After the closing date all applications will be examined and shortlisting will take place. You will be notified at this point if your application has been unsuccessful by email or you will be invited for interview. Details of interviews and any required tasks that you may need to prepare for will be sent to you. At this point references will be sought if permission has been given.

On the day of interview, you will also be asked to bring various forms of identification and original certification as declared on your application.

### Post interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment which will be followed up with a conditional job offer.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter

## Further Information

Please return completed application forms to [wba-recruitment@northerneducationtrust.org](mailto:wba-recruitment@northerneducationtrust.org) by 16<sup>th</sup> September 2021.

For further information contact Sophie Martin on telephone number 0191 2678221 or email [s.martin2@northerneducationtrust.org](mailto:s.martin2@northerneducationtrust.org)

Walbottle Academy is committed to Safer Recruitment. Pre-Employment Checks will be undertaken prior to appointments being confirmed. Positions are subject to Enhanced DBS Checks. We expect all adults who work in our academy to share our commitment to Safeguarding and the Health and Well-Being of our Students.

# Job Description



## Northern Education Trust – Job Description

<b>Job Title:</b>	Casual Community Zone Assistant		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Business Manager	<b>Grade:</b>	N2
<b>Service responsibility:</b>		<b>Salary:</b>	£18,198 [fte] £9.43 ph
<b>Additional:</b>	All roles are subject to job evaluation due to be completed Summer 2021.	<b>Term:</b>	Casual

### JOB PURPOSE

- To receive enquiries for the Community Zone and maintain and develop good working relationships with both internal and external customers Front of House

### JOB SUMMARY

1. Undertake reception duties, answering general telephone and face to face enquiries
2. Assist in arrangements for Community Zone
3. Provide a high standard of customer service with the completion of Hire Agreements and respond to routine correspondence
4. To maintain a flexible working attitude towards covering other shifts at short notice
5. Undertake duties connected with the cleanliness of the Community Zone maintain high standards in the internal and external appearance of the building
6. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary to enable compliance with the NETHealth and Safety rules and legislative requirements
7. 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
8. Participate in training and other learning activities and performance development as required

### GDPR

9. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET 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 an enhanced DBS check.

Signed: ..... Date: .....

## Person Specification

**Northern Education Trust**  
Post: Casual Community Zone Assistant  
**PERSON SPECIFICATION**

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	5 GCSE's or equivalent, including English and Maths	D	✓	
2.	Willingness to participate in training and development opportunities	E	✓	✓
<b>EXPERIENCE</b>				
3.	Experience of reception duties	D	✓	
4.	Experience of working in a school environment	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
5.	Excellent communication and listening skills	E	✓	✓
6.	Ability to respect and maintain confidentiality	E	✓	✓
7.	First Aid at work qualification	D	✓	✓
8.	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
9.	Efficient and effective organisational skills	E	✓	✓
10.	Excellent customer service skills and ability to respond quickly as circumstances dictate	E	✓	✓
11.	Ability to work effectively as part of a team, understanding Academy roles and responsibilities and your own position within these	E	✓	✓
<b>PERSONAL QUALITIES</b>				
12.	A strong commitment to the Trust values and ethos	E	✓	✓
13.	Friendly and approachable manner, reliable and punctual	E	✓	✓
14.	A flexible approach and strong work ethic	E	✓	✓

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**The following methods of assessment will be used:**

- Technical Assessment of application against criteria
- Activities designed to provide evidence to assess against Person Specification
- Presentation
- Interview

**Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced DBS Certificate
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	Qualifications essential to the post
5	Two references from current and previous employers (or education establishment if applicant not in employment)

