



Job Application Pack

Senior Administrator (Maternity Cover)

Temporary, All Year Round, Full time

Salary: Grade 7, Points 12-19, £22,183 to £25,481 per annum

Required from 31st December 2021

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and are excited to be opening Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Community School, Merrill Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with 900 students on roll. We are over-subscribed in every year group, which reflects the high esteem our families hold the academy in. We serve our local community proudly, with inclusion at the heart of all we do, ensuring our young people have the very highest aspirations. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Bluecoat Trent Academy



The Bluecoat Trent Academy (BTA) will open its doors in September 2021 for the founding cohort of Year 7 pupils. BTA will be an 11-16, non-faith school. It is anticipated that this will be six forms of entry, growing to 8 in subsequent years. The new academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will for the first two years be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

Lees Brook Community School



Lees Brook Community School

Lead Believe Create Succeed

Lees Brook Community School (LBCS) based in

Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in both Duke of Edinburgh and its vibrant Arts offer including Dance, Drama and Performing Arts.

Merrill Academy



**MERRILL
ACADEMY**

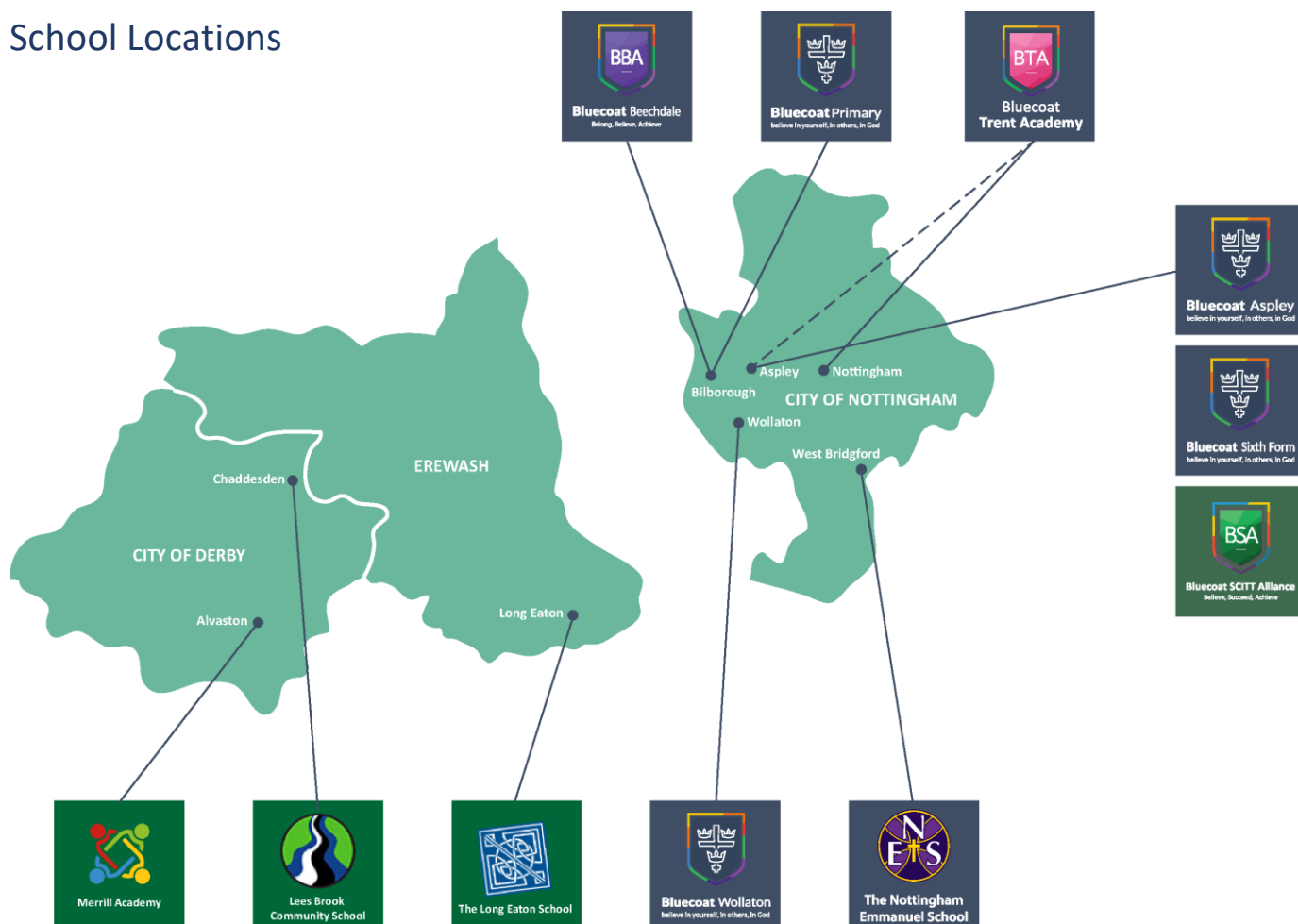
Merrill Academy in Derby offers a broad curriculum designed to engage and challenge its students. The academy has 838 students and places a strong emphasis on positive relationships, promoting independence, equality, resilience, and consideration for others. Situated in the heart of the City of Derby it serves a busy and diverse local community.

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



Welcome from the Principal

Bluecoat Beechdale Academy offers a professional and caring learning environment that enables every member of our Academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Bluecoat Beechdale Academy is a truly diverse Academy that welcomes students and staff from all backgrounds. Becoming a member of Bluecoat Beechdale Academy means a welcome into the Archway family. The Academy has grown to become a strong member of the Archway Learning Trust, playing our part in continuing the tradition of excellent education for children from the City of Nottingham and beyond.



We are thrilled that, in February 2017, Ofsted recognised the many wonderful opportunities that we are providing for our students. In particular Ofsted acknowledged the tremendous progress that has been made at the school since the last inspection of our predecessor school in 2013. It is a great source of pride for everyone connected with Bluecoat Beechdale Academy that we have made huge strides to improve in all key areas and received **'Good'** judgements in teaching and learning, outcomes, leadership and the overall effectiveness of the Academy. The Ofsted inspection team made the following observations:

"All pupils are being well prepared for [the] next stage of their education, training and employment, because the school ensures that they leave with the skills they need to prosper."

"Teachers have good subject knowledge, which they use to enthuse pupils. They have high expectations of what pupils can achieve and work hard to ensure that pupils share these aspirations."

"Extra-curricular opportunities are extensive and exemplary."

"The school has a clear behaviour policy, which sets high standards for pupils' conduct."

Ofsted, February 2017

Unlike other academies within Archway Learning Trust, Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Bluecoat values.

As Principal, I am passionately committed to excellence for all. I believe that all students have three fundamental rights when they come to school: The right to feel happy, the right to feel safe, and the right to learn. We make no apologies for the unequivocally high standards that we have here at Bluecoat Beechdale Academy; we expect students to have excellent behaviour, attendance and attitudes to learning following role modelled behaviours from our staff. We also expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. A similar commitment to increasing the cultural capital of our students is vital.

The Vacancy

We are seeking to appoint a professional, enthusiastic and courteous Senior Administrator, who will be based in our busy office providing an efficient effective and professional service with particular responsibility for Student Admissions, Student Transition, Appeals, School Trips and Student Work Experience. The ideal candidate will be personable, have experience in a customer facing role and enjoy dealing with people, both in person and on the telephone.



This post requires self-motivation, drive and a commitment to providing a high level service to the Academy. The successful candidate will have experience in administrative systems and working within a team.

The successful candidate must be:

- Organised, flexible and has a 'can do' professional approach to work.
- Have excellent IT skills and be able to produce formal documents
- The ability to be proactive to assist all staff, students, parents and visitors
- Happy to work alone or as part of a team.

Whilst employed to work predominantly at our Bluecoat Beechdale Academy, there may be a requirement for the post holder to work across any of the sites with the needs of the Trust.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. The role will be based at the Trust's Bluecoat Beechdale Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.



Applications

For more information about Bluecoat Beechdale Academy and the vacancy, please visit www.bluecoatbeechdale.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: Monday 14th December 2021

Interview Date: Friday 17th December 2021

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitmentbba@archwaytrust.co.uk or telephone 0115 913 5211.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working together, transforming lives

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Job Description

POST TITLE: SENIOR ADMINISTRATOR (Maternity cover)

GRADE: GRADE 7 - £22,183 to £25,481 per annum

RESPONSIBLE TO: OFFICE MANAGER

JOB PURPOSE

This post holder will work under the supervision of the Office Manager to:

- assist in the day to day supervision of an administrative team that forms part of the office and reception area.
- deputise in the absence of the Office Manager by ensuring an efficient and effective service is provided by the administration teams across the site and providing support, supervision and delegation.
- deputise in the absence of the Senior Administrator at Aspire by ensuring an efficient and effective service is provided by providing support to the wider team.
- coordinate all student mid-year admissions into the Academy in line with the School Admissions Code and administrate the Academy Appeals in line with the Appeals Code.
- planning, allocating and providing effective coordination and management of the Year 10 work experience programme.
- support the Leader of Transition with administering the movement of current students and Year 6 – 7 applications.
- coordinate and assist in the planning and management of all enrichment activities, both onsite and offsite ensuring the Academy fulfils its Health and Safety obligations.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

Educational Visits

- responsible for the academy visits administration including assisting with the planning, collection of paperwork, the booking of venues, buses and administering and the risk assessment process in liaison with the visit leader.

- be responsible for working with the Local Authority officer as part of the Nottingham Education visit legislation to approve activities and ensuring the safety and quality of offsite activities.
- be responsible for acquiring and maintaining up-to-date knowledge of, legal and health and safety compliance and any changes which occur within the Education visit field.
- set up payment methods on ParentMail, agreeing payment plans where appropriate and monitor and track payments, regularly chasing outstanding payments

Admissions / Transition

- Coordinate all student admissions into the Academy in line with the School Admissions Code to include:
 - o Administrative preparation for the open evenings and events
 - o Act as the initial contact advising, promoting and supporting prospective applicants
 - o Arrange visits, tours and meetings
 - o Process applications, send and chase references
 - o Rank applications in accordance with the Academy Admissions Policy
 - o Liaise with all relevant stakeholders including liaising regularly with Nottingham City Local Authority admissions
 - o Ensure deadlines are met in line with the Qualifying Coordinated Admissions Scheme under Section 89 of the Schools Standard and Framework Act 1998
 - o Dealing with any enquiries in relation to student admissions
- Assist with occasional marketing / publicity administration and activities
- Coordinate the arrangements of an independent appeals panel in line with the School Admissions Appeals Code
- Responsible for the collation of all documentation relating to the Academy and appellants case in preparation for the appeals hearings
- Assist in the transition and induction processes in close liaison with the Leader of Transition
- Assist with induction meetings and induction days including the preparation, monitoring, communication and collation of all information relating transition and induction.
- Ensuring that for each Academy Census, we are up to capacity to maximise funding.

Work Experience

- Planning, allocating and providing effective coordination and management of Year 10 work experience programme.
- Building relationships with employers to enable the work experience programme to run smoothly.
- Development and maintenance of a database of employers participating in the work experience programme.
- Answering queries from employers, parents and students via telephone, e-mail and face-to-face.
- Ensuring all statutory requirements are met with regard to health and safety by ensuring that employers pass the relevant checks in order to host a student for work experience. This involves reviewing all employers to ensure risk assessments, ELI and health and safety policies are in place.
- Organising the feedback and reports from employers and students.

Supervisory Role

- To support the day to day supervision of the Academy office including a reception area.
- Assist in the overseeing the day to day workload of the administration team, identifying priorities and deadlines in line with agreed office procedures.
- To jointly support the Office Manager in the smooth running of the admin service across the Academy.
- Contribute to the planning, development and organisation of office systems/procedures.
- Deputise in the absence of the office manager.

General Administration

- Assist in providing comprehensive reception services, including greeting visitors to the Academy and ensuring relevant safeguarding checks are made, including receiving parents and students, dealing with general enquiries face to face or by telephone; taking messages or referring matters to the appropriate person.
- Work cooperatively as part of the Academy administrative team, covering absence, vacancies and supporting colleagues at times of heavy workload.

- Assist in the administration of a variety of administrative functions including processing of free school meal applications and the transition process.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Undertake typing, work processing and other IT based tasks.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION – Senior Administrator

	Essential	Desirable
Education and Training		
NVQ 3 or equivalent qualification or experience in Business Administration or relevant discipline		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
Experience		
Previous experience of managing / supervising a team		*
Previous experience of busy reception areas or administrative offices.	*	
Previous experience of working within an educational setting.		*
Previous working knowledge of SIMS.net database	*	*
An interest in office processes and systems	*	
Willingness to identify and develop own IT skills	*	
Ability to create and analyse complex data	*	
Professional Skills		
Communicate effectively verbally, in writing and through IT.	*	
Basic use of ICT packages	*	
Strong organisational and administrative skills	*	

Good interpersonal skills	*	
Good time management skills	*	
Personal Qualities		
Confidence and independence	*	
Ability to work flexibly (hours and work load) as part of a team understanding school roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the trust.	*	