



# Recruitment Pack

## **Vacancy: Admin Officer**

Polaris Multi Academy Trust,  
Field Top Road,  
Rastrick, Brighouse,  
West Yorkshire, HD6 3XB.

**National Support School**  
designated by  
  
National College for  
Teaching & Leadership

  
**Polaris**  
Multi-Academy Trust



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*I believe that our greatest strength is the integrity and passion of all our staff.*

Steve Evans  
CEO Polaris Multi-Academy Trust

# WELCOME



## *Welcome to the Polaris Multi-Academy Trust*

*The Polaris MAT is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that gives them the confidence and aspiration to reach and go beyond their potential.*

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

Our values are centred on building teams of highly skilled staff, through an unwavering focus on the development of skills, knowledge and understanding. We are passionate about delivering the very highest standards of training and continued professional development (CPD).

Our growing Trust is made up of both primary and secondary schools. Each school has its own unique DNA and individual identity, which is used as a platform to build on the enjoyment and academic success of the children in our care.



**Steve Evans**  
CEO Polaris Multi-Academy Trust

# VISIONS & VALUES

## *Our Vision*

- To provide every child and young person in the Multi-Academy Trust opportunities and experiences, which give all of them the confidence and aspiration to reach and go beyond their potential.
- To support and nurture each school's individual identity, to ensure that their unique DNA is used as a platform to build on the enjoyment and academic success of the children in our care.

## *Our Values*

- We instil the very highest expectations of everyone in the Multi-Academy Trust.
- We will ensure every school provides a safe, supportive and challenging environment to the children and young people in our care.
- We will ensure that every school is supportive and challenges all staff to continually improve their craft, through high quality professional development and opportunities for progression.

## *Our Aims*

- To remove the barriers faced by students in achieving challenging and aspirational academic targets through delivering the highest quality teaching and pastoral support.
- To collaborate with and grow expertise of staff across the MAT, to embed a sustainable self-improving system, that is built on strong leadership and succession planning.
- To provide a sustainable financial platform for schools in the trust through ethical financial controls which in turn, deliver high quality delivery of educational services.

# THE POLARIS FAMILY

*Schools within the Polaris Multi-Academy Trust*



Field Lane Primary



Rastrick  
High School



# THE POLARIS FAMILY

*Our schools are located across West Yorkshire.*

Staff from across the Trust can share expertise, practice, and resources because of the close proximity of each of our schools. Our schools are accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.





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*We have a happy workplace. The group of staff have moulded together well and we have fun while we are here.*

Carole - Payroll Manager

# Careers at Polaris

## *What's it like to work for our Trust?*

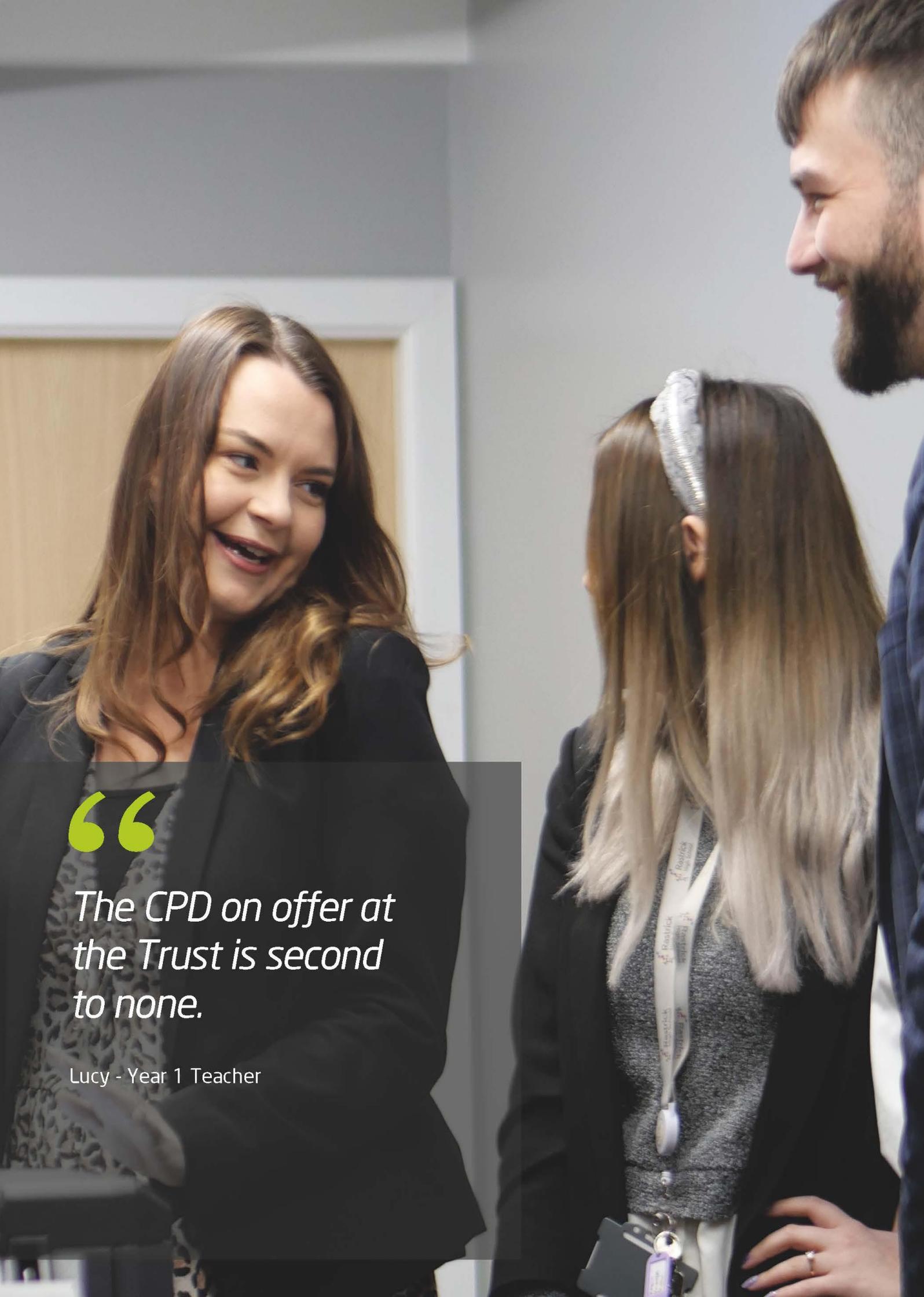
Our Trust has a reputation as an outstanding employer. This great reputation is built on the culture of support we offer our team. We have an outstanding induction programme, that will ensure that you make a great start to your career with us.

As well as the training highlighted above, our Trust offers apprenticeships in a wide range of areas of the business, from Site and Facility roles to Administration and Finance.

We work closely with Teaching School Hubs and other Initial Teacher Training providers to enable staff to train to teach. We always promote and provide opportunities for our staff to work together and collaborate. This commitment comes from our belief that we can all benefit from each other's experience and expertise, in turn this team approach helps ensure that you feel listened to, valued and supported.

We pride ourselves on staff wellbeing being at the centre of Trust and our School Leaders decision making, this why we work hard to ensure that staff know they are appreciated and rewarded for the excellent work they do.





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*The CPD on offer at the Trust is second to none.*

Lucy - Year 1 Teacher

# Careers & Wellbeing

## *What's it like to work for our Trust?*

The Trust Central Team supports our schools and employees through the running of a high-quality services, designed to deliver you important information to your fingertips. This includes integrated payroll that enables you to view and store all your salary documents digitally on your phone. The Trust's HR support dovetails with this easy to reach approach, ensuring that if/when you need more advice and guidance, it's there for you when you need it.

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school in our Trust. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

The Polaris Multi Academy Trust is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that gives our children and young people the skills, knowledge and confidence to reach and go beyond their potential.





# *Our benefits*

*and why they matter*

# BENEFITS

The Polaris Multi-Academy Trust is a great place to work and we really hope you'll agree. In addition to your competitive salary and a talented team of colleagues to work alongside, we offer a wide range of benefits to save you money, keep you healthy and help you enjoy your time at work. You'll also find plenty of opportunities to develop and progress your career at the Polaris MAT. We strive to develop and promote our own. We encourage professional development and promote internal growth, but not just upwards. We want you to have the chances to move into broader roles across our Trust and into different areas.

## *Professional Development opportunities*

We offer regular training and access to a range of internal and external programmes tailored to your learning throughout your career, including NPQs and other professionally accredited qualifications. There are opportunities for career progression with your home school or in other schools across the Trust as well as opportunities to move from our support team to a teaching role.



**Professional Development Opportunities**



**Opportunities for Progression**



**Performance Management Process**

# BENEFITS

## *Financial*

We offer a competitive salary for both teaching and support staff, whereby pay progression is possible on an annual basis.

Access to and auto enrolment into a highly attractive pension plan for all staff.



**Pension**



**Competitive Salary**

## *Wellbeing*

A generous holiday allowance for support staff and all our school calendars are designed to fit well with the 1265hrs allowance for teachers.

Training day events specifically designed to support staff wellbeing.

Staff feedback events designed to enable you to share how we can be even better at what we do.

Access to the cycle to work scheme.



**Wellbeing**



**Flexible Working**

# BENEFITS

## *Facilities*

We have great school buildings with well-maintained and modern facilities.

On-site catering with great food, reasonably priced for staff.

Free car parking at every school.

Access to the fantastic Rastrick High School gym on weeknights.

Preferential access and a discounted rate to the outstanding Smarties Nursery based in Rastrick.



Discounted Nursery



On-site Gym



On-site Nursery



On-site Catering



Modern Facilities

# Job Description

<b>Job Title</b>	<b>Administration Officer</b>
<b>Reporting To</b>	<b>Administration Manager</b>
<b>Scale / Salary Range / Contract</b>	<b>NJC points 5-6/TTO plus 10 days/Actual Salary £19,334 - £19,686</b>

<b>BASIC JOB PURPOSE</b>
<ul style="list-style-type: none"><li>• To support the delivery of an efficient, professional and effective central (general) administration service across the school.</li><li>• Undertake reception duties, greeting visitors and handling face-to-face enquiries.</li><li>• Control and monitor entry to the school including the visitor signing in system and safeguarding issues.</li><li>• Handling telephone enquiries, transferring calls, taking messages where appropriate and following up with relevant staff.</li><li>• Ensure efficient, accurate and timely communication links for parents / carers, staff and other interested parties.</li><li>• Cover first aid duties along with a wide variety of matters including contact with pupils, staff and parents / carers and extensive use of SIMS and related software.</li><li>• Ensure administrative needs relating to whole school administration, reception and pupil services are met.</li><li>• Organise staff cover on a daily basis.</li></ul>

## MAIN RESPONSIBILITIES

<b>1</b>	Reception duties, welcoming visitors to school, attending to students coming into and leaving school out of normal hours.
<b>2</b>	Handling Switchboard, dealing with enquiries from a large range of callers including parents, ensuring all calls are answered quickly and dealt with efficiently, routing enquiries to the correct person or department whilst maintaining a polite and professional manner.
<b>3</b>	Dealing with student absence, accurately updating school records to record the absences and contacting parents for further information working within a tight timescale.
<b>4</b>	Support student services, dealing with queries from students and administering first aid.
<b>5</b>	Supporting the reprographics service by designing materials and producing resources to a high standard. This includes scanning, laminating, binding and printing documents
<b>6</b>	Provide administrative support eg photocopying, filing, production of teaching resources, displays, attendance, data, completion of standard forms, respond to correspondence, collation and distribution of material

# Job Description

<b>7</b>	Administration of school visits including producing lists/information/ data as required.
<b>8</b>	Deal with all aspects of mail including internal, external and electronic.
<b>9</b>	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.
<b>10</b>	Organise staff cover on a daily basis

# Job Description

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent in English and Maths.</li> <li>• Good literacy and numeracy skills</li> <li>• experience of administration and working in a similar environment</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications relating to Administration.</li> <li>• SIMS Training.</li> <li>• First Aid Training</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of MS Office, including Word, Excel, Publisher and Powerpoint.</li> </ul>	<ul style="list-style-type: none"> <li>• understanding of Safeguarding and Child Protection issues.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good standard of ICT skills</li> <li>• work as an effective team member and apply given instructions</li> <li>• able to apply written and verbal instructions to equipment</li> <li>• able to accurately input information onto databases</li> <li>• able to organise, plan and complete tasks</li> <li>• confident in working in a school environment, around children and young people</li> <li>• high personal standards and able to provide a role model for students and staff</li> <li>• seek support and advice when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• willingness to develop own understanding through advice and training</li> <li>• ability to think clearly in emergency situations</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• an excellent record of attendance and punctuality</li> <li>• ability to prioritise and manage own time effectively</li> <li>• respect confidentiality</li> <li>• reliability, integrity and stamina</li> <li>• strong team player</li> </ul>	



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