

BYRON WOOD ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

Apprentice Admin Assistant

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

Thank you for your interest in joining our team at Byron Wood Primary Academy.

At Byron Wood Primary Academy our vision is to provide an inclusive environment where children participate, reach their potential and are proud of their achievements. All children will: gain experiences which enrich their lives, become responsible members of society and be ready for secondary school.

We aim to establish a strong partnership with parents/carers in order to help build an environment where children can thrive and reach their full potential.

Both teaching and non-teaching staff have a crucial role to play in the success of our Academy, and all are committed to creating an excellent learning environment for our pupils and helping them to achieve their full potential during their time here.

As part Astrea Academy Trust we have a strong commitment to our staff's well-being and professional development and can provide a comprehensive set of benefits. We want our staff to enjoy working with us, to be professionally challenged and to feel that they have all the support that they need to do their job to the best of their ability. All staff will be part of our performance management programme which ensures regular performance reviews to identify development needs and supports career progression.

Best Wishes,

Bee Wood

Principal at Byron Wood Academy

details on our vibrant and diverse [school](#)



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school.

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the Teacher's Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.



Job Description

JOB TITLE:

Apprentice Admin Assistant

REPORTING TO:

Office Manager

SALARY RANGE:

£21,850

ACTUAL SALARY IF PRO RATA:

£18,770

CONTRACT TYPE:

Fixed – Term contract

WORKING PATTERN:

37 hours per week, term-time only (38 weeks plus 5
INSET days)



Role Description

Purpose

The Apprentice Admin Assistant is required to support the Operations Manager in ensuring school operations run efficiently.

The Apprentice Admin Assistant is required to provide administrative support in relation to all operational matters which include HR, Estates and Finance tasks. The role will also involve providing administrative support to the school reception and reprographic functions (as required).

Main Duties and Responsibilities

- Be a key part of the school operations team providing a range of administration services to support the school, the pupils and the staff within the school
- Support with reception duties and undertake reprographic tasks as required
- Input purchase orders in line with Astrea Academy Trust financial systems
- Be proactive and flexible, supporting the smooth running of the school
- Support with bookings of school trips / residentials
- Communications to all areas of the school as required
- Support with all fire drills and fire evacuations (as appropriate)
- Administrative support to the Senior Leadership Team as required
- Support the promotion of positive relationships with parents and carers
- Lead on communications through various apps with parents and carers
- Update school social media as appropriate
- Support the Operations Manager with the MIS system

- Work with new starters to the school to ensure their onboarding is carried out to a high standard
- Help coordinate after school activities such as clubs and parents evenings
- Support teaching staff with daily registrations and administration tasks in the classroom
- Work with the apprenticeship provider for the duration of your course
- All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

Person Specification

Experience

- Experience of working in a school with children (desirable)

Education and Qualification

- Grade C/4 or above in English and Mathematics GCSE or equivalent
- Willing to work towards Level 3 Business Administrator Apprenticeship

Skills and Knowledge

- Excellent communication and interpersonal skills
- Excellent organisational skills, including the ability to work flexibly to meet the needs of the role
- Highly organised and efficient with effective prioritisation skills
- Experience using IT packages including Word, Excel, Outlook, PowerPoint and Microsoft 365
- Able to work independently and as part of a team, staying calm under pressure and meeting deadlines

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About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.



All leaders demonstrate high ambition for the pupils. They know how to support teachers in ensuring that pupils make good progress and achieve well by the time they leave school. OFSTED July 2019

[OFSTED report](#)