



Launceston College

Part of the Athena Learning Trust



Applicant Pack

Administration Assistant

Student Support



ATHENA
LEARNING TRUST

Job Title: Administration Assistant Student Support	Start date: January 2023
School base: Launceston College	Contract type: 37 hours, term time only
Closing Date: Friday 6 th January 2023, 9am	Salary: Grade B – £10.50 (£20,258 FTE), actual salary £16,755.23 based on 37 hours.
Interviews on: Thursday 12 th January 2023	Contract term: Permanent

Our Trust

Launceston College is part of Athena Learning Trust alongside Altarnun Primary, Bideford College, Egloskerry Primary, Atlantic Academy and Launceston Primary School.

Our Trust is vibrant, energetic and has exceptional people across our Schools. You will be joining an existing high quality school administration team who give an exceptional level of practical support to our schools. We focus on the happiness and healthiness of our employees, with a practical focus on wellbeing, from 'light touch' marking to addressing behaviour centrally to ensure disruption free learning. We have a comprehensive employee assistance programme and a scheme offering rewards and savings at a large range of shops and supermarkets.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

Our pupils are amazing! We have exceptionally high aspirations for them and seek to support all our students no matter what their background or circumstances. We offer a distinctively broad, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning. As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with an extensive range of shared services, including: trust-wide leadership and management, tailored and supportive CPD, safeguarding activity, external network opportunities and high quality expertise in teaching and learning, school improvement, financial, administrative, estates and HR.

If you want to spend your time working to prepare resources to support the delivery of high quality teaching and have real influence and impact on the outcomes of young people whilst taking advantage of the lifestyle that miles of beautiful coastline, beaches and scenery that our settings can provide - we want to hear from you.

Our College

Launceston College is a large and established 11 – 18 secondary school in Launceston, Cornwall. The belief at Launceston College is that the most vital part of any school is the people who make it what it is. Our students enjoy being part of our school community and we have a strong team of staff at the college who are united in encouraging students to work hard, to achieve their best and to respect others. To do this we believe that students need to be fully challenged and supported within a caring environment.

The college addresses pupil disruption to ensure that our lessons are well-disciplined, orderly and respectful; we have rules and we expect students to follow them. Lessons are free of distraction and disruption.

To ensure our teachers are well supported, we have a practical approach with focused learning routines, 'light touch' marking and a range of excellent CPD opportunities and resources from the Trust School Improvement Team. We are proud to provide amazing facilities, including our brand new science facilities and access to outdoor educational facilities at nearby Dartmoor.

We are committed to the pursuit of individual excellence and achievement whilst ensuring that no-one is left behind. We believe in the education of the whole person and try to provide a range of experiences which promote the spiritual, moral, social and cultural development of our students; we are an accredited "Adventure Learning School" and provide a wide range of adventurous learning opportunities both inside the curriculum and beyond.

What's in it for you?

We can offer you an amazing place to work and some great benefits, including:

- A focus on staff happiness, healthiness and a holistic approach to wellbeing.
- Great pay and opportunities to develop your skills across a growing Trust.
- Access to an outstanding local government pension scheme and generous holidays.
- Inclusion in *Perkbox* - our benefits scheme which provides a range of great savings and perks.
- An Employee Assistance Programme to give practical support for your health and wellbeing.
- On site parking and a modern, well equipped school workplace.
- The option to be part of a nationally recognised cycle to work scheme.
- Opportunities to access quality CPD, to ensure professional success and personal satisfaction.
- A team of dedicated staff who are passionate about supporting teaching and learning.
- A Trust culture which is fair, developmental, and supportive of staff and pupils.

Thank you for your interest in the position of administration assistant – student support within the Athena Learning Trust.

If you have any questions or if you would like a further discussion about the role, in the first instance please contact HR, on:

(01566 701683  people@athenalearningtrust.uk)



We are seeking to appoint an **Administration Assistant – Student Support**

Job Title: Administrative Assistant - Student Support

Grade: B

Hours: 37 hours, term time only

Responsible to: Assistant Principal/SENDCO

Supervisory Responsibility for: None

Important Functional Relationships:

Internal: Assistant Principal, SENDCO IN team, teaching staff, support teams (including SEND and SEMH), admin team, Principal, and students

External: Parents, Local Authorities, Cornwall County SEN, professional external agencies such as Educational Physiologist, Autism Spectrum Team

Main Purpose of Job:

To oversee the administrative duties for individual needs

Duties and Responsibilities:

- To ensure that Annual Reviews are carried out for those on the Register of Need.
- To co-ordinate meetings and assessments of young people, including preparation for SEN support reviews.
- To ensure that all individual student plans are maintained and accessible.
- To liaise with outside agencies and facilitate multi-agency meetings.
- Book rooms and manage the diary of the SENDCO.
- In conjunction with the SENDCO/Assistant Principal (KSE), to assist with the efficient and effective transition of students on the SEN Register of Need to the College from primary school.
- Administrative tasks including, but not limited to, word processing, maintaining spreadsheets and preparing resources and costings.
- Administrative tasks relating to supporting the improvement of students' reading ages.
- Liaising with outside agencies to book appointments as directed by pastoral or faculty staff.
- Receiving and prioritising telephone calls, dealing with them appropriately including accurately recording messages. Responding to queries including prioritising and investigating queries.

- Minute taking at key meetings
- To maintain accurate and comprehensive filing systems for students
- Using the College's computerised system (SIMS) and class charts/provision maps.
- To ensure specific data on SIMS is current and accessible to the appropriate staff.
- Photocopying and document collation.
- To sort, distribute and administer incoming and outgoing mail.
- To undertake reception cover and welcome visitors as required.
- To be first aid trained and to cover the College first aid requirements as necessary.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including Safeguarding, the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.
- To support faculty admin as provided by faculties.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<p>A minimum of 12 months' experience in administrative/clerical work.</p> <p>Practical experience of Microsoft office suites (work, excel and powerpoint), email and other office electronic applications.</p>	<p>Relevant experience within a school/college environment.</p> <p>Experience of SIMS and provision maps.</p> <p>Experience of working with multi-agencies.</p> <p>Experience of preparing documents from material provided by teaching staff.</p>	Application form/interview
Education & Training	Attainment of GCSE's or equivalent (educated to level 2 standard) to include Maths and English	Attainment of level 3 qualifications or equivalent (eg A Levels, AVCE)	Application form
Special Knowledge & Skills	<p>Good typing and word processing skills</p> <p>Good oral and written skills</p> <p>Excellent organisational skills</p> <p>Excellent communication skills</p> <p>Excellent inter-personal skills</p> <p>Good judgement and an ability to assess situations, prioritise and delegate</p>	Minute taking skills	Application form/ interview
Any Additional Factors	<p>Professional, tactful and sensitive</p> <p>Discreet and confidential</p> <p>Ability to work on own initiative and within a team</p> <p>Enjoys working with young people</p>		Interview

To apply:

To apply for this job, please complete the application form: (provided in two formats below):
(Please note that for the Word application, you may have to download the file)

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Athena Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.

