

# Academy Administrator

**Lynn Grove Academy**

Academy Administrator

Recruitment Pack



**LYNN GROVE  
ACADEMY**

*Creative  
Education  
Trust*



## Dear Colleague

### Thank you for your interest in Lynn Grove Academy.

The pupils at Lynn Grove make our community special.

In our school, you will find warm and positive young people with open minds who are ready to make the best of opportunities that come

their way. They were instrumental in developing our school ethos and live by the values we talk about every day. They put learning at the heart, are kind, challenge themselves and persevere.

We are a large and friendly staff team who understand the importance of collaboration to support all our pupils to achieve their full potential. We invest heavily in professional development and the CPD offer at Lynn Grove is forward thinking and highly bespoke.

Our ambition is that every young person should leave us with the attributes of a successful young adult ready for the next stage of their education or training. Through our lessons and our extracurricular offer we aim to foster a love of learning and interests that will be enriching and sustaining well into adult life.

We are committed to offering a broad and balanced curriculum that allows all pupils to follow their interests and supports them to achieve highly. We never underestimate the importance of pastoral support and have recently introduced a college system

which allows our pupils opportunities to flourish individually and as part of a wider team. We are so proud of the impact this is having.

We are proud to be members of the Creative Education Trust family of schools. As a CET school we have access to outstanding support from the very best experts in school improvement and professional development. Our pupils benefit from an exciting offer of cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

We are fortunate to enjoy great support from Lynn Grove parents who show a real interest in the progress of their sons and daughters and contribute to the sense that our school is at the very heart of our community.

Lynn Grove is situated between Bradwell and Gorleston, which form part of Great Yarmouth. The school is situated in a quiet residential area surrounded by extensive playing fields. We are well positioned for very easy access from Norwich or North Suffolk and we have ample parking for all our staff. Our school is very popular and is expanding but remains oversubscribed; currently 1160 pupils attend.

**“We support every pupil in our community to put learning at the heart”**

Amy Brookes  
Principal

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities



## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# ABOUT LYNN GROVE ACADEMY



## Our on-site facilities include:

- Library open daily from 0800 to 1630
- Suites of subject areas
- Excellent ICT provision
- Extensive playing fields
- 3G all-weather pitch
- Extensive indoor and outdoor social space for our learners



## Summary of Lynn Grove Academy's Progress Scores in 2022:

- Progress 8 score: +0.13
- Attainment 8 score: 49.7
- Staying in Education or entering employment: 99%

To see full details of the school performance data please visit:  
<https://www.compare-school-performance.service.gov.uk/school/137541/lynn-grove-academy>

# SUPPORT FOR OUR STAFF

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues. As teachers, we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

With careful planning, we have arranged our school day to give everyone two hours a week in their teams to devote to professional development. The time spent with colleagues focussing on department and school improvement is much appreciated.

We understand the importance of working with other schools in our trust and beyond. Our senior and middle leaders have benefited from their participation in highly regarded professional development including Future Leaders and Ambition School Leadership Teaching Leaders Programme; several have successfully completed NPQ qualifications.

We value subject specific CPD highly and are active members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development. CET provides many opportunities for professional development of staff at all levels. Initial Teacher Training is a high profile area of expertise at Lynn Grove.

We welcome trainee teachers from a range of different training pathways. We work in partnership with the University of East Anglia, Teach First, Norfolk Teacher Training Centre and Suffolk and Norfolk ITT. All trainee teachers receive an in-house professional development program that includes training sessions delivered by middle and senior leaders. The Maths department also participates in a prestigious undergraduate internship programme

Early Career teachers at Lynn Grove benefit from high quality mentoring and access to a customised induction course designed to develop their teaching practice. Subject mentors are trained to use a coaching approach to support ECTs and regular one to one meetings are timetabled from the start of the year. Working together, ECTs reflect on their practice and receive training on the latest pedagogical research.



You can find out more at:

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# Academy Administrator

## Job Description and Person Specification

### LOCATION

Lynn Grove Academy, Gorleston-on-Sea

### REPORTING TO

Responsible to the Principal, but the Office Manager in the first instance.

### HOURS

The hours of work are 37 per week to be worked between the hours of 8.00am to 4.00pm Monday to Thursday, 8.00am to 3.30pm on Friday. You are contracted to work term time plus four weeks to include some evening events. Dates and times are to be arranged with the Office Manager and to include the staff training days.

### SALARY

Scale D point 5

### Core Purpose

- To provide efficient and professional administration assistance to support the whole school.
- To provide an efficient and professional reception service for the whole school.

### KEY RESPONSIBILITIES

- Welcome visitors to the school, ensuring they sign in correctly and are issued with the appropriate visitor's badge and direct as appropriate and adhere to all safeguarding requirements for people visiting the school.
- Administration of access card log for authorised visitors.
- Provide exceptional switchboard support, directing incoming calls as appropriate, monitoring the school's main answerphone system, directing messages as appropriate.
- Liaise with parents, staff and the attendance team for the late arrival and early departure of pupils during the school day.
- Welcome and direct supply teachers, issuing work, policies, and guidelines as appropriate.
- Operate the main school gate system for the arrival of non-staff traffic.
- Regularly monitor the school's enquiries email account responding and directing messages as appropriate.

- Regularly monitor the administration request mailbox and select job requests (by deadline order) ensuring all tasks are allocated and completed within timescales given.
- Assist staff with the booking of rooms for meetings.
- Enter new pupils and update current pupil details onto Arbor.
- Assist with the implementation and day-to-day use of Arbor Pay.
- Receive post and deliveries liaising with the Finance Team and Site Team.
- Prepare school post for collection each day ensuring the correct postage is used and the franking machine has sufficient funds.
- Support the administration/set-up and attend parents' consultation evenings, open evening, new parents' welcome evening, pupil awards events and summer school.
- Administration and co-ordination of pupil photographs.
- Administration of free school meal vouchers.
- Update and circulate staff telephone extension lists on a half-termly basis.
- Update staff pigeonholes on a half-termly basis.
- Assist the Office Manager and PA to the Principal with sending of communication to stakeholders.
- Cover for reprographics in the event of any absence.

I have read this job description and fully understand all my jobs and responsibilities. I understand that these may be subject to change due to the needs of the academy and that any changes will be done through consultation with me.

Signed

(Employee): \_\_\_\_\_

Print name: \_\_\_\_\_

Signed

(Line manager) \_\_\_\_\_

Print name: \_\_\_\_\_

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	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at grade 5 (or equivalent)</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Working in a team</li> <li>Working with a clear vision and set of values.</li> <li>Maintaining confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate experience of working within an education setting or equivalent</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Secure IT skills including word, PowerPoint, excel and Microsoft forms.</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Good organisational skills</li> <li>Good communication skills</li> <li>Proven ability to establish productive professional relationships with children, colleagues and parents.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality, and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>An understanding of up-to-date safeguarding requirements and best practice</li> </ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines. Creative Education Trust will carry out an online search as part of their due diligence on the shortlisted candidates.