

**Newham Collegiate Sixth Form Centre**

**Administrative Officer**

**Information for Applicants**

**INFORMATION TO CANDIDATES**

**Vacancy Title:** Administrative Officer

**Vacancy Description:** Permanent, Term Time plus four weeks

**Vacancy Location:** Newham

**Vacancy Closing Date:** Monday 24th February 2020

**Vacancy Details:** Detail as advertised

**About us**

The City of London Academies Trust is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

Combining the heritage and tradition of the Corporation of London with a refreshingly innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as Outstanding within three years of joining the Trust.

Our academies draw upon the best traditions, institutions, heritage and historical successes of the City Corporation and London. We deliver life-transforming learning experiences allowing all our pupils, whatever their background, to make a positive contribution to their local, national and global communities.

The City of London, its schools and academies are characterised by:

* High expectations, aspirations, excellence and a belief that all can succeed;
* Combining creativity, innovation and enterprise, alongside tradition and continuity;
* Developing people who are confident, resilient, compassionate and democratic.

Although all schools within the Trust are different, they all subscribe to the same ethos. All City academies are expected to exhibit the five attributes of outstanding educational provision. These simple and effective principles, our Foundations of Excellence, are the essential drivers that deliver outstanding outcomes for learners and are key to the success of City of London academies. They are:

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| **High expectation leadership** | Dynamic and skilled leadership from school leaders and governors founded in the core belief that all children can succeed. |
| **Exemplary behaviour** | Behaviour for learning based on a set of defined core values that promote engagement, respect, tolerance, probity, curiosity, resilience, creativity and independence. |
| **Outstanding creative teaching** | Highly skilled teaching that inspires, engages, supports and challenges learners whatever their starting point. |
| **Assessment that informs intervention** | Target-setting and assessment systems that set challenging targets and provide data that supports intervention if that progress is not being made.  |
| **A challenging curriculum** | A formal curriculum that matches the high expectations of progress providing a range of high status qualifications for each learner. A rich informal curriculum that supports the wider development of each learner through personal, sporting, creative and employer experiences. |

**About our school**

The NCS is located in East Ham, Newham which was established in 2014 to provide exceptional academic support for the most able A Level students in Newham and East London to go on to study at the most competitive universities in the UK and abroad. The NCS houses over 600 students across three grade 2 listed buildings on a shared campus, with all students provided with an I pad to aid their learning.

If this role is of interest to you and you can contribute to our future success, an application pack is available on the Trust website, [www.cola.org.uk](http://www.cola.org.uk). If you require any other details, please contact **Jo Spiller** at jspiller@ncs6.org.

**How to complete the Application Form**

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Section 5 is the most significant element of the application form. Using no more than two sides of A4 please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly. For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and applicants for vacant posts are expected to share this commitment. If you are offered a job, the offer will be conditional on satisfactory pre-employment checks. These can include: identity, references, qualifications and other evidence, e.g. driving licence, as well as a medical questionnaire, and a Disclosure and Barring Service (DBS) check.

Please provide details of two referees, one of whom should be your present/most recent employer. **References will not be accepted from relatives or friends.** References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

**Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.**

**The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.**

Please email your application form to the email address provided in the advert.

**Included:**

* Application Form
* Job Description and Person Specification
* Letter from the Trust CEO