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Administrator Recruitment Pack

October 2023



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TF9 1HF



@GroveSchoolShropshire

Job description

Post title: Administrator

Salary: Grade 5 Scale point 5-6

Hours of work: Term time only plus 1 PD Day

37 hours per week Monday to Thursday 8.00am to 4.00pm and 8.00am to 3.30pm Friday

Post status: Permanent

We offer:

- An 'Outstanding' curriculum and learning experience for our young people.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway
- Career development opportunities including funded NPQ qualifications.
- An enthusiastic and supportive team of staff, parents and governors.
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Year-round free access to our fitness suite.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- Spacious Sixth Form Facilities and excellent outcomes.

Purpose:

Are you organised? Able to multitask?

We are looking for a vibrant person to support the administrative needs of the school.

Why this role above others?

We know our school is a special place, our staff wellbeing survey tells us staff enjoy working here because of the relationships between staff, parents and our community in Market Drayton.

Our teaching and support teams are a blend of experienced colleagues with different backgrounds and skills, working together to create a cohesive and responsive service to our school.

Any questions in regards to the role can be raised with Samantha Gardiner ahead of the closing date:

samantha.gardiner@gro.mmat.co.uk



Responsible to:

Operations Manager.

Main activities to the particular duties:

The administrator is responsible for supporting with the administrative and organisational processes within the school.

- Working on ensuring the website is up to date.
- Raise the profile of the school in the community
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick students, liaising with parents/staff etc.
- Provide general clerical/administrative support e.g. photocopying, filing, completing standard forms, responding to routine correspondence

Main Duties:

- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil data
- Word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Complete surveys to gauge the satisfaction of the mentees, the success of the pairing and opportunities for the development of the programme.
- Prepare the meeting spaces to facilitate positive meetings.
- Sourcing good news stories to share on school social media and website
- Producing newsletters for staff, parents and students.

Community
links are so
important to us

Strategic Responsibilities:

- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.

Developing self and others:

- Take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate
- Ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

Standards and Quality Assurance:

- Uphold department, school and Trust procedures, policies and plans
- Represent the department in cross-curricular working parties
- Attend Department, Year Team meetings and events to fully support the department, the school and the Multi-Academy Trust
- Attend relevant INSET courses and meetings within the Trust and with outside agencies
- Take a professional approach to all aspects of the work
- Respect confidentiality: all confidential information should not be released to unauthorised persons

Community Responsibilities:

- Ensure effective dialogue with parents in accordance with school policies
- Attend and support community events as required.

Staff Development:

- Take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in relevant areas.
- Work as a member of the team to contribute to positive effective working relationships within the Academy Trust.

In addition to the above all Marches Academy Trust staff are required to:

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the School teams, stakeholders and partners.

Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.



Person specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">• Good standard level of education• 5 GCSE's or equivalent, including English and Maths	<ul style="list-style-type: none">• NVQ Level 2 in administration or equivalent.• First Aid qualification (or be prepared to work towards)
Experience	<ul style="list-style-type: none">• Excellent interpersonal skills• Must have computer/keyboard skills• General clerical/administrative work• Office 365 or similar package	<ul style="list-style-type: none">• Experience of working in an educational setting or other relevant environment
Skills	<ul style="list-style-type: none">• Good communication skills• Excellent oral and literacy skills• Ability to relate well to children and adults• Ability to work well as part of a team• Flexibility and reliability• Ability to maintain confidentiality	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- o Motivation to work with children and young people;
- o Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- o Emotional resilience in working with challenging behaviours; and
- o Attitudes to use of authority and maintaining discipline.

A core belief in staff wellbeing and work life balance evidenced in policy and practice

Who we are

Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising four secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Our school vision of 'A Mind Set to Succeed' is the foundation of all that we do where a 'can do' attitude is constantly encouraged. We foster independent learning, confidence and leadership in our students, through stimulating and challenging lessons.

Here, the students develop high aspirations, achieve success and are well prepared for future study and the world of work.

Many of our sixth form students go on to study at the top universities.

Check out our video:

<https://youtu.be/e5bDkhNrrxY>

Interested? Here's how to apply:

- [Complete the online application](#)

Closing date for applications is **Monday 13th November 2023.**

Interviews will be held: **w/c Monday 13th November 2023.**

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

Happy,
collegiate
team

Welcome from the CEO

This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal

Sarah Finch

CEO

The Marches Academy Trust



Meet our Chair of Trustees



As a thriving Trust serving over 5,000 students and their families in Shropshire, this is a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We have a brilliant team of teachers and staff that are dedicated to creating amazing places for students to learn whilst instilling a love of learning and life, the drive to achieve, to develop a sense of responsibility, combined with honesty and respect.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

This is an exceptional opportunity for the right candidate - you will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Alex Fry
Chair of Trustees

Our Trust vision statement and values

Our vision:

Achievement through caring

Mission statement:

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.

Values:





Alliance of Leading Learning

We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant. Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavell Priestley-Bird
Executive Director of People and
Development

Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.



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We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

- **Emotional** - Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.
- **Physical** - we are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.
- **Financial** - we offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).
- **Social** - encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilise SAS in seeking out preventative and early intervention by making support easily accessible for all!



Bits you need to know:

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

"This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post."





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