



Job Application Pack
ASPIRE – Alternative Provision
Senior Administrator

Permanent, Full-Time, TTO + 2 Weeks
Grade 7, Points 12-19, £22,183 - £25,481 FTE
Actual salary £19,970 - £22,938 per annum

Welcome from the CEO

Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.



About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and are excited to be opening Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Community School, Alvaston Moor Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



Bluecoat Beechdale Academy
Believe. Belong. Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Bluecoat Trent Academy

The Bluecoat Trent Academy (BTA) opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. For the first year BTA accommodates six forms of entry, growing to eight forms in subsequent years.



The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

Lees Brook Community School



Lees Brook Community School

Lead Believe Create Succeed

Lees Brook Community School (LBCS) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.

Alvaston Moor Academy



Alvaston Moor Academy

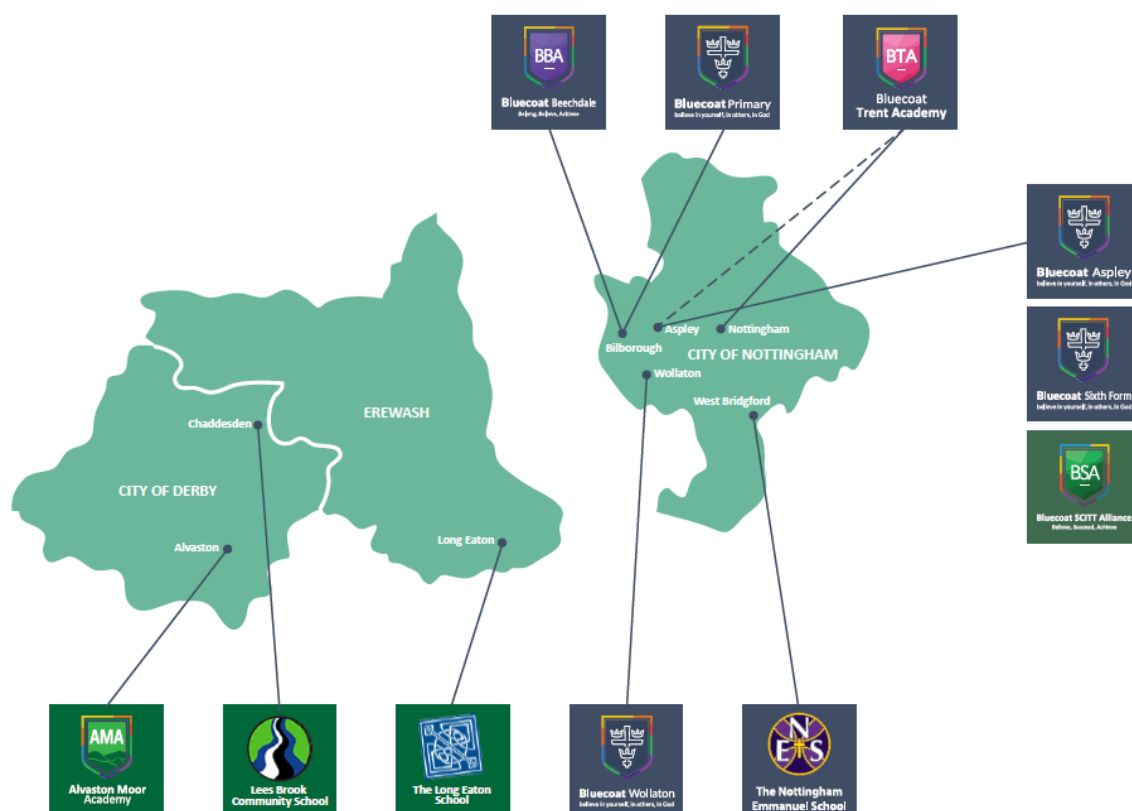
Alvaston Moor Academy has 890 students on roll and places a strong emphasis on the importance of hard work and academic achievement. Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



Mission Statement

Commitment to deliver an excellent and inspiring curriculum in an environment that is safe, caring and in which motivation to learn and achieve can thrive. To deliver the skills that support and engage pupils into education in order to help pupils move into post 16 education with the attainment, skills and resilience that is required within further education or work.

About us

Archway Aspire is the Archway Trust's internal Alternative Curriculum Unit for both KS3 and KS4. The provision has evolved over years of hard work by a dedicated staff team into a caring learning environment that goes above and beyond both for its pupils learning outcomes and their social emotional wellbeing. ASPIRE is a 50 pupil provision that educates pupils from our four Academies and wider city schools who have not responded to mainstream education and have individual needs that can be met more effectively with increased support and a specially designed curriculum.

The learning in KS3 consists of a national curriculum that has been creatively developed to ensure that individual learning needs are met. Our KS4 area consists of 5-7 GCSE subjects which include English Language, English Literature, Maths, Physics and Chemistry. There is an option GCSE which includes areas that pupils have identified as interests for further education or working life. The remainder of the curriculum is alternative education such as PSHE, ARTS awards, construction, outdoor education and mentoring. All our core subjects are led by qualified teachers that are passionate about gaining results for all of the schools pupils.

Aspire consists of a full time working team of 10 staff members. Within this team there is a Provision Leaders in both areas. Teachers from the trust are also timetabled into the provision in order to have subject specific staff teaching in all areas. We also have a team around the provision that includes Data,

Safeguarding, SEN and core subjects expertise that ensures pupils and staff know that they are very much part of the ARCHWAY family.

The Vacancy

The Trust is looking to recruit an administrator to support with the Alternative Provision named ASPIRE based in the Bilborough area.

This is a great opportunity for someone who wants to make a real difference to their community. By supporting the Alternative Provision Team with a range of administration duties you will be an integral member of the team. You will also liaise with the schools of the Trust and form part of the wider administrative team. You will act as first point of contact for student attendance and support the Director of Alternative Provision with a range of inclusion based activities.



We are looking for candidates that will be:

- be efficient and extremely organised
- be flexible and resilient
- have a high level of interpersonal and communication skills to be able to build up links and communicate with a wide range of audiences, including students, colleagues, parent/carers and professionals
- have a cheerful disposition and be able to project a suitable image of the alternative provision and Trust.

This is a new post and is an exciting opportunity for someone that has experience and a strong awareness of a wide range of administrative functions who can develop the role and processes to meet the needs of the Alternative Provision as the Trust grows.



Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Our Alternative Provision is currently based at the Glenbrook Management Centre but there may be required at times to travel to the any of our other academies which make up Archway

Learning Trust.

Applications

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, Tuesday 14th December 2021

Interview Date: Friday 17th December 2021

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Job Description

POST TITLE: Senior Administrator

GRADE: Grade 7, Points 12 - 19

RESPONSIBLE TO: Academy Manager

JOB PURPOSE

Working under the direction of the Academy Manager and Alternative Provision Manager the post holder will:

- Ensure that an efficient, effective and professional reception / first point of contact service is provided to all visitors, staff and students.
- Be responsible for and provide efficient and effective administrative support to the Alternative Provision.
- Take ownership to develop and improve administrative processes and procedures.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- To undertake a comprehensive range of administration tasks, ensuring that work is prioritised and deadlines are met.
- Assist in the organisation and be responsible for the administration relating to admissions and exclusions ensuring all documentation is sent in line with statutory and local procedures to the Home School
- Taking minutes at staff briefing and sharing notes amongst the team.
- Provide a comprehensive reception service, including greeting visitors to the provision and ensuring relevant safeguarding checks are made, including receiving parents and students, dealing with general enquiries face to face or by telephone; taking messages or referring matters to the appropriate person;
- Assist with student welfare duties, looking after sick students, liaising with parents/carers and relevant staff, dealing with complex students matters;
- Liaising with home school and school nurse ensure arrangements are made for students to access immunisation and other school nurse services.

- Responsible for logging and reporting staff absence onto the appropriate software's, ensuring being confidential at all times and following up where appropriate.
- Communicate regularly with students' home schools.
- Act as the Academy EVC (Educational Visit Coordinator), being responsible for the academy visits administration including assisting with the planning, collection of paperwork, the booking of venues, buses and administering and the risk assessment process in liaison with the visit leader.
- Be responsible for working with the Local Authority officer as part of the Nottingham Education visit legislation to approve activities and ensuring the safety and quality of offsite activities.
- Contribute to the schools strategies to promote the regular and punctual attendance of all students and assist with the implementation of these strategies.
- Responsible for ensuring first response to absence, contacting home on a daily basis to establish reason for absence establish the reason for non-attendance and refer to relevant staff within specified timescales, ensuring records are accurate and well recorded.
- Booking rooms for visitors, staff and internal meetings.
- Hold and be responsible for a procurement card and managing procurement needs.
- Ensure triggered communications relating to attendance and punctuality are issued accurately and timely.
- To use IT systems and databases to monitor attendance, produce regular reports often to tight timescales, using excel and word processing and record information including statistical data in order for statistical data can be produced.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – SENIOR ADMINISTRATOR	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
NVQ 3 or equivalent qualification or experience in Business Administration or relevant discipline		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
KNOWLEDGE		
Previous working knowledge of SIMs database or similar.		*
A sound knowledge of a range of computer applications including high level knowledge of MS Office.	*	
Ability to create, interpret and present complex data accurately and confidently.	*	
Knowledge of relevant policies, legislation and codes of practice	*	
EXPERIENCE		
Previous experience of busy reception areas or administrative offices, requiring the ability to prioritise a busy and varied workload.	*	
Previous experience of working within an educational setting		*
Previous experience in developing new processes	*	
Significant experience of administrative processes	*	
PROFESSIONAL SKILLS		
Excellent communication and interpersonal skills	*	
Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
PERSONAL QUALITIES		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work alone as well as part of a wider remote understanding roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues.	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Flexible and resilient	*	
Willingness to work within the Christian framework of the Academy	*	
Tact, sensitivity, integrity, good judgement.	*	
Suitability to work with children. Enhanced DBS check.	*	