

Abbeyfield School

Ambitious to Achieve

Administrative Assistant

Our Values

Creativity

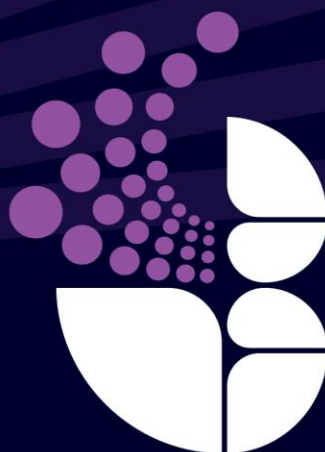
Honesty

Independence

Resilience

Respect

Responsibility



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

Dear Colleague

Thank you for your interest in the post of Administrative Assistant here at Abbeyfield School.

I feel very privileged to be part of a very special community of committed staff and rewarding young people. Teamwork is central to the culture of the school and it is this, and a shared desire to support and challenge every student in order for them to achieve their personal best, which shapes everything we do at Abbeyfield. 'Leaders are determined to help pupils achieve their best' (Ofsted 2021).

We have very high expectations and aspirations of our students and of ourselves. This was highlighted in our recent Ofsted report, "Leaders have high expectations of staff. They also care about staff well-being. Staff morale is high" and "Leaders present a strong, unified and motivated team". Teaching and support staff all play a key role at Abbeyfield in putting the needs of our students at the very heart of all we do.

Our Quality First Teaching Charter ensures a focus on high quality teaching and learning supported by an ambitious programme of pedagogical and subject specific CPD. Whilst academic achievement is fundamental, we believe that all staff have a vital role in students' social and personal development. This ensures that students can be equipped with the life and employability skills needed for successful adulthood.

We, like all schools in the Creative Education Trust, pursue a rigorous and continuous programme of educational improvement. This is alongside an aim to provide students with a rich programme of extra-curricular activities. Abbeyfield offers a varied diet of curriculum and enrichment opportunities and students benefit from Trust organised events such as the key concept launch days, debate and essay writing competitions. We also have our annual days of Shakespeare performance which are a visible example of the impact we can have on students' creativity. We are often the host school for these events to allow students from all trust schools to work in a professional theatre space. We are always keen to expand further on the opportunities we provide for students to develop their creativity, resilience and independence.

High expectations for behaviour for learning are supported by a strong Head of Year & pastoral team alongside and a behaviour team of non-teaching staff. There is a strong emphasis on restorative justice and positive behaviour management alongside our praise and consequence systems. 'Pupils behave well. They are polite and courteous' The school's systems for pastoral care are strong (Ofsted 2021).

I am passionate about students, staff and parents having the opportunity to influence the future of the school and contribute to our improvement agenda. 'Ambitious to Achieve' was proposed by a Year 12 student and our school values were the outcome of a students and staff vote. Stakeholder feedback is regularly sought and informs our strategic leadership. We value our partnerships with the local community and external agencies, and these are used to good effect in order to support our students and families.

We believe Abbeyfield is a very special place to work and we are excited about the future. If you are passionate about what we are trying to achieve and you feel you can make a real difference in this role then I look forward to receiving your application.

You may ring Fiona the Principal for an informal conversation on: 07842 434021.

Kind Regards,

Fiona Aris, Principal

#teamabbeyfield

You can find out more at:

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

ABOUT ABBEYFIELD SCHOOL



We are a popular and oversubscribed mixed secondary school, catering for children between the ages of 11 and 18 years located in Northampton.

Since September 2012 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts outstanding facilities in a modern well-kept stimulating environment.

Our facilities include:

- Sports fields, netball courts, basketball courts, a gym and full size sports hall
- Use of Goals, a purpose built 5-a-side football venue
- Fitness Suite with sound system
- Dance studios with sound system and mirrored walls
- Super Learning Centre providing the opportunity for collaborative teaching and learning
- Science Lecture Theatre for demonstrations or large group activities
- Professional 280 seat Theatre complete with tiered seating
- Interactive whiteboards in every classroom
- Modern, glass fronted, open-plan learning resource centre
- Accommodation available for staff with a number of ensuite rooms



“Pupils are happy at school and say that they feel safe. The school environment is calm and orderly. Pupils behave well. They are polite and courteous. Occurrences of bullying are rare.”

Ofsted September 2021

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/Abbeyfield-academy>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the opportunities and provision they deserve. Senior leaders are encouraged where possible to sit on the academy council of another CET school which is a very valuable experience.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. They run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. There is an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

There are also a number of cross-group, phase leader and year-specific forums to facilitate collaboration across the schools.



You can find out more at:
www.creativeeducationtrust.org.uk

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

LOCATION

Abbeyfield School, Northampton

SALARY

Grade E, Points 4 – 5 (£23,114 – £23,500), per annum, pro rata (actual salary £11,848 - £12,046)
20 hours per week (potential to increase by mutual agreement for the right person)
43 weeks per year -Term time plus training days, with an additional 4 weeks to be worked during the school holidays.

THE ROLE

The Administrative Assistant reports to the Office Manager and is responsible for providing administrative services and support across the school.

Providing these services in an effective and efficient manner will ensure operations are maintained in an effective and efficient manner.

REPORTING LINES

Office Manager

TASKS

- To complete general clerical and administrative tasks for the school, under the direction of the office manager for the purpose of the school
- To model excellent professional relationships with students, parents and other professionals in the school
- To be an ambassador for the school when meeting parents and other visitors
- To adhere to school procedures and ensure that staff receive messages (telephone, email and face-to-face) promptly and accurately
- To maintain effective administration in the absence of the Office Manager
- To receive and deal with incoming telephone calls and other communications
- To complete data input tasks using a variety of software and website
- To draft and type correspondence, reports and other documents
- To photocopy, distribute and filing of documents as appropriate.
- To ensure that all visitors to the school are checked in and out in accordance with the school's Safeguarding Policy
- To provide support for key tasks as directed by the Senior Leadership Team and other senior staff.

- To assist with the coordination and administration of school events – Parent Subject Consultation

You can find out more at:

www.creativeeducationtrust.org.uk

Evenings, Award Evenings, Prospective Parents Evenings and Arts' Shows

- To assist in the provision of hospitality for school meetings and events, ensuring the conference facilities are kept tidy after use and portray a professional image
- To be work with the office manager to maintain the on-line Safeguarding Training portal and to ensure all staff are trained within specified time scales, and any concerns are raised with the HR Officer
- To minute meetings as directed by the Office Manager
- To ensure that the reception area is well presented and reflects a professional and welcoming image for the school
- To provide reception cover during designated holiday weeks, in line with contracted weeks
- To handle sensitive matters discreetly and confidentially at all times
- To undertake any other duties as may reasonably be required from time to time
- To take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required

OTHER RESPONSIBILITIES

- Work effectively within the Administrative team
- Work co-operatively with other support staff
- Comply with the School's policies

STUDENT WELFARE

- Proactively promote an atmosphere of respect, recognition, celebration and mutual support in the school.
- Maintain an environment which feels safe and enables students to report any concerns or complaints.

PARTNERSHIPS AND PROMOTION OF THE SCHOOL

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to students.
- Where possible actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for students.

SCHOOL ETHOS AND COMMUNITY

- Support the school in achieving the British values of diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
- Actively support a culture where all members of the school community respect others and their physical surroundings.

- Support the personal development of students and contribute to maintaining a caring climate in which self-confidence, self-respect and social responsibility are encouraged.
- Contribute to the wider life of the school.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Contribute to collaborative work across Creative Education Trust schools participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice
- Undertake any other reasonable duties deemed appropriate to the role

The post holder must adhere to and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Child Protection Team.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
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QUALIFICATIONS	<ul style="list-style-type: none"> Educated to GCSE A-C or equivalent knowledge and experience. 	Evidence of commitment to continuing professional development
EXPERIENCE	<ul style="list-style-type: none"> Proven experience as an administrative assistant or in another relevant role. Experience of meeting tight and cyclical deadlines Experience of working in a school environment Experience of working in a customer service-based environment 	Experience of working with senior management
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Ability to follow detailed instructions Ability to maintain high standards under pressure Excellent literacy, numeracy and IT skills Effective administration and organisational skills Knowledge of procedures for a range of administrative activities including knowledge of various IT packages plus operational experience of administrative systems 	Knowledge of Arbor
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Ability to work under pressure and be able to meet deadlines. Ability to work under pressure and be able to meet deadlines Ability to think creatively and to prioritise Excellent communication skills (including written, oral and presentation skills) Organised and self-motivated Excellent interpersonal skills Ability to maintain a high level of accuracy and confidentiality A commitment to safeguarding and promoting the welfare of children and young people A commitment to the Academy Trust's vision, values, aims and objectives Sensitive and ability to uphold confidentiality Professional presentation and demeanour 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked Candidates must demonstrate and understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people 	

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.