



MacIntyre
Academies



Project Support Officer

12-month Fixed Term Contract

MacIntyre Academies Trust

Recruitment Pack

Recruitment Advertisement

Project Support Officer (12-month FTC)

Job Title: Project Support Officer
Salary: £25,471.49 per annum
Location: Home-Based
(with regular travel to MK, Rugby, Nuneaton and Oxford)

Reference No: ACAW495465
Hours of Work: 38 hours per week
Closing Date: 22nd January 2020 Midday
Interview Date: 27th January 2020(Nuneaton)
Start Date: ASAP

Be part of the Academy Trust behind schools for children and young people with autism and/or additional needs.

About Us

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

To date we have opened 3 new special academies. In 2014 we opened Endeavour Academy in Oxford, a residential academy for children and young people with autism and associated severe Learning difficulties aged from 9 to 19 years old. In 2015 we opened Discovery Academy in Nuneaton, for children with social, emotional and mental health needs and /or autism. In 2017 we opened Quest Academy in a temporary location also in Nuneaton, also catering for children with SEMH and/or autism. In 2019 Quest moved into a brand new purpose built school in Rugby and in September 2020 it will extend its age range to include children from the age of 7.

MacIntyre Academies benefits greatly from its sponsor MacIntyre, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centred organisation.

The Role

We are a small friendly central team who provide support services to all three schools within our Trust. Our current focus is to embed strong systems across our Trust and this role will help us create additional capacity to support this (and therefore is offered as a fixed term contract for 12 months).

One of the key projects you will support, is working with our Trust Business Manager to implement a new finance package. This will include communicating with stakeholders, assisting with planning the delivery of the new system, organising meetings, preparing agendas and minutes, updating project tracking systems and databases and contributing to project progress updates and project planning meetings.

Reporting to our Senior Project Support Officer, you will also support them with phased implementation of asset management and data protection systems; assist with capital expenditure projects and support centralised procurement functions as well as getting involved in ongoing projects such as supporting with arrangements for our staff conference.

The role is home based with regular visits to our sites in Oxford, Rugby, Nuneaton and Milton Keynes so your own transport and a willingness to travel is essential.

About You

You will have previous experience working within a similar role, ideally within a multi-academy Trust. Experience of implementing management information systems is desirable; however, as long as you have proven experience of monitoring project schedules, preparing progress reports and experience of working with people of all different levels in an organisation this isn't essential.

We are looking for a strong team player with a sense of humour who is able to carry the vision and value of MacIntyre Academies at the heart of your work. You will have a can-do positive attitude and be confident to work independently with guidance.

You will have an eye for detail and be able to ensure work is completed accurately as well as demonstrating excellent communication skills both written and verbal, be able to work under pressure within tight deadlines, with a highly resilient, determined approach.

Benefits

In return, we can offer you a competitive salary, generous annual leave entitlement and local government pension scheme, as well as an Employee Assistance Programme to support your health and wellbeing and access to our cycle to work scheme once you've completed your probation.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. MacIntyre Academies' Safeguarding Policy can be found on our website and candidates will be asked about this as part of the recruitment process.

Our Vision and Ethos

We believe all children and young people, regardless of disability or difficulty, deserve the best education possible. We want our pupils to be ambitious for themselves and we need to be ambitious on their behalf. Therefore our aim is to deliver 'outstanding' schools with outstanding outcomes. Our schools welcome the involvement of families, keeping education individualised to each child/young person. Our Academies provide a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalised education and positive behaviour support and will evolve according to local needs.

The main aims of Academies is to:

- Improve outcomes and life chances for children and young people;
- raise aspirations of both students and staff aspirations for their students;
- support children back into mainstream schools where appropriate;
- ensure better transitions, destinations and opportunities after school;
- Accelerate progress in literacy, numeracy as well as a broad and balanced curriculum;
- Operate a school which is environmentally sustainable and financially secure;
- strengthen community cohesion by being a keystone within the local community;

With curricula that focus on developing academic potential, social, vocational and life skills, we want every child to achieve his or her full potential. The school curricula are motivational and make connections. Learning is practical, always feels 'real' and relevant and builds on young people's strengths. To achieve this, learning happens in a wide variety of spaces including the local community, the school grounds and in specialist technology spaces. Through engaging projects young people access a broad and balanced curriculum including developing the literacy and numeracy skills which will help them to succeed in their adult life.

Supporting young people to improve their own well-being, particularly their communication, social, emotional and mental health needs, is central to the school curriculum. This includes learning to build positive relationships, being active, contributing positively to their school and local community, broadening experiences and learning to understand and shape their own emotions. We have a holistic and non-judgemental approach to supporting behaviour that empowers the child or young person to engage in education. We believe that a student that is motivated, encouraged and made to feel worthwhile will choose to learn, and as a consequence behave well. Our schools support students to become socially responsible, polite and caring young adults, who value the lives of others and the environment in which they live. All staff, not just teachers, are trained to support children to develop positive behaviours and develop strategies to manage their own behaviour positively. Good behaviour and attendance are a direct outcome of positive attitudes to learning - importantly, our vision is for all children and young people to enjoy attending the Academy.

Key to the success of our academies is the recruitment and development of a highly skilled, flexible workforce that delivers outstanding education and support, and benefits from MacIntyre Academies' in-depth understanding and experience of how to design bespoke education solutions to children who requires specialist support strategies to achieve excellent outcomes.

MacIntyre Academies Project Support Officer Job Description

Reporting to

Senior Project Support Officer, MacIntyre Academies

Purpose:

To provide a comprehensive and confidential project administrative support service to MacIntyre Academies Trust as required across MAT central functions and its Academies.

The post-holder will be expected to undertake a wide variety of tasks including communicating with stakeholders, assisting with planning the delivery of current and new projects, organising meetings, preparing agendas and minutes, updating project tracking systems and databases and contributing to project progress updates and project planning meetings.

Key Responsibilities and Duties:

1. To help provide an effective and efficient project support function to the Chief Executive Officer of MacIntyre Academies, central support services and individual Academies within the Trust taking initiative where appropriate to resolve any issues.
2. Provide project and administrative support to central team function leads in the implementation of a new Finance system within the Trust and any other Trust wide systems as required.
3. Provide project and administrative support with capital expenditure projects in schools (sourcing quotes and liaising with suppliers)
4. Provide project and administrative support in the set-up and/or expansion of new Academies as required.
5. To log, manage and analyse information on the progress of projects within the Trust, using Excel and other bespoke databases.
6. To prepare progress reports, and liaise with key stakeholders as applicable to provide updates on the status of project activity.
7. Proactively engage with MacIntyre Academies' staff including Principals, support function leads and School Business Managers on a variety of topics and projects.
8. Carry out project meeting administration – including booking rooms, equipment and taking minutes.
9. Prepare and edit relevant governance and policy documents as required.
10. Ensuring project documentation is kept current, version-controlled and stored in the agreed location.
11. Support other key strands of projects as required (e.g. updating content for the web and social media, basic online research).
12. Work on own initiative on a day-to-day basis, autonomously, escalating any issues that may arise to appropriate person.
13. Maximise the use of ICT to enhance the quality and efficiency of support and service.
14. Undertake research and data collation as required, liaising with colleagues and external stakeholders and agencies.

Additional Duties:

15. To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.

16. To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
17. To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
18. To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.

Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> • Good standard of education. • Experience of monitoring project schedules and budgets, preparing progress reports, and liaising with key stakeholders. • Demonstrative written and verbal communication skills. • Demonstrative skills in Outlook and Microsoft Office. • Good organisational skills, attention to detail and ability to set priorities. • Ability to effectively manage change. 	<ul style="list-style-type: none"> • Experience gained in the Education or Care sector. • A relevant qualification in Governance • A relevant project qualification • Experience of providing administrative and project support in the set-up and/or expansion of Academies. • Experience in providing administrative and project support in the implementation of management information systems/databases.
Personal attributes	<ul style="list-style-type: none"> • A belief that children with learning difficulties and their parents have the right to participate in making decisions about the services they receive and to access learning opportunities and wider experiences. • A commitment to supporting high service delivery. • A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy. • Ability to act as an appropriate member of MAT and keep calm under pressure and in all situations. • Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professionals. • Ability to maintain a flexible approach. 	
Special knowledge and Skills	<p>The Candidate must be able to demonstrate:</p> <ul style="list-style-type: none"> • Excellent communication and facilitation skills with all stakeholders • A passion for working with a Trust that supports pupils with SEND and their families. • Ability to work flexibly to meet the needs of MacIntyre Academies Trust • High level of resilience and determination • Commitment to and a genuine interest in the pastoral welfare of the school communities • Calm and organised approach to work under pressure and the ability to inspire confidence in others • Ability to plan and prioritise workload in order to meet deadlines. • Adopt a reflective approach to work. 	

Competencies

Professional Qualities: Respecting and Understanding Others	<ul style="list-style-type: none"> • Reacts sensitively to other people and recognises different viewpoints, beliefs, values and opinions. • Treats children and young people we support and colleagues with respect, dignity, honesty and equality. • Adapts their working style and level of support to an individual's needs or wishes. • Work cooperatively with colleagues and assist when they need support. • Value the different contributions that people can make within a team.
Professional Qualities: Influential Communication	<ul style="list-style-type: none"> • Ensures Great Interactions are achieved by using a variety of communication techniques including language, tone and non-verbal behaviour. • Listens actively and display enthusiasm in their communication. • Uses and presents information in a manner which is persuasive, logical and understandable to the receiver.
Professional Qualities: Facilitating Success and Improvement in others	<ul style="list-style-type: none"> • Use encouragement, praise and appropriate direction as necessary. • Support, motivate and inspire others to try new tasks or activities. • Seek assistance appropriately and receive feedback from others.
Professional Qualities: Supporting Learning and Teaching or Care in an Educational Setting	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Is ambitious, has consistent and high expectations of staff and pupils • Demonstrates personal enthusiasm for and commitment to the learning process • Demonstrates the principles and practice of effective learning and teaching • Initiates and supports research and debate about effective learning and teaching • Provides appropriate support intervention based upon a detailed knowledge of individual pupils
Professional Qualities: Results and Quality Focus	<ul style="list-style-type: none"> • Completes work to a high standard, focussing on the needs of the children and young people we support. • Takes personal responsibility for the quality of their work and be willing to 'go the extra mile'. • Looks for continual improvement in own performance and in the performance of others. • Work to agreed policies and procedures.
Professional Qualities: Problem solving and Decision Making	<ul style="list-style-type: none"> • Is able to collect, interpret and evaluate information • Can develop a deep understanding of a problems, exploring alternative ways of resolving problems including new possibilities. • Makes timely and well considered decisions, is aware the impact their decisions may have and willing to make difficult but necessary decisions to improve the practice.
Professional Qualities: Resilience to Change and Challenges	<ul style="list-style-type: none"> • Is open to change and embracing new developments / initiatives • Adapts well in new and unfamiliar situations responding to changing plans quickly • Works independently without direction • Is resilient and copes well in emergency situations
Professional Qualities: Personal Development	<ul style="list-style-type: none"> • Is committed to achieving high standards for their own self-development • Is able to reflect on self-development needs and address them. • Meets agreed development action plans as agreed with line manager. • Achieves positive feedback from peers, senior colleagues and external stakeholders.



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MacIntyre Academies is an equal opportunities employer. Our policy on the Recruitment of Ex-Offenders is available to applicants on request and is also available on our website under 'Work for Us.'



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Academies

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