



Job Vacancy



Aspire Improvement Co-Ordinator

Salary: I Grade

Contract Details: 37 hours per week
Permanent

Closing Date: Friday 29th September 2017

Start Date: To be in role on or before
Monday 6th November 2017



Aspire Academy Trust

Aspire Academy Trust is a Multi Academy Trust, encompassing a group of primary Academies. We have joined together in a unique and exciting partnership that raises aspiration and achievement through ensuring better provision, richer resources, and higher standards for all our pupils. The trust is fully committed and focused on continuous school improvement and outstanding leadership.

Aspire is a successful, compassionate, effective, and focused educational charity that attains to the highest standards of professionalism. It guides, challenges, and supports 21 diverse academies. It puts children first, looking to provide them with a truly outstanding, world-class education. Its drive towards achieving these goals is provided by some of the finest and most skilled Primary practitioners and leaders in the county and country.

Health & Wellbeing

Aspire Academy Trust is committed to being a mindful organisation that actively values the Health and Wellbeing of everyone in it. This is an inviolable truth that must inform everything we do, and every policy we have. We are striving to make it so.

Every individual has a right to:

- Mental, emotional, social and physical wellbeing.
- Experience personal achievement.

Aspire is dedicated to ensuring these rights are delivered. Aspire recognises that employee engagement is critical in ensuring that health and wellbeing provision is meaningful and successful. We are all responsible for creating an organisation that promotes health and wellbeing strategies. Health and Wellbeing strategies are opportunities to advance the Aspire workforce to a distinctive level. Inspirational learning environments can be created with a motivated, valued and dynamic workforce. Health and Wellbeing is core to a first class academy workforce where the pupils will be rewarded with outstanding outcomes.

A meaningful and successful Health & Wellbeing provision involves the engagement of all employees, therefore it is the aim of Aspire Academy Trust that each individual will:

- Promote healthy life style choices during the school day
- Be a positive role model
- Be responsible for actively seeking support if it is needed, professionally or personally
- Participate in personal and professional development opportunities, strategies and training



Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- You will join our Aspire staff incentive scheme
- Family friendly policies
- Continued professional development
- Child Care Voucher Scheme
- Bike to Work Scheme
- Eye Care Scheme

Application Details

Thank you for your interest in this vacancy with Aspire Academy Trust. Further details of the post are included in this pack.

How to Apply

Application forms can be accessed through www.aspireacademytrust.org or if you would like a paper copy please phone 01726 438402.

Completed application forms can be emailed to jobs@aspireacademytrust.org or returned via post to:

- Unit 11
St Austell Business Park
Carclaze
St Austell
PL25 4FD

Please note that we do not accept CVs.

Interview

The interview date for the role is the week beginning 2nd October 2017. If you have not heard from us within 2 weeks of the closing date, please assume that, on this occasion, your application has not been successful.

References

References will be requested if your application and interview are successful. All offers are subject to satisfactory references.

Safeguarding

Aspire Academy Trust are committed to safeguarding children and young people. All successful applicants will be subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

Job title: Academy Improvement Co-Ordinator
Hours Per Week: 37
Responsible to: Director for Academy Improvement
Supervisory Responsibility: None
Important Functional Relationships:

- Internal

CEO and Deputy, Directors, Senior Leadership Team (SLT), Heads of Learning, Core Services Team, SENDCo's, Hub Councillors, Admin Staff, Aspire staff and pupils.

- External

External agencies, auditors, legal firms and the wider community

Main Purposes of the Job

To work with the Aspire Academy Trust's Executive Director to coordinate and administer the Trust's Academy Improvement and Training offer, the Teaching Trust programme and supporting the directors with other initiatives and projects as and when required.

Main Duties and Responsibilities

- To provide administrative support to the Trust's Executive Directors, with a specific focus on the organisation of academy improvement and training programmes.
- Under the direction of the Trust's Director for Training and Leadership, to administer and support the delivery of the Aspire Teaching Trust programme, to include the submission of statutory returns, liaison with external agencies and the organisation of associated events.
- Working alongside the Trust's Director for Academy Improvement, to administer the delivery of the Trust's Academy Improvement offer, to include the organisation of training courses, trainers, marketing, feedback and other relevant tasks.
- To administer the Trust's Academy Improvement Group (AIG) and its associated meetings, ensuring all reports, agendas, minutes and reports are produced in a timely and professional manner.
- To maintain records of all staff training events, attendance and renewal and expiry dates.
- To assist with the organisation and coordination of whole Trust pupil events.

- To assist the Trust's directors, with the project management of other Trust projects, to include the Trust's new free schools and academies, and ensuring tasks are delivered per agreed schedules.
- To assist with the collation of Trust performance data and assist with the production of relevant reports and statistical returns.
- To co-ordinate senior leaders' meetings to include the organising of venues, agendas, minutes and associated reports.
- To perform any other Trust administrative duties as and when required, and to ensure all documents are produced to the highest standard, quality and accuracy.

General

- To ensure that pupil needs are prioritised and to have a clear sight of how this role impacts on the pupils of the academy and the Trust at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To contribute towards the ethos of the Aspire Academy Trust and become a proactive member of staff.
- To network, communicate, support and work with other Aspire staff within the Trust and to attend meetings and training when required.
- To be aware of and adhere to all applicable rules, regulations, legislation and procedures including all Aspire policies, Safeguarding & Child protection policies and procedures, Equal Opportunities Policy and Code of Conduct, Health and Safety, Data Protection.
- To undertake other duties appropriate to the post as required.

Date Prepared: August 2017

Prepared by: Aspire Academy Trust

PERSON SPECIFICATION

Job Title: Academy Improvement Co-Ordinator

Date: August 2017

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<p>Demonstrates practical knowledge, skills and experience of secretarial work</p> <p>Demonstrates experience of coordinating meetings to include minutes and agendas etc.</p> <p>Practical experience of secretarial software such as word processing, spreadsheets, e-mail & other office electronic applications</p>	<p>Experience of working within an education environment</p> <p>Demonstrate research and report writing skills</p>	<p>Application form</p> <p>Interview/Task</p>
<u>Education & Training</u>	<p>Attainment of 5 GCSE qualifications or equivalent</p> <p>Grade A-C/ 5-9 to include English and Maths</p>	<p>NVQ level 3 an admin related field</p> <p>Attainment of 'A' level qualifications or equivalent</p>	<p>Application form</p>
<u>Special Knowledge & Skills</u>	<p>Proficient organisation skills, using time management skills to change subject focus frequently and without prior notice</p> <p>Demonstrates competent IT technical knowledge in a range of applications and software systems</p> <p>Displays advanced minute taking skills</p> <p>Possess an excellent range of communication skills</p>	<p>Experience of co-ordinating events</p> <p>Project management</p>	<p>Application form</p> <p>Interview/Task</p>
<u>Any Additional Factors</u>	<p>Be able to manage their own time and workload with the ability to be flexible as workload can be unpredictable</p> <p>Be able to demonstrate listening skills and manner that encourages a climate for working relationships</p> <p>Display patience, tolerance and sensitivity</p> <p>Awareness of need for professionalism at all times, in behaviour, maintaining confidentiality, appropriate dress, punctuality and reliability</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		<p>Interview/Task</p>

Special Conditions related to the post

The Primary Base location for contractual and administrative purposes can be negotiated to an Aspire Academy base within Cornwall; the role will require, at times, peripatetic working across Cornwall therefore access to transport is necessary.

The position will be subject to a satisfactory probationary period.

Aspire Academy Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

This job description and person specification was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Aspire Academy Trust.