



## Candidate Pack

**Administrator**

ACE Schools – Plymouth Bretonside site





## **ACE Schools - who we are**

ACE schools is an alternative provision academy based across Cornwall, Plymouth, and Devon. We support up to 500 pupils each year ranging from Year 1 to Year 11. Pupils that we work with often have complex needs and as a result of this don't currently attend mainstream or special schools' settings. Our aspiration for all pupils is that we can support them to return to a specialist or mainstream settings and our focus is providing our young people with the skills necessary to make this transition successful.

The school is based on 11 sites across the three localities and these sites are divided into three primary areas of need. These include bases to support young people's health and welfare and this can include mental and physical illness that prevents them from attending school, reintegration, and intervention bases to support young people with challenging behaviour and social emotional needs back into school; WRAP bases where we provide one to one support for pupils with EHCP plans.

We currently employ over 200 members of staff across the school in a range of positions. At present in the school, we have 23 different roles and responsibilities across the team ranging from welfare, curriculum, and professional development leads.

In February 2019 Ofsted inspected the whole school rated us as a 'good school' and we are incredibly proud of the report. Below are some of the highlights.

### **This is a good school**

- Leaders are passionate that every pupil, whatever their previous education history, deserves another chance to succeed. As a result of their commitment to providing high-quality provision, pupils do well.
- Leaders have developed strong systems of management across sites. There are common expectations and systems of accountability. Individual sites are, therefore, well organised.
- Leaders work very hard to safeguard pupils. They are very aware of the many risks to their pupils. They have established good relationships with outside agencies. There is a very strong safeguarding culture throughout ACE.
- Teaching is of high quality on most sites. It is tailored precisely to individual needs and underpinned by very strong relationships between adults and pupils. This quality is not as consistent on the Bretonside site.
- Leaders offer a bespoke curriculum tailored to individual needs and aspirations. This means that pupils are much more likely to engage and succeed.
- Pupils' attendance improves considerably. Pupils learn to manage their emotions and behaviour. Pupils develop pride in their work.
- Pupils make good progress. They frequently gain a range of qualifications and leave ACE for a variety of appropriate destinations. Pupils with special educational needs and/or disabilities (SEND), including those with mental health needs, do well.
- Trustees have overseen the successful establishment of the multi-academy trust and a period of expansion. They identified themselves that governance required strengthening. They have taken appropriate action but there is still work to do to ensure that leaders are rigorously held accountable for all sites.



# What we can offer you

As a large alternative provision that is part of a trust we can offer you as future employees many exciting benefits:

**Health Assured Employee Assistance Programme:** Health Assured provide our employees with a range of benefits including paid for counselling sessions and health checks.

**CPD:** All members of staff have CPD sessions that take place on a Friday afternoon that are finished by 3:30 meaning that none of our training take place after the school day. Each week we a wide variety run drop-in sessions to allow staff to tailor their professional development.

**School day:** A day running from 8:30am-3:30pm with pupils finishing at 1:00 on Fridays to allow staff to take part in a range of CPD each week.

**Career progression:** As a school that covers three counties staff can move between bases and progress their careers into 23 different roles in the school.

**Multi agency working:** Due to the high level of need for a proportion of our pupils there will often be occasions where you get to work with professional from other organisations

**IT equipment:** Whatever role you join ACE in you will be provided with the IT equipment required to carry out your work

**Induction and qualifications:** When you join ACE, you will be given a comprehensive induction into our school and provided with MAPA (physical intervention training) as part of the programme. This induction will continue with a comprehensive package which may include first aid certificates, activity leadership as well as a thorough explanation in our systems, trauma informed practice and an in-depth safeguarding training. We have chosen to work with SWIFT to provide an Early Career Teacher Programme.

**Well-being activities:** Once each term staff are given opportunities to take part in well-being activities ranging from group sporting, cultural or social activities, through themed activities such as creative afternoons to individual activities such as beauty therapy and massage.

**Staff supervision:** As a school we purchase the support of psychologist so that all members of staff can receive support from trained professional when staff need support for issues inside and outside of school.





During the academic year 20/21 we asked staff what it was like to work at ACE and here is what they said;

I am proud to work for ACE?

[More Details](#)

[Insights](#)

143

Responses



4.62 Average Rating

*"The relationships we have with the students are really strong"* Teaching Assistant

*"It's been so nice having him at ACE, with all the support he has been given."* Parent

*"The changes over the last year have been very positive and much appreciated. I feel supported rather than pressurised"* Teacher

*"ACE is just brilliant. I couldn't ask for a better school. You work miracles"* Parent

*"I think the whole term has been a good news story, my students have been amazing demonstrating positive attitudes, resilience, patience, understanding, humour and a great work ethic and I truly believe that we are transforming futures"* Teacher

*"Having worked for ACE for only a short time and I have been impressed at how the students are supported"* Teaching Assistant

*"The work we do at ACE is brilliant and I am delighted to have joined the team this September"* Teacher

*"My son is loving it. He has changed dramatically particularly in his confidence levels. I wish he could have come sooner"* Parent

*"I feel supported in my role by the SLT, my line manager and the team of staff I work with. The role is extremely challenging, which is why that support is so important"*  
Pastoral Lead





## **About the role**

<b>Job Title</b>	Central School Office Administrator – Leadership PA and governance support (Hours 39 weeks per year term time only Grade D Permanent contract, 10 hours per week timings to be determined on appointment)
<b>Reporting To</b>	Senior Administrator, School Leadership Team
<b>DBS Check Required</b>	Enhanced
<b>Closing Date</b>	12 <sup>th</sup> December 2021
<b>Interview Date</b>	16 <sup>th</sup> December 2021
<b>Start</b>	<b>As soon as checks and references are completed</b>

### **Job Purpose**

To provide administrative support to ensure the smooth running of the school by supporting the leadership team with preparation of governance documents, minute taking and supporting work with our central services partner.

### **Decision Making**

This job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The post holder generally has access to a supervisor or manager for advice and guidance on unusual or difficult problems.

### **General Duties**

- Be the 'public face' of the school in meeting visitors and operating telephones.
- Provide general clerical/administrative support e.g. photocopying, filing, faxing, emailing, complete routine standard forms, minute taking
- Undertake general central services (HR, IT, premises, governance and finance) administration e.g. processing HR paperwork and producing campaign packs, coordinating on site candidate activities, working with central teams to follow up queries and ongoing workstreams
- Undertake minute taking, typing, word-processing and other IT based tasks
- Typing of documents and correspondence as required by school leadership team
- Produce lists/information/data as required e.g. pupil data



- Maintenance of staff data on the school MIS
- 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
- Participate in training and other learning activities and performance development as required
- Appreciate and support the role of other professionals
- Any other duties commensurate with the grade of the post that may be reasonably assigned.

### General Administrative Tasks

- Answering telephone calls and dealing with candidates.
- Manage SLT and other leaders' diaries in relation to governance tasks and meetings.
- Prepare recruitment packs and other paperwork.
- Liaise with our central services providers, and school staff to ensure the smooth running of back office functions.
- Prepare school reports for governance and other stakeholders

### Skills and Technical Competencies

The post holder will be required to:

- Solve varied problems related to administration
- Have good verbal and written communication skills in order to exchange information with a range of audiences (e.g. staff, trustees and others)
- Have a proficient level of skills in IT systems such as Office 365, Teams, MIS
- Have advanced keyboard skills in order to produce documentation using speed and precision (e.g. audio and touch typing); the post holder will need to be able to record information on management IT systems
- Be methodical in approach, e.g. in order to organise visit schedules for trustee or interview processes with multiple elements.

### Qualifications, Experience & Job Knowledge

#### Essential

- Demonstrable experience of working in a school environment
- Knowledge and experience of basic HR functions
- Experience of minute taking and preparation of high-quality reports



### Desirable

- NVQ3 (or equivalent) in Business and Administration
- GCSE English and maths at Grade C or equivalent
- Experience of working with MIS systems and procedures
- Experience working in a fast-paced environment
- Understanding of a range of office/business functions such as IT services, finance and premises

### Academy Standards

- You have personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice.
- Work within the requirements of the Trusts Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.



### **Central School Administrator – Leadership PA and governance/central services support**

This is a varied role, what follows are representative examples of activities. This list is not exhaustive and tasks may be shared between members of the school administration team. Not all activities are relevant to all schools in the Trust

#### **Recruitment Support and HR**

- Dealing with recruitment campaign information packs and associated documentation including developing a bank of resources
- Maintain MIS staff data and support HR team with workforce census returns
- Organise interview processes including managing diaries
- Be the link between school leadership and HR team
- Support HR team in maintaining SCR or other staff records as required by Head Teacher
- Liaise with Central Services HR team to ensure their records are up to date and accurate

#### **Governance**

- Provide general administrative support to the leadership team around scheduling preparation of reports and data to meet trust deadlines
- Prepare reports and documents
- Manage leadership diaries in relation to trust meeting schedules
- Planning of Trustee and other visits

#### **GDPR**

- Liaise with Trust GDPR lead on policies and processes to ensure resources are kept up to date and disseminated to all sites
- Act as first point of contact for queries related to GDPR and possible data breaches and requests for data

#### **School Policies**

- Maintain the policies area on the school files hub and website, liaise with trust and school staff to manage the policy review process

#### **Central Services**

- Liaise with our central services teams to track and expedite work streams on behalf of the school leadership team
- Collect data and prepare associated documents to support central services functions, for example establishment lists, equipment audits, business cases





## **Transforming Futures Trust**

*Transforming Futures, Changing Lives.*

ACE Schools is part of Transforming Futures Trust; the Trust works with children for whom mainstream education is not right: young people with behavioural challenges; children with mental health concerns; students who find the traditional setting of a school intimidating. It is not an exaggeration to say that we change these young people's lives. Our extraordinary staff can connect with these children and apply the principles of trauma informed care to enable them to reach their potential.

Transforming Futures Trust's core aim is to create 'positive futures for all'. We are building a culture of Trauma Informed Practice in all our schools which supports the wellbeing and development of all children and young people, Headteachers, School staff, parents/carers and stakeholders and the wider communities they are a part of. We have proven educational practice and strong leadership which has enabled us to develop new provisions across the southwest to meet the needs of children and families which have not been met in existing schools in the area. Since it was established, TFT has developed a highly effective internal capacity to support schools in their work with children and young people, helping them to make the biggest difference to their life chances.

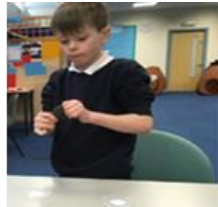
Transforming Futures Trust was formally set up on 1st June 2016 (previously known as ACE Schools Multi Academy Trust) with the aim of growing from a single educational provision in Plymouth into a group of Schools across Devon and Cornwall. Our simple aim is to support the development and improvement of the education for all pupils within the Trust and beyond through school-to-school support.

In addition to **ACE Schools**, there are two other schools in the Trust:

### **ACE Tiverton**



A new 11-16 special school, which opened in September 2019 with 35 students across Years 7-11. A Free School with a designation for supporting students with high functioning Autistic Spectrum Condition and related Social, Emotional and Mental Health needs.



## Courtlands Special School



Based in Plymouth, Courtlands supports 100 primary aged children who have Moderate Learning Difficulties, Social, Emotional and Mental Health Difficulties (SEMH), and other complex needs.