

Academy Administrator

Caister Academy
As soon as possible



**CAISTER
ACADEMY**
*Creative
Education
Trust*

Dear Colleague

This is an exciting opportunity for a dynamic and inspiring colleague, with an administration background, to join Caister Academy. The successful candidate will join a team of committed professionals, working collaboratively to support staff and students. They will be working within a Trust where staff development is prioritised. This role would be particularly suited to someone who would like to have a positive impact on the lives of young people.

Caister Academy is one of Norfolk's leading co-educational secondary schools, situated in the coastal village of Caister, just north of Great Yarmouth. It is well regarded for excellence in literature and performing arts, with aspirations to lead nationally in all areas. As part of Creative Education Trust, we work in collaboration with other local Academies, and receive development opportunities and support from Creative Education at a national level.

We are looking for a colleague who:

- Has a **passion** for education and a special gift of communicating that passion.
- Is innovative, self-motivating and able to **inspire** others.
- Has the ability to **support** colleagues in order to ensure young peoples' success.
- Has the **highest expectation** for the attainment of all young people.
- Enjoys working as part of a team to ensure the **success** of our community.
- Is driven to relentlessly **remove barriers** to students' success.

In return Caister Academy will offer you:

- A **thriving**, innovative learning community, committed to excellence.
- A **supportive**, welcoming community of professionals.
- Extensive **development** and **collaboration opportunities**, through the Creative Education network.

For further details, or an informal discussion about the role with the PA to the Principal, Rachel Grant, please contact Ruth Woods, Human Resources & Business Support Officer, at ruth.woods@caisteracademy.org.uk.

For more information on Creative Education Trust visit www.creativeeducationtrust.org.uk.

For more information on Caister Academy visit www.caisteracademy.org.uk

Closing date: 12 January 2024, however, we reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Interviews will be held as soon as we have received enough applications from suitably qualified applicants. If a successful appointment is not made, then we will repeat the process.

Please do not hesitate to contact Ruth Woods if you would like an update on your application and details of a potential interview date.

I look forward to receiving your application.

Yours faithfully

Helen Seath
Head teacher

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people. Shortlisted candidates will be required to undertake relevant safeguarding checks which will include checks of social media accounts.

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

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ABOUT CAISTER ACADEMY



Caister Academy is an 11-16 co-educational day school, specialising in Literature and the performing arts. We offer a rigorous, traditional curriculum; supplemented by a broad choice from the arts, technology, and sport; all personalised to the strengths of individual students.

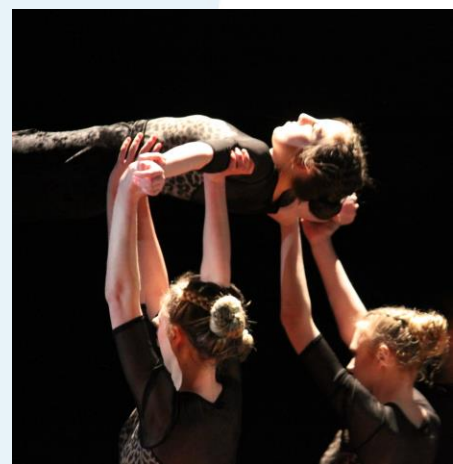
Located half an hour from Norwich, on the beautiful Norfolk coast in the picturesque village of Caister-on-Sea, we have excellent access to the famous Norfolk Broads, local seaside towns, and picture postcard views of the sea. We are proud to serve at the heart of our community, and through our core values of ambition, opportunity, character, and community, seek to do so in all that we do.

In March 2015, we joined the Creative Education Trust. This provides us with immediate access to a national network of support, whilst retaining the autonomy to make the decisions that are best for our students. We work closely with other local Creative Education Trust schools, and as a family, have the resources and support to find and develop the potential of every individual.

We are fortunate to have excellent facilities in many areas, but through the Creative Education Trust, we are currently engaged with Walters & Cohen Architects to develop and deliver a five-year site development and refurbishment plan which will completely modernise all areas of our provision.

Our on-site facilities include:

- Sports fields and multi-purpose sports hall;
- Multi-Use Games Area marked up for netball and football;
- A Drama studio;
- Lecture Theatre with sound system and projector;
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;



‘Through consistently hard work, sharply identified training and effective support for staff, leaders have ensured that pupils are well prepared for the next stage in their education.’

OFSTED - 2018

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

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. We run a regular programme of training events to improve teaching performance and provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our 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.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also several cross-group, phase leader and year-specific forums.



You can find out more at:

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Job Description

Academy Administrator

Core Purpose

To work as a member of the administrative team, providing a high-quality service to all stakeholders.

Effective Date

1 September 2023

Review Date

1 September 2024

Salary Scale

Caister Scale SC3, Point 5 – 6

37.5hrs per week, Term time + 2 weeks, 8.00am to 4.00pm (30min)

Organisational Relationships

Report to the PA to the Principal.

Work alongside other administrative colleagues to ensure all tasks are completed as a team.

Key Responsibilities

Leadership:

- Take the initiative with the development of administrative systems as opportunities for improved practice are seen.
- Take the initiative with the completion of administrative tasks.
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.
- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
 - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - Have proper and professional regard for the ethos, policies and practices of the Academy, following the Academy's policies at all times.
 - Maintain high standards of personal attendance, presentation, and punctuality.

You can find out more at:

www.creativeeducationtrust.org.uk

Responsibilities:

- Welcome and greet all visitors to the Academy in a professional and friendly manner, signposting them to the relevant staff including signing them in/out.
- Record accurate messages from teachers, parents, and members of the public, whether via the telephone, email or face to face.
- Be responsible for the Academy's general email inbox, either responding or forwarding emails to relevant staff promptly, accurately and professionally.
- Distribute incoming mail and assist with outgoing mail using the franking machine and deliver mail to the post office as required.
- Provide a high standard of clerical support to the academy, including designated colleagues, by working flexibly with other administrative staff, ensuring that duties are carried out efficiently and effectively.
- Act as a source of support and expertise for staff within the school for administration.
- Oversee the academy's reprographics needs including the requests from teaching and non-teaching staff.
- Ensure the website is up to date and OFSTED compliant.
- Update the academy's Facebook and internal screens.
- Cover the student office and manage all corresponding administration if required.
- Be a member of the first aid team, administering basic first aid if required, and completing appropriate paperwork.
- Model welcoming, sensitive and constructive communication, with all stakeholders at all times.
- Represent the Academy at after school events and evenings relevant to the role, as per the Academy calendar.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students, adhering to the school's Child Protection Policy and SEND Code of Practice at all times.
- Consider and care for the health and safety of themselves, colleagues and students.
- Recognise, reward, praise and promote student success wherever possible.
- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform etc...
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.
- Participate fully in Academy life through involvement in clubs and trips wherever reasonably possible.

Variation:

- Undertake other duties;
 - commensurate to the post holder's abilities, position and grade, as requested by the Principal or line manager,
 - of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills/GCSE including grade C or equivalent in English and Mathematics 	<ul style="list-style-type: none"> • Evidence of continuing professional development. • Basic First Aid at Work Certificate or willingness to be trained.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of working in an administration role. • Experience of working in a busy reception. • Experience of working successfully in a customer facing environment. • A good level of general education. • Computer literate including typing skills. • Proficiency in Microsoft packages including Word, Excel, Publisher and Adobe Reader. 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of SIMS and GO4Schools management systems (although full training will be given).
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • A knowledge of the safeguarding responsibilities of adults working within a school environment. • An understanding and commitment to ensuring complete confidentiality in all matters and adherence to GDPR regulations. • An understanding that this post holder represents the Principal and as such, the school in the wider community. • Ability to provide a welcoming environment. Excellent communication skills including verbally, in writing, face-to-face and over the telephone. • Organised and efficient administrative skills with the ability to respond well under pressure. • Self-motivated with the ability to work with a minimum of supervision and organise own workload in the context of varied tasks and meet all deadlines. • Ability to use initiative and apply sound decision-making skills whilst understanding that some matters need to be referred to others. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • High expectations of self and others • Resilience and motivation to manage day-to-day challenges. • Strong organisational, prioritising and planning skills including attention to detail. • Accepts accountability and takes personal responsibility for their own actions. • Ability to build effective relationships with students and staff. • Integrity, flexibility, openness, energy and enthusiasm. • Strong interpersonal, written and oral communication skills. 	

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	<ul style="list-style-type: none"> • Ability to manage difficult and challenging situations, conversations and phone calls. • Ability to respond in a crisis or to an unexpected event in a calm logical manner • Commitment to further training and professional development 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Awareness of Health & Safety procedures. 	

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