



Administration Assistant Information for Applicants



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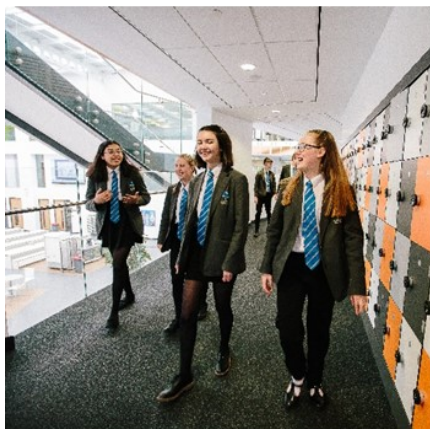
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Welcome



Thank you for expressing an interest in the post of Administration Assistant at Consett Academy. First and foremost, this is a rare opportunity to make a tangible impact on the future life chances of our students, irrespective of background or starting point.

As the Principal of Consett Academy it fills me with immense pride to be able to work with the children of the area but also the parents/carers. This will be my second role as Principal and I am really excited about moving the Academy forward and ensure it is a place of outstanding education for all.

At Consett we:

- Have very high expectations;
- Challenge students to achieve their best;
- Ensure progress for all and our students leave the Academy with fantastic results;
- Have a dedicated and positive staff team;
- Believe in inclusivity and that every student, no matter their background, deserves the best possible education.

It is an exciting time to join us as we embark on a period of transformational change. Consett Academy is a rapidly improving school and the importance of this role continuing that journey cannot be underestimated. You could be integral to making this happen!

If you believe you have what it takes to help take Consett Academy to be a Good school it truly can be, we would love to hear from you.

For interested candidates, I would encourage you to visit our fantastic campus to see for yourself the superb learning and working environment that we have. If you would like to arrange a visit, please email our HR Team at hr@ncdat.org.uk whereupon a mutually convenient date and time will be arranged.

Yours faithfully

Mr T Urwin
Principal



About us

New College Durham Academies Trust (NCDAT) is a small but ambitious Multi Academy Trust based in North Durham. We have ambitions to grow but wish to remain a Durham MAT for local schools. The trust currently has 2 large secondary schools; Consett Academy and North Durham Academy.

Our Academies are at the heart of their local communities and strive to deliver on our founding principles of Inclusion, Progression and Excellence which supports a central vision of 'Students First'.

The principle of Inclusion provides opportunities for students of all abilities, aspirations and backgrounds and involving staff, governors, students and the wider community in determining the direction of our Trust. Our curriculums are broad and challenging, with the academic success of students at the heart of what we do.

To encourage Progression, the Academy provides effective advice and guidance. This enables learners to make informed and appropriate decisions for future study and employment, encouraging them to take on new challenges and reach higher levels of achievement.

The focus on Excellence underpins all we do whether in learning areas, working in the community or governing and leading the Academy.

The Trust recognises that safeguarding our children and young people is core to all our activities, and we expect all staff, volunteers and wider stakeholders to share this commitment.

Our Aims are:

- To ensure our Academies are centres of excellence with a focus on the nurture and achievement of all their members;
- To promote mutual support, encouragement and benefit between our academies;
- To develop, as the core foundation of academic achievement, a strong culture of professional development amongst our staff;
- To celebrate and maintain the unique identity of communities we serve with each Academy/School at the heart of its community;
- To recognise and enable all those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty to achieve their full potential.

Advert

Contract: Part time, 24 Hours per week

Salary: Grade 2 £11,153 per annum

Working Pattern: Term time only

Location: Consett Academy

Consett Academy is seeking to appoint an inspiring and motivated individual to provide a courteous and effective administrative service to the Academy.

Reporting directly to the Senior Administration Officer, you will possess the necessary interpersonal skills to provide an efficient administration service. Applicants should have a keen interest in working within the Education Sector. Effective organisational skills and flexibility are also essential, with a proven ability to work well within a team environment or be self-motivated to work on your own initiative.

The successful candidate will:

- Act as first point of contact dealing with frontline enquiries from students, parents, staff and visitors providing a professional and efficient reception service
- Support management and teaching and learning through the provision of a first-class administrative support service
- Have an outstanding record of working well within a team demonstrating a positive attitude, building on the strengths of the Academy and show a commitment to its continued future development
- Have good numeracy and literacy skills



Job Description

RESPONSIBLE TO: Senior Administration Officer

GRADE: Grade 2

CORE PURPOSE: To work as part of the Administration Team providing an efficient,

JOB DESCRIPTION: The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

Working within the Administration Team, the post holder will:

Support the implementation of the Academy's vision and values

- Ensure that the Academy policies are promoted and adhered to
- Contribute in the Academy to developing a learning culture with high expectations in a safe and secure learning environment
- Foster effective relationships with parents/carers and students in the Academy

Specific Responsibilities

- Ensure all visitors entering the Academy follow safeguarding procedures & policy
- Establish constructive relationships and communicate with other agencies/professionals
- Provide advice and guidance for staff, students and others
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the Academy
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Respond to all telephone calls & enquiries in a polite, professional manner and relay information to appropriate staff and students when expected to do so
- Record & sign on receipt for deliveries to the Academy and arrange for distribution
- Maintain & update Academy staff & student data as required
- Communicate politely and effectively with staff, students, parents, carers and outside agencies
- Word processing where directed by the Senior Administration Officer
- Reprographics duties as directed by the Senior Administration Officer
- Routine Administrative tasks as directed by the Senior Administration Officer
- Finance duties as directed by the Senior Administration Officer
- Cover system duties as directed by the Senior Administration Officer
- Provide administration assistance to the SLT as required
- Operate room booking systems
- Develop positive relationships with students, staff and Academy stakeholders
- Assist with the sale and administration of student uniforms
- Reception cover duties as directed by the Senior Administration Officer
- Distribute and collect internal & external post as required by the Senior Administration Officer

Job Description

Developing Self and Working with Others

- Take part in an annual staff performance review with line manager
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice
- To set an example to students in work ethic , conduct, dress code, punctuality and attendance
- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Person Specification

Key

E/D:- Essential or Desirable

I: - Interview/Presentation

A:- Application Form

T:- Task

Qualifications and Experience		
NVQ 2 or equivalent qualification in relevant discipline, e.g. Business Administration Level 2 OR appropriate experience	E	A
Willingness to participate in training and development opportunities	E	A
First Aid training	D	A
Experience of working in an Academy environment	D	A
Skills and Knowledge		
Good numeracy/literacy skills	E	A, I, T
Effective use of ICT and other specialist equipment/resources	E	A, I, T
Ability to relate well to children and adults	E	A, I
Aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person	D	A, I
Excellent communication skills	E	A, I, T
Work constructively as part of a team, understanding Academy roles and responsibilities and your own position within these	E	A
Ability to self-evaluate learning needs and actively seek learning opportunities	E	A
Working knowledge of SIMS	D	A
Appropriate knowledge of First Aid	D	A

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Attributes and Qualities		
Highly motivated	E	A
Friendly and approachable manner	E	A, I
Flexible to suit the needs of the Academy	E	A
Respond well to a challenge	E	A
Understanding of different social backgrounds of students	E	A, I, T
Maintain high professional standards	E	A
Ensures the safeguarding and welfare of students within the Academy	E	A
Maintains professional boundaries with students and parents.	E	A, I, T
Demonstrates the ability to work effectively as part of a team.	E	A



How to apply

Application form

To download an application form please visit our website: [Join our Team | \(consett-academy.org.uk\)](https://www.consett-academy.org.uk)

Alternatively, please contact the HR Team as below:

By phone - 01207 291188

By e-mail - hr@ncdat.org.uk

Completed application forms should be emailed to hr@ncdat.org.uk

Please **do not** attach copies of CV's/qualification certificates. Only the information detailed on the application form will be used as part of the short-listing process. Applications from recruitment agencies will not be accepted.

Closing Date

Midday Friday 2nd September

Interview Date

To be confirmed

Interview arrangements

If you are shortlisted for this vacancy we will contact you by email to inform you of interview arrangements. Please note, if you have a Hotmail email account our email may go into junk so please check this regularly. Shortlisted applicants will be required to complete a self-declaration form as part of our safer recruitment procedures which are aimed at deterring and preventing unsuitable people from working with children

Location

This post is initially based at Consett Academy, however the successful candidate may be asked to work at other schools within the Trust.

Pre-employment Checks

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check. We will also undertake checks on your identity, qualifications, medical fitness and take up employment references before interview, unless you have asked us not to.

Applicants should assume they have been unsuccessful if we have not contacted them within 28 days of the post closing.

Safeguarding Information

Trust Safeguarding Commitment

New College Durham Academies Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Safeguarding Policy

You can find the academy safeguarding policy using the link below:

[Policies | \(consett-academy.org.uk\)](https://www.consett-academy.org.uk/Policies)

Recruitment of Ex-offenders Policy Statement

The trust has a policy in the recruitment of ex offenders which can be found on the Academy website on the job vacancy page should you need to refer to it.

This post is included in the rehabilitation of Offenders Act 1974 (exceptions) order 1975 the successful applicant will be required to obtain a satisfactory enhanced Disclosure and Barring Service check with children's barred list check. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

