



Job Application Pack Office Administrator

Permanent, Full time, All Year Round

Salary: Grade 6, Points 7 – 12, £20,092 - £22,183

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and are excited to be opening Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Community School, Alvaston Moor Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



Bluecoat Beechdale Academy
Believe. Belong. Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Bluecoat Trent Academy

The Bluecoat Trent Academy (BTA) opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. For the first year BTA accommodates six forms of entry, growing to eight forms in subsequent years.



The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

Lees Brook Community School



Lees Brook Community School

Lead Believe Create Succeed

Lees Brook Community School (LBCS) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.

Alvaston Moor Academy



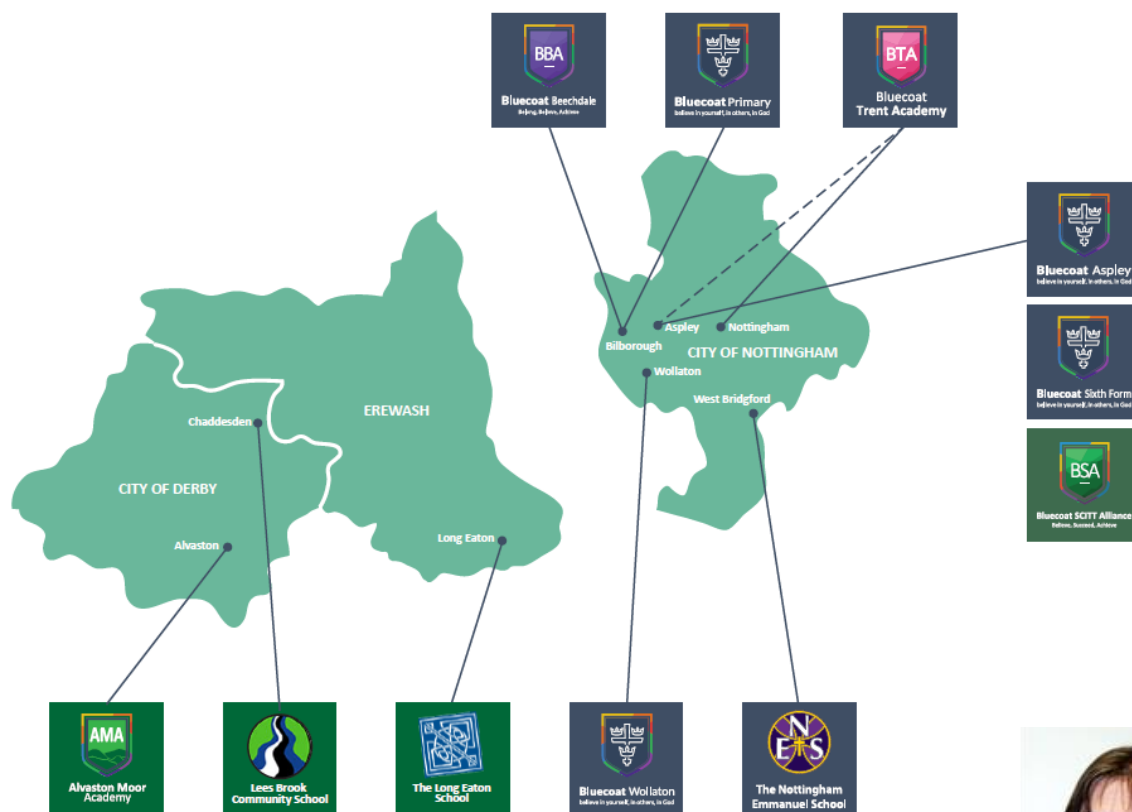
Alvaston Moor Academy has 890 students on roll and places a strong emphasis on the importance of hard work and academic achievement. Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



Welcome from the Principal

I have been Headteacher at Lees Brook since 2015, I have been at Lees Brook for 24 years after arriving at the school as a trainee teacher in 1997.



Lees Brook is a school that cares for the people within it. Within our safe, successful and positive learning community, we promote a high performance culture that allows everyone to be the best that they can be, staff and students alike. A key strength of Lees Brook is the strong relationships between staff and students. In November 2019, the first line of our OFSTED report states 'This is a welcoming and inclusive school. Pupils are happy.' The school's motto 'Lead, Believe, Create, Succeed' is at the core of everything we do.

We expect all staff to have very high expectations and challenge every member of our school community. Lees Brook is already on a positive journey of school improvement and will benefit significantly from the additional support and capacity that will be provided by joining the Archway Learning Trust. Our academic outcomes continue to improve every year and we are constantly building on the educational opportunities our students have inside and outside of the classroom, in order to raise aspirations and develop our students' confidence to succeed. We expect every member of staff in our school to be part of this drive to continually improve the quality of education that our pupils receive.

We aim to produce students who can think for themselves, who are socially confident and who have the skills to achieve in further education, work and in life. Academic outcomes are of course extremely important, however at Lees Brook, we believe that it is as equally important to produce well rounded young people who will go on and thrive in the world of work.

The Vacancy

We are seeking to appoint a professional, enthusiastic and courteous Administrator, who will be based in our busy office providing an efficient, effective and professional service. The post holder will need to demonstrate a highly motivated and confident administration service with exceptional organisational skills including the ability to plan and balance priorities.

The post holder will provide an excellent and high quality admin service, playing a key part in helping the Academy raise achievement and outcomes through their excellent attention to detail and accuracy. They will have high expectations of themselves and others, promoting a positive attitude and taking pride in their work and professional credibility.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at Lees Brook Community School but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.



Applications

For more information about Lees Brook Community School and the vacancy, please visit <http://leesbrook.co.uk/index.php> To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, Friday 17th December 2021

Interview Date: Tuesday 21st December 2021

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working together, transforming lives

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

JOB DESCRIPTION

POST TITLE: Office Administrator

GRADE: Grade 6, Points 7 - 12

RESPONSIBLE TO: Office Manager

JOB PURPOSE

This post holder will work under the supervision of the Office Manager:

- Provide a confidential and professional administrative support for the Academy.
- Provide an administrative service that contributes and supports the innovative processes and procedures relating to Administration.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall aims of the Trust and Academy Improvement Plans
4. To develop and implement own professional development and skills
5. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
6. To demonstrate an excellent record of attendance and punctuality.
7. Work cooperatively as part of the Trust wide staff team
8. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

Pastoral Admin

- Supporting the pastoral team with any administration tasks required. This will include minute taking, managing calendars, organising meetings or preparing letters.
- Supporting the Academy with events such as Parents Evening, Open Evenings and Celebration evenings. Ensuring the event is advertised appropriately, chasing responses (including a log for Parental Engagement), catering is provided and rooms are booked. You will also be required to attend on the Evenings to ensure the event runs smoothly.
- Liaising with the external agencies to organise Student Vaccinations.
- Organising the plan for School Photographs and being the School Contact for the Photography Company.

Exclusions

- Administrating the necessary paperwork for student exclusions with information provided from the Pastoral team.
- Collate information for re-integration meetings to support the Year Leader for creating targets for the student returning to the Academy.
- Run reports providing statistical data as requested.

Procurement Administration

- Administrate the local finance admin service to support Academy staff in their procurement activities, raising requisitions and following up on approvals of requisitions.
- Being responsible for the receipt of goods and services into the Academy, checking the delivery log and liaising with staff to ensure GRNs are raised in good time.
- Identify implications and situations that require escalation to the Academy Manager.
- Recognise and identify additional spend commitments and report to the Academy Manager.

Marketing and Communications

- Lead on website design and content updates, including providing comments for improvement where applicable.
- Responsible for the collation and design of internal and external communications
- Responsible for liaison with external suppliers of printed and electronic marketing materials.
- Responsible for the improvement of the standard of parental letters.
- Responsibility of the Academy's social media platforms, ensuring items are promoted accordingly using own initiative.

General Administration

- Assist in providing comprehensive reception services, including greeting visitors to the Academy and ensuring relevant safeguarding checks are made, including receiving parents and students, dealing with general enquiries face to face or by telephone; taking messages or referring matters to the appropriate person.
- Work cooperatively as part of the Academy administrative team, covering absence, vacancies and supporting colleagues at times of heavy workload.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Undertake word processing and other IT based tasks as required using Microsoft Office and other relevant programmes/software.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

PERSON SPECIFICATION – OFFICE ADMINISTRATOR	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
NVQ 2 or equivalent qualification or experience in Business Administration or other relevant discipline	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
KNOWLEDGE		
Previous working knowledge of SIMs database or similar		*
A sound knowledge of a range of computer applications including a high level knowledge of MS Office	*	
Ability to build and form good relationships with colleagues, senior leaders, students and external visitors	*	
EXPERIENCE		
Previous experience of administrative computer systems	*	
Previous experience of working within an educational setting		*
Previous experience of working within a busy office environment.	*	
Significant experience of administrative processes	*	
PROFESSIONAL SKILLS		
Excellent communication and interpersonal skills	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
Able to work to tight deadlines, managing and prioritising time effectively	*	
PERSONAL QUALITIES		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these.	*	
Have an openness to learning and change	*	
To be professional and confidential with the ability to deal with complex student matters.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Academy	*	
Suitability to work with children. Enhanced DBS check.	*	