

Admin Assistant

Ellis Guilford School

Start Date: ASAP



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the vacancy for an Administrative Assistant at the Ellis Guilford School

I joined Ellis Guilford School as Principal in September 2020, together with a new senior leadership team, determined and committed to improving the life chances of the young people at Ellis Guilford. It is a great honour and privilege to be asked to lead a school of over 1300 pupils. We are undergoing a period of rapid improvement and want to recruit only the very best people to help us on our journey.

We are looking to appoint a skilled and professional Administrative Assistant for this important role within the School. You will provide an efficient and effective admin support service to all departments within the school, and external stakeholders.

You will be joining a vibrant and dynamic team of leaders who only want the very best. If you are an individual who would thrive in this type of environment, we want to hear from you.

The successful candidate will be a strong team player, have good interpersonal skills and be willing to take initiative.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers, or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people, we would very much like to hear from you.

If you would like to discuss this role further, please contact our HR Officer, Donna Bennett on 0115 913 1338 or by email: donna.bennett@ellisguilfordschool.org.uk

**The curriculum provides
for pupils' spiritual,
moral, social, and
cultural development.** ”

Ofsted 2018

Yours sincerely,

Chris Keen

You can find out more at:
www.ellisguilfordschool.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-school 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 pupils for their transition to adult life and employment.

Our aims for our Students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE, and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



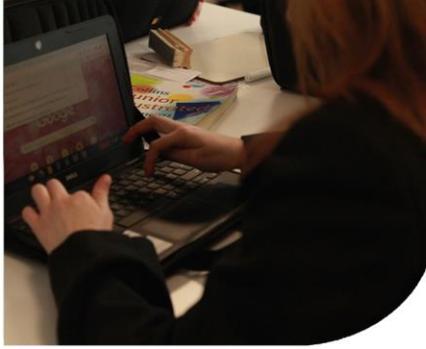
We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:

www.ellisguilfordschool.org.uk

ABOUT ELLIS GUILFORD SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities, and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Astro Turf perfect for football;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with a stage;
- Interactive whiteboards in classrooms;
- Modern and open-plan library with wide range of reading materials



Summary of Ellis Guilford Schools Progress Scores in 2018/19:

- Progress 8 score: **-0.64**
- Attainment 8 score: **35.4%**
- Pupils entering EBacc: **18%**
- Staying in Education or entering employment: **83%**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/146539/ellis-guilford-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our pupils the education they deserve.

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 CPL for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also 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.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters.



You can find out more at:
www.ellisguilfordschool.org.uk

Admin Assistant

JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade C NJC 04-06 £19,264 - £20,043

Full Time 52 weeks per annum

HOURS

37 hours per week, Monday to Thursday 8am to 4pm and Friday 8am to 3.30pm

REPORTING LINES

This post will report to the Admin Manager

THE ROLE:

The Administrative Assistant reports to the Admin Manager and is responsible for providing administrative services and support across the school. Providing these services in an effective and efficient manner will ensure operations are maintained in an effective and efficient manner.

KEY RESPONSIBILITIES

- To complete general clerical and administrative tasks for the school, under the direction of the Admin Manager for the purpose of the school
- To model excellent professional relationships with pupils, parents, and other professionals in the school
- To be an ambassador for the school when meeting parents and other visitors
- To adhere to school procedures and ensure that staff receive messages (telephone, email and face-to-face) promptly and accurately
- To maintain effective administration in the absence of the Admin Manager
- To receive and deal with incoming telephone calls and other communications
- To complete data input tasks using a variety of software and website
- To draft and type correspondence, reports, and other documents
- To photocopy, distribute and filing of documents as appropriate.
- To ensure that all visitors to the school are checked in and out in accordance with the school's Safeguarding Policy
- To provide support for key tasks as directed by the Senior Leadership Team and other senior staff, including the daily duty rota, termly newsletter and the production of staff and pupil planners
- To assist with the coordination and administration of school events – Parent Subject Consultation Evenings, Award

Evenings, Prospective Parents Evenings and Arts' Shows

- To assist in the provision of hospitality for school meetings and events, ensuring the conference facilities are kept tidy after use and portray a professional image
- To be responsible for the on-line Safeguarding Training portal and to ensure all staff are trained within specified time scales, and any concerns are raised
- To minute meetings as directed by the Admin Manager
- To ensure that the reception area is well presented and reflects a professional and welcoming image for the school
- To provide reception cover during designated holiday weeks, in line with contracted weeks
- To handle sensitive matters discreetly and confidentially at all times
- To undertake any other duties as may reasonably be required from time to time
- To take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required

ADMISSIONS

- Adding and withdrawing pupils on the school's MIS system.
- Organising the school's admission process e.g., processing application forms in line with the school's criteria and recording all correspondence for new applicants.
- Weekly recording of pupil numbers and liaising with Fair Access and Nottingham City Council Education Teams regarding pupils without a school place.
- Requesting and providing pupil information and files to other schools.
- Arranging appeal meetings for pupils who have been rejected.

FREE SCHOOL MEALS

- Liaise with Nottingham City Council to maintain and update the list of pupils who are entitled to free school meals

TRANSITION

- Ranking all applications in line with the school's criteria.
- Ensuring a smooth transition process imputing by transition data from secondary schools to create an overall spreadsheet.
- Issuing correspondence to schools and parents/carers

OTHER RESPONSIBILITIES

Work effectively within the Administrative team

You can find out more at:

www.ellisguilfordschool.org.uk

- Work co-operatively with other support and teaching staff
- Comply with the School's policies
- Liaising with Associate Principal to ensure all systems are up to date to reflect suspensions
- Sending letters to parents confirming the suspension and details
- Making reintegration appointments where necessary
- Provide support to the Senior Leadership Team as and when required.

PUPIL WELFARE

- Ensure good behaviour around school is maintained and staff expectations are high and establish a culture of praise and consistent applications of consequences
- Proactively promote an atmosphere of respect, recognition, celebration, and mutual support in the school.
- Maintain an environment which feels safe and enables pupils to report any concerns or complaints.

PARTNERSHIPS AND PROMOTION OF THE SCHOOL

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to pupils.
- Where possible actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for pupils.

SCHOOL ETHOS AND COMMUNITY

- Support the school in achieving the British values of diversity, dignity, and equality in all aspects of service delivery and engagement with the broader community.

- Actively support a culture where all members of the school community respect others and their physical surroundings.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Contribute to collaborative work across Creative Education Trust schools participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice
- Undertake any other reasonable duties deemed appropriate to the role

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all
Contribute to the overall ethos and aims of the school.
Appreciate and support the role of other professionals.
Attend and participate in relevant meetings as required.
Participate in training and other learning activities and professional development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

You can find out more at:
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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • 5 GCSE (or equivalent) results Grade C or above including Maths and English • Evidence of commitment to continuing professional development 	<ul style="list-style-type: none"> • First Aid Certificate • Further qualifications or training relevant to the role such as typing skills, receptionist training, administration skills • Safeguarding in Education training
EXPERIENCE	<ul style="list-style-type: none"> • Experience of providing a reception service • Experience of basic clerical duties and office procedures • Experience of face-to-face customer/stakeholder service • Experience of working in a busy fast paced environment • Experience of multi-tasking effectively • Experience of working flexibly • Demonstrable experience of working with systems and procedures 	<ul style="list-style-type: none"> • Working in a school environment
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Ability to follow and document detailed instructions • Ability to maintain high standards under pressure • Excellent literacy, numeracy skills • A high level of computer literacy i.e., intermediate skills in Word, Excel, and Outlook to enable the preparation of reports, documents, mail merges, spreadsheets, and diary bookings • Effective administration and organisational skills • Problem solving skills and the ability to apply tact and diplomacy when appropriate • The ability to prioritise tasks and to be able to show initiative when dealing with day-day situations • The ability to build effective working relationships 	<ul style="list-style-type: none"> • Knowledge of SIMS
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to work under pressure and be able to meet deadlines • Ability to think creatively and to prioritise • Excellent communication skills (including written, oral and presentation skills) with the ability to draft correspondence • Organised and self-motivated • Excellent interpersonal skills and the ability to communicate effectively with pupils, staff, and the wider school community. • Open and friendly approach • Professional presentation and manner • Ability to maintain a high level of accuracy and confidentiality • Willingness to work collaboratively and as part of a team 	<ul style="list-style-type: none"> • Able to demonstrate adaptable and flexible working practices • Willing to undertake further training

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	<ul style="list-style-type: none"> • Ability to use initiative and be self-motivating • A commitment to safeguarding and promoting the welfare of children and young people • A commitment to the School Trust's vision, values, aims and objectives • Sensitive and ability to uphold confidentiality. • 	
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 • Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education'. Appropriate and relevant references will be checked. • Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare and children and young people. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

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