

EDGAR WOOD academy



APPLICATION PACK: Administrative Assistant

Deadline: Monday 24th June 2024 at 12.00 noon

Dear Colleague

Thank you for your interest in Edgar Wood Academy, a new school serving the local community in Middleton and Heywood. Opening in temporary accommodation in September 2021, the school moved to its permanent location in September 2022, a state-of-the-art building, with stunning views of the local countryside. Helping our students realise their potential lies at the heart of everything we do. By promoting our values of Resilience, Empathy and Responsibility and a culture of mutual respect and compassionate rigour, we aim to inspire and engage all pupils, regardless of prior attainment or social background.

By joining our school, you will be part of an exciting journey, building the school from its early foundations and helping to create and embed its ethos, values and culture. We believe in creating a purposeful and calm environment which allows our teachers to teach and our students to learn. As a result, we will improve student achievement through high-quality teaching in a safe and caring environment. We value each individual child in our school and recognise that each has different talents and gifts, which will be nurtured over the course of their time with us. We also support every student to develop personally and academically, so that they have the knowledge and skills to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Hopefully it is already clear from reading this letter that our aims are simple: to help students realise their potential through a culture of mutual respect, positive behaviour, and high standards. Our aim is to have students do the right thing because they should, rather than because they must. We aim to inspire and engage all students, regardless of prior attainment or social background.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague. You must be willing to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

It is important to note that Edgar Wood Academy benefits from being a part of the Altus Educational Partnership. The Trust currently comprises of four academies - Rochdale Sixth Form College, Edgar Wood Academy, Kingsway Park High School and Bamford Academy.

The Trust's mission and vision are to:

- Advance education in the borough of Rochdale so that young people go on to live happy and fulfilling lives and make positive differences to their communities and society.
- Create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough.

I look forward to your application and if you have any questions, or wish to visit the school prior to interview, please do not hesitate to contact my PA, Debbie Barlow on 0161 676 9620.

Yours sincerely



Paul Jones
Headteacher

Administrative Assistant

Making your Application

I hope that when you read this pack you are inspired to apply for the post

Application

1. Complete the Altus Education Partnership application form
2. Provide a covering letter of no more than one side of A4 paper

Send your application by email to recruitment@altusep.com

Deadline

The deadline for the post is 24th June 2024 at 12.00 noon.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

For an Application Pack

1. Visit www.edgarwood.org or www.altusep.com
2. Contact HR: recruitment@altusep.com

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome Year 7 children from the areas of Middleton and Heywood in September 2021. Our intake this year is 195 places, with a total of 485 places being offered since in September 2021 within Years 7-9.

In our first year we were based in a temporary site in the grounds of Hopwood Hall College, Middleton Campus, whilst the new school was completed. From September 2022, Years 7, 8 and 9 students at Edgar Wood Academy have been able to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

Altus Education Partnership

Edgar Wood Academy is currently one of four institutions in the Altus Education Partnership (a Multi-Academy Trust) alongside Kingsway Park High School, Bamford Academy and Rochdale Sixth Form College (*“TES 6th Form College of the Year 2021”* and *“Ofsted Officially Outstanding 2022”*). Edgar Wood Academy and the Trust have a very strong educational reputation in the local community and are in a financially robust position. The Trust works as a partnership of equals, where all Academies are distinctive institutions working together for the benefit of all students, within which, Headteachers and local Governing Bodies have delegated authority and associated autonomy. The Trust expects to expand further in the next few years, working with Academies in the Primary and Secondary phases to improve the quality of education across the borough.

Altus Education Partnership are committed to supporting all children in their Academies to progress to a successful career, life and employment path of their choice.

All our Academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our Academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and Teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all Academies in the Trust.

Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.

- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.

Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.

We promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

Role Description:

Job Title:	Administrative Assistant
Reports to:	Headteacher's PA
Remuneration:	The post will be paid on support staff salary scale point 7-11 (£24,294 - £25,979). Actual salary is £23,143 - £24,748
Contract:	Permanent – 37 hrs per week – Term Time + 4 weeks These hours will be between 8.00am – 4.30pm
Start Date:	ASAP

Overall Purpose of the Role

- To provide general administrative support to the school and assist in the efficient running of the school office under the instruction of the Headteacher's PA.
- To be an ambassador for the school, responsible for welcoming visitors and to act as first point of reference over the telephone and face to face.
- To contribute to the overall vision and ethos of the school ensuring the best standards possible for students and staff.

This role reports directly to the Headteacher's PA.

Key Responsibilities

Reception Duties

- Provide a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensure that all messages are dealt with in a timely and accurate manner and, where relevant, relayed to colleagues promptly.
- Deal with incoming and outgoing post.
- Maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures, i.e., signing in, issuing of identification badges.
- Provide information and support to other staff members as required.
- Provide hospitality for visitors.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.

Administrative Duties

- Undertake general administrative duties such as typing letters, minute taking, emailing, photocopying and filing.
- Update manual and computerised records/management information system.
- Raise requisitions for stationery and equipment, check and record goods received and distribute to the different departments.
- Maintain records of stationery supplies and stock.
- Scan invoices and statements received at EWA and email to Finance Department at Altus Education Partnership.
- Record, if necessary, school meal expenditure by students and inform parents and carers of any arrears on PayPal on a weekly basis.
- Monitor payments received by parents and carers for school trips.
- Update and distribute communications which may include, but is not limited to, the school's website, social media, school noticeboards, newsletters and other communication with parents, colleagues and the community.
- Undertake routine administration of school lettings and other uses of school premises.
- Maintain the school diary.
- Assist with student and staff first aid and welfare duties, including looking after poorly students and liaising with parents, carers and staff etc.
- Arrange meetings and events and take notes at meetings to a high standard when required.
- Assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school, to ensure the safety and welfare of students.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.

Additional Duties & Responsibilities

- Maintain and demonstrate the vision, values and aims of the Academy and actively contribute to their development.
- To work alongside all other staff to promote appropriate professional behaviours and a positive ethos within the Academy.
- To be aware of and support difference and to ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.
- Undertake any other reasonable duties as determined by the Headteacher's PA.

Person Specification:

CATEGORIES	App Form/ Letter	Interview	Interview Tasks	Refs	
ESSENTIAL CRITERIA					
GCSE's at Grade C / Level 4 or above, including English & Maths (or equivalent)	√				
Experience of providing extensive administrative support in a busy office	√	√		√	
Experience of providing excellent customer service, negotiation and communication skills, both on the telephone and in person	√	√		√	
Ability to communicate effectively with staff, students, parents, carers and external agencies	√	√	√	√	
First Aid and Fire Marshall trained or willing to undergo this training	√	√		√	
Excellent standards of accuracy	√	√	√	√	
Excellent IT skills, Word, Excel, PowerPoint, Outlook	√	√	√	√	
Demonstrates an ability to use own initiative and be proactive	√	√	√	√	
Ability to manage time, multi-task, prioritise workload and work to tight deadlines	√	√	√	√	
Discreet and respectful of highly confidential or sensitive information	√	√		√	
Adaptable, efficient, and flexible team player, with a willingness to take on new activities	√	√		√	
Committed, reliable and enthusiastic	√	√		√	
Willingness to participate in training, other learning activities and performance development	√	√		√	

Willingness to be involved in the wider life of Edgar Wood Academy	√	√		√	
DESIRABLE CRITERIA					
Experience of working in a school office	√	√		√	
Experience of using Arbor/SIMS and Teams	√	√		√	
Experience of working on a busy reception	√	√		√	