



Information Pack for Applicants

Admin Officer

Full time, 39 weeks per year (term time only)

May 2023

City of London Academy Highgate Hill



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Letter from City of London Academies Trust CEO



City of London Academies Trust
Guildhall, PO Box 270
London EC2P 2EJ
020 7332 1432
enquiries@cola.org.uk
www.cola.org.uk

Dear Applicant,

I am delighted that you have chosen to apply for a post with the City of London Academies Trust.

COLAT is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve. Combining the heritage and traditions of the City of London Corporation with an innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as 'outstanding' within three years of joining our Trust.

Our expectations are high for both our students and our staff. Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles have led to the City of London and COLAT being recognised as the best performing academy chain for progress and attainment of disadvantaged children for two years in a row in The Sutton Trust's annual report, 'Chain Effects' (2016 and 2017). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. We therefore ensure that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust. In the classroom, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents whatever they may be. We look forward to receiving your application.

Yours faithfully,

Mark Emmerson
Chief Executive Officer

VAT Reg: 280 4820 09
Company Reg: 04504128
The City of London Academies Trust is part of the City of London Corporation



Letter from the Principal



City of London Academy Highgate Hill
Holland Walk, Duncombe Road
Archway, London, N19 3EU
T: 020 7281 3536
enquiries@highgatehill.cola.org.uk

Dear Applicant,

Thank you for your interest in the position of Admin Officer with the City of London Academy Highgate Hill. We are delighted that you have chosen to apply to our academy and welcome your application.

City of London Academy Highgate Hill opened in September 2017 as a mixed, all ability, non-denominational academy inheriting four cohorts (Years 8 to 11) from what was previously, Mount Carmel Catholic College for Girls. You will be joining our school at an exciting time due to our Sixth Form opening in September 2022.

We aim to provide a world class education for our students - making them 'well-rounded' individuals. Our vision is to therefore create an academy that will exemplify 'Outstanding' secondary practice, evidenced by excellent attainment and progress for all pupils. Highgate Hill provides learning experiences that reflect the characteristics for which the City of London is known around the world:

- High expectations, aspirations, excellence and a belief that all can succeed
- Creativity, innovation and enterprise, alongside tradition and heritage are championed
- Developing people who are confident, resilient, compassionate and democratic

If you feel that you can make a positive contribution please apply. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Prince Genuh'.

Prince Genuh
Principal

Position details

Position: Admin Officer

Position Description: Full time, 35 hours per week, 39 weeks per year (term time only)

Working pattern: Normal hours will be between 7.00am and 3.00pm (with a 1 hour lunch break), 35 hours per week, 39 weeks (term time only).

Position Location: City of London Academy Highgate Hill

Grade/Range: Scale 3, SCP 5-7

Salary 35 hours: £26,193 - £27,060 (FTE) **Pro rata salary:** £23,387 – 24,161

Required: May 2023

Contract: Permanent

Position Closing Date: 10.00pm Sunday 2 April 2023

Interviews will take place on: are likely to be held shortly after the closing date

About us

The City of London Academies Trust is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

Combining the heritage and tradition of the Corporation of London with a refreshingly innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as Outstanding within three years of joining the Trust.

Our academies draw upon the best traditions, institutions, heritage and historical successes of the City Corporation and London. We deliver life-transforming learning experiences allowing all our pupils, whatever their background, to make a positive contribution to their local, national and global communities.

The City of London, its schools and academies are characterised by:

- High expectations, aspirations, excellence and a belief that all can succeed;
- Combining creativity, innovation and enterprise, alongside tradition and continuity;
- Developing people who are confident, resilient, compassionate and democratic.

Although all schools within the Trust are different, they all subscribe to the same ethos. All City academies are expected to exhibit the five attributes of outstanding educational provision. These simple and effective principles, our Foundations of Excellence, are the essential drivers that deliver outstanding outcomes for learners and are key to the success of City of London academies. They are:

High expectation leadership	Dynamic and skilled leadership from school leaders and governors founded in the core belief that all children can succeed.
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Exemplary behaviour	Behaviour for learning based on a set of defined core values that promote engagement, respect, tolerance, probity, curiosity, resilience, creativity and independence.
Outstanding creative teaching	Highly skilled teaching that inspires, engages, supports and challenges learners whatever their starting point.
Assessment that informs intervention	Target-setting and assessment systems that set challenging targets and provide data that supports intervention if that progress is not being made.
A challenging curriculum	A formal curriculum that matches the high expectations of progress providing a range of high status qualifications for each learner. A rich informal curriculum that supports the wider development of each learner through personal, sporting, creative and employer experiences.

About our school

City of London Academy Highgate Hill opened in September 2017 as a mixed, all ability and non- denominational academy.

Our vision: to create an academy that will exemplify 'Outstanding' secondary practice, evidenced by excellent attainment and progress for all pupils. Highgate Hill provides learning experiences that reflect the characteristics for which the City of London is known around the world:

- High expectations, aspirations, excellence and a belief that all can succeed
- Contributing creativity, innovation and enterprise alongside tradition and heritage
- Developing people who are confident, resilient, compassionate and democratic

The academy's sixth form will open in a state of the art building in September 2022.

For further information about the academy please visit our website: <http://www.highgatehill.colal.org.uk/>

Application details

Applications must be completed online on Tes by the closing date. To apply click the following link:

<https://www.tes.com/jobs/employer/city-of-london-academy-highgate-hill-1084149>

For further information or queries please email: hr@highgatehill.colal.org.uk

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly. For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and applicants for vacant posts are expected to share this commitment. If you are offered a job, the offer will be conditional on satisfactory pre-employment checks. These can include: identity, references, qualifications and other evidence, e.g. driving licence, as well as a medical questionnaire, and a Disclosure and Barring Service (DBS) check.

Please provide details of two referees, one of whom should be your present/most recent employer. **References will not be accepted from relatives or friends.** References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



Admin Officer Job Description

Post: Admin Officer

Accountable to: Director of Finance and Operations

Grade/Range: Scale 3, SCP 5 - 7

Salary 35 hours: £26,193 - £27,060 (FTE) **Pro rata salary:** £23,387 - £24,161

Working Pattern: Monday - Friday 7.00am - 3.00pm (with a 1 hour lunch break), 35 hours per week, 39 weeks (term time only).

Location: City of London Academy Highgate Hill

Disclosure level: Enhanced

Main Purpose

- As an integral member of the administration team, the post holder will assist with provision of an efficient and confidential administrative and admissions service within the academy.
- The post holder will work as part of the front of house team on reception.

Key Accountabilities

Administrative

- To provide administrative support to the office.
- To be the front of house representative providing first line support to students, parents, staff and other visitors to the academy.
- To answer telephones, take messages and / or transfer to appropriate staff.
- To manage incoming emails and referring to appropriate members of staff as necessary and pass on messages accurately as required.
- To order supplies and equipment, including receipt of deliveries as and when necessary.
- Create and modify documents using Microsoft Office / G-Suite.
- To provide a general administrative service, including but not limited to photocopying, filing, data entry, financial record keeping and distribution of post.

- To use and maintain information management systems for data entry and retrieval as required.
- To design, produce and maintain displays throughout the academy.
- To be responsible for reprographics of academy documents and learning materials.
- To attend appropriate inset.
- To be responsible for the maintenance of confidential records.

First Aid

- To be an appointed first-aider and administer first aid.
- To ensure completion of associated administration including accident recording and notification to relevant agencies.

General

- To carry out duties in accordance with health and safety legislation and the school policy.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the school and its students.
- To identify your own training needs and a willingness to attend training/courses.
- Comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

City of London Academies Trust

Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
Qualifications and Education		
Maths and English GCSE Grade 5 or above or equivalent	√	
Evidence of continuing professional development		√
Experience, Skills and Knowledge		
Experience of working in a busy administrative role	√	
Ability to manage conflicting demands and competing priorities Working knowledge of sims	√	
Experience in a role that involved dealing with a variety of customers/stakeholders		√
Experience in the admissions process	√	
Good IT skills with knowledge of Microsoft Office Packages including Word and Excel and G-Suite	√	
Highly numerate - able to work confidently with figures		√
Accuracy and attention to detail	√	
A good level of spoken and written English – ability to write clearly and concisely	√	
Excellent verbal communication and interpersonal skills. In particular, an excellent phone manner	√	
Strong administrative and organisational skills	√	
Good organisational skills	√	
Good time management skills	√	
Knowledge of Data Protection legislation		√
Working as a member of a team	√	
Personal Qualities		
Be able to maintain confidentiality	√	
Be able to remain impartial	√	
Have a flexible approach to working hours	√	
Have a positive attitude to personal development and training	√	
Good interpersonal skills	√	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	√	
Willingness to undergo appropriate checks, including enhanced DBS Checks	√	
Motivation to work with children and young people	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√	