



MacIntyre
Academies



ADMINISTRATION ASSISTANT

Discovery Academy, Nuneaton, Warwickshire

Application Pack

Putting children and families *first*

DISCOVERY ACADEMY

Vernons Lane, Nuneaton, CV11 5SS

Telephone: 024 7710 3370

Email: discovery.office@macintyreacademies.org Website: www.thediscoveryacademy.org

Administration Assistant - Advertisement

Job Title:	Administration Assistant	Reference No(s): 0000000115
Salary:	Scale A 15 – B 21 Full time equivalent £17,815 - £21,264 per annum – pro rata Actual £11,027- £13,162	
Location:	Nuneaton, Warwickshire	
Closing Date:	7 th January 2022	Start Date: As soon as possible
Hours of Work:	27.5 hours per week (8.15am start) Term-Time only plus Teacher Training Days (39 weeks per year)	Interview Date: 12 th or 13 th January 2022

Discovery Academy opened in September 2015 in Nuneaton, Warwickshire. The school caters for children and young people, aged 9 – 19 years who have an Education, Health and Care Plan for autism or a social, emotional or mental health need. The academy consists of 12 classes and more than 100 pupils, including Post 16 provision.

We are currently recruiting for an Administration Assistant to join the school to provide confidential front desk and administrative support to the school under the direction of the Office Manager. This will include switchboard, typing, filing, scanning/photocopying, receiving visitors and liaising with parents and carers where necessary. You will also provide a positive front of house experience for all visitors.

You need to be an experienced Administration Assistant with excellent key board skills and knowledge of all relevant Microsoft packages to include Word, Excel and Outlook. Knowledge of SIMS package is desirable, but not essential as training will be provided. It is also desirable that you have a customer service and/or administration qualification or relevant and demonstratable experience. You need to be able to demonstrate excellent communication skills both written and verbal, be able to work well within a team and under pressure within tight deadlines and conflicting priorities.

In return, we can offer you a competitive salary, local government pension scheme, an Employee Assistance Programme to support your health and wellbeing and full induction, training and career opportunities.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to children and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

*Salaries are dependent on qualifications and experience and are Pro rata for term time roles based on hours and weeks worked



Our Sponsor and Core Values

Our Sponsor

MacIntyre is a leading national charity, highly respected and committed to setting standards and increasing choice. It was established in 1966 by a parent's determination to provide education for his disabled child. In 2012, MacIntyre Academies Trust was set up as a separate organisation to add to this work.

MacIntyre's philosophy has always been to welcome all and service delivery is underpinned by what it calls its DNA. Through the promotion of Great Interactions, Positive Behaviour Support and Person Centred Approaches, MacIntyre aims to give each and every individual a life that makes sense to them, with a level and style of support of their choosing.

With a long and established track record of delivering outstanding provision for children with special educational needs, MacIntyre actively supports joint working between the charity and the Trust. As sponsor, MacIntyre provides the Trust with a voice on national issues and ongoing support internally.

Our Vision & Values

Children and young people attending MacIntyre Academies' schools will have the same opportunities as children attending mainstream education

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

Our Core Values

As a Trust we have the following core values that underpin all of our ways across our schools.

Compassion - we focus on the positives

Ambition - we challenge ourselves to go further

Partnership - we are better when we work together





Letter from Our Principle

Dear Applicant

These are really exciting times at Discovery Academy and we are looking for the right person to join our Administration team. We opened on 14th September 2015 and have recruited an amazing team of staff from many and varied experiences and backgrounds. They have taken to the role and challenges with enthusiasm, resilience and imagination. You may have mainstream (primary or secondary) or special education experience; it is certainly more about your approach and skills than your qualifications.

As a result of over subscription and continual referrals we need to increase the number of classes we have. We will work with children aged 9 – 19 and blend a Primary “Care” Model with a Secondary “Curriculum” Model and MacIntyre’s Family Focus. We now have over 100 children on role. All our children have a statement of additional need or EHC plan, often for Autism but also for SEMH.

We currently have 12 classes, usually 9 children with an HLTA and 2TAs. Offsite work is vital to our approach and success and this includes farm visits, swimming, shopping, football and gymnastics. We also have a programme that keeps our students safe, and maintains learning as appropriate, when they are in times of crisis.

If you would like to visit us or have an informal conversation about the opportunities please contact me at the academy on 07494 457314 or e-mail emily.hopkins-hayes@macintyreacademies.org.

I hope the information provided enables you to make an informed decision if this is the right opportunity for you to pursue. The “Family Feel” of Discovery and indeed all MacIntyre Academy Trust employees has cemented our determination to create an outstanding academy for the benefit of this group of children in and around North Warwickshire.

Yours sincerely,

Emily Hopkins-Hayes
Interim Principal
Discovery Academy



Our Vision and Ethos

We believe all young people, regardless of disability, deserve the best education possible. We want our students to be ambitious for themselves and we need to be ambitious on their behalf. Therefore, our aim is to deliver an 'outstanding' school with outstanding outcomes. A school which is truly family centered with education individualized to each child/young person. The Academy provides a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalized education and support. It will continue to evolve according to local needs. Parents/Carers are encouraged to be fully involved and connected from the outset.

This Academy, which is run in close partnership with Warwickshire County Council, MacIntyre and its Academies Trust has for many years been successfully providing innovative and person-centered services to local children/young people and their families. Many of these children and families struggle to access facilities and services successfully due to their complex autism, and MacIntyre has established an excellent reputation locally.

By understanding and responding to the current and future requirements of local young people, Discovery Academy is always striving to be a Centre of Excellence within Warwickshire and surrounding area, with a national reputation.

With a curriculum that focuses on developing life skills and on the achievement of each child's full potential, the academy will offer flexible arrangements that meet the needs of individual children and families. Key to Discovery Academy's success is the recruitment and development of a highly skilled, flexible workforce that delivers outstanding education and support, and benefits from MacIntyre Academies Trust's in-depth understanding and experience of how to design bespoke education solutions to children who requires specialist support strategies to achieve excellent outcomes.

We have a holistic approach to supporting behavior that empowers the child or young person to engage in education.

To achieve this vision, partnership working will be crucial. MacIntyre Academies Trust works alongside Warwickshire County Council, staff and stakeholders to ensure Discovery Academy successful in delivering their strategic aims.



Administration Assistant – Job Description

Office Manager

Purpose:

To provide a comprehensive and confidential front desk and support service to the Discovery Academy. The post holder will be first point of contact for all visitors and will be expected to promote the vision and values of the Academy with all stakeholders including parents, visitors and the local and wider community. The Administration Assistant will be a key contributor to our culture of respect, optimism, celebration and mutual support which promotes equality within, and values the diversity of, the Academy community.

Key Responsibilities and Duties:

1. To provide a comprehensive front desk service both in person and on the telephone.
2. To work with the office team to provide an effective administrative service to fulfill the Academy and regulatory requirements. The post holder will need to be flexible in approach as workload varies daily but will include typing, filing, photocopying/scanning and preparation of documents.
3. To provide comprehensive support as required including, written and verbal communication with parents, social workers, external support staff. Maintenance of documentation required to comply with Ofsted standards.
4. To ensure that all communications and correspondence are dealt with in an efficient and effective manner.
5. To oversee the receiving and recording of incoming post and deliveries and collections.
6. To provide administrative support, as directed by the Office Manager, Academy Principal, and other members of Senior Leadership Team.
7. To ensure the efficient and effective use of information technology systems, notably Microsoft Word, Microsoft Excel, Microsoft PowerPoint and use of Email.
8. Knowledge of SIMS is desirable but not essential as training will be provided

9. To ensure good communication and information systems within the Academy/Trust and with external agencies.
10. To participate in team meetings.
11. To attend compulsory training and induction and identify your own specific training and development needs.
12. To attend First Aid at Work course and be willing to administer as required within the school to both students and staff.

To be available for and make productive use of professional supervision and annual appraisals

Administration Assistant – Person Specification

	ESSENTIAL	DESIRABLE
Education, knowledge and experience	<ul style="list-style-type: none"> • Good standard of education. • A relevant customer service or administration qualification or relevant experience. • Demonstrative written and verbal communication skills. • Knowledge of Outlook, MS Excel, MS Word and general MS databases • Excellent communication skills at all levels. • Excellent organisational skills and ability to set priorities. • Proof of working in a very busy environment • A willingness to learn 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Knowledge of SIMS. • Knowledge of processes with office processes • Knowledge of Ofsted standards.
Personal Attributes	<ul style="list-style-type: none"> • A belief that people with learning disabilities have the right to participate in making decisions about the services they receive and to access learning opportunities and wider experiences. • Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professionals as well as pupils. • A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy. • Ability to maintain a flexible approach 	
Special knowledge and Skills	<p>The Candidate must be able to demonstrate:</p> <ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the Academy. • High level of resilience and determination. • Commitment to and a genuine interest in the pastoral welfare of the school community. • Calm and organised approach to work under pressure and the ability to inspire confidence in others. • Ability to plan and prioritise workload in order to meet deadlines. • Adopt a reflective approach to work. 	

All Staff Competencies

Professional Qualities: Respecting Others	<p>The Candidate must be able to demonstrate their ability to:</p> <ul style="list-style-type: none"> • React sensitively to other people and recognise different viewpoints, beliefs, values and opinions. • Treat children and young people we support and colleagues with respect, dignity, honesty and equality. • Adapt your working style and level of support to an individual's needs or wishes.
Professional Qualities: Influential Communication	<p>The Candidate must be able to demonstrate their ability to:</p> <ul style="list-style-type: none"> • Ensure Great Interactions are achieved by using a variety of communication techniques including language, tone and non-verbal behaviour. • Listen actively and display enthusiasm in your communication. • Use and present information in a manner which is persuasive, logical and understandable to the receiver.
Professional Qualities: Results & Quality Focus	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Complete work to a high standard, focussing on the needs of the children and young people you support. • Take personal responsibility for the quality of your work and be willing to 'go the extra mile'. • Look for continual improvement in your performance and in the performance of others. • Work to agreed policies and procedures.
Professional Qualities: Team Work	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Build close working relationships with the Office Manager and administration team. • Work cooperatively with colleagues and assist when they need support. • Value the different contributions that people can make within a team. • Work under pressure using initiative • Recognise when to ask for help and to involve a senior colleague.
Professional Qualities: Specific essential criteria	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Able to demonstrate relevant experience which makes you suitable for this role. • The ability to meet the needs of the children and young people we support at times appropriate to their lifestyles.