



Astrea Academy Trust

INSPIRING BEYOND MEASURE



Astrea Academy Woodfields

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OPERATIONS ASSISTANT

CANDIDATE PACK

SCHOLARSHIP

TENACITY

CURIOSITY

RESPONSIBILITY

RESPECT

Dear Candidate,

Thank you for your interest in Astrea Academy Woodfields.

Astrea Academy Woodfields is on an exciting journey towards excellence. Offering provision for 750 students from Year 7 through to Sixth Form, there is much to be celebrated within the academy and, for the successful candidate, this position offers a fantastic opportunity to shape and enhance the life chances of our students so that they go on to be successful in their next stage of their educational journey.

To ensure that we continue and strengthen the trajectory of rapid improvement, we are keen to attract exceptional colleagues to join the staff community to realise the potential which Woodfields clearly has. We are keen to attract the right calibre of professional to work alongside our dedicated team of staff; a colleague who shares our vision and commitment to a knowledge-rich curriculum and a traditional approach to teaching, behaviour and culture, influenced by Lemov's Teach Like A Champion and Tom Bennett.

We believe that schools must teach powerful knowledge, 'the best that has been thought and said' and an 'entitlement curriculum' for all, with an underpinning philosophy that 'education for all should confer the benefits associated with education for the rich' (Michael Young). With careful curriculum design, spaced retrieval practice, detailed assessment and achieving mastery in small steps, rates of progress can increase greatly. We believe in explicit instruction and have been greatly influenced by Lemov's 'Teach Like A Champion', Rosenshine and recent developments in cognitive science. Excellent teaching must sit alongside a carefully considered and sequenced curriculum, implemented successfully and consistently through a culture of deliberate practice and instructional coaching.

We have recently launched the Astrea Behaviour Curriculum, where behaviour expectations and routines are explicitly taught and deliberately practised. The creation of a scholarly culture that is warm and strict, disciplined and joyful, where there is 'purpose not power', ensuring impeccable behaviour, where teachers can focus on teaching and pupils can focus on learning, underpins everything. There needs to be relentless consistency with the implementation of the behaviour policy in every classroom, and overcommunication of the 'why' to all stakeholders, to help ensure impeccable behaviour.

The ideal candidate will be fully aligned to our vision and be an experienced and outstanding classroom practitioner with a track record of strong outcomes and in supporting the development of other colleagues. We are seeking someone who can walk the walk and be a beacon of excellent practice in a classroom environment, whilst possessing the muscularity of intellect and professional credibility to drive up standards across the academy.

I hope you can see that this is an exciting time to join the Academy. If you are considering applying for this role, you will need to have ambition for the students as well as for yourself. We want colleagues who are prepared to push themselves professionally to develop their skills and experiences, so that the young people of Woodfields get the very best we can offer them.

If you would like to visit the academy, please contact Kathryn Haughian - kathryn.haughian@astreawoodfields.org - to arrange a visit or to find out more about the role.

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Job Description

JOB TITLE:
Operations Assistant

REPORTING TO:
Operations Manager

SALARY RANGE:
Actual salary £22,687 - £24,868 per annum
Grade 7 – points 14 – 19
Full time equivalent salary £25,409 - £27,852 per annum

CONTRACT TYPE:
Permanent

WORKING PATTERN:
37 hours per week, term time plus two additional weeks

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Role Description

Purpose

To provide high quality business support administration to ensure the smooth running of the school in line with the priorities of the Operations Manager.

Main Duties and Responsibilities

- To be a key part of the operations team, providing a range of administrative services to support the students and staff within the academy.
- To use technology to support efficient ways of working.
- To prioritise conflicting demands effectively to maintain high levels of support for the wider academy team.
- To raise purchase orders, and ensure that goods received are noted and invoices passed to the finance team accordingly.
- To be proactive and flexible, recognising the importance of the team to the smooth running of the academy and building strong relationships to allow effective support to be given.
- To support the promotion of positive relations with parents and carers.
- To support team members to ensure that high standards and deadlines are achieved.
- To help resolve issues to ensure that effective business and educational services are maintained.
- To manage fluctuations in workloads within the resources available.
- To build positive relationships with other staff and colleagues across the Trust and embed a collaborative working culture across the academy.

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Person Specification

Experience

- Minimum of two years' experience in an administrative role
- Experience of carrying out a varied range of administrative and business duties
- Worked with a variety of IT systems including word processing, spreadsheet and database operation
- Able to handle information in accordance with GDPR principles, dealing with confidential and sensitive information.

Education and Qualification

- GCSE qualifications or equivalent and a good standard of literacy and numeracy
- Evidence of ongoing professional development
- Successful completion of relevant training.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to this vacancy.

Skills and Knowledge

- High level IT skills and the ability to use these effectively in a range of situations
- Ability to work under pressure and to deadlines
- High expectations of self and others
- Ability to identify issues that could impact on service delivery and identify improvements to current processes
- Meticulous attention to detail, able to utilise systems and data to find the best way to successfully support projects and tasks
- Able to prioritise conflicting demands whilst managing a diverse and demanding workload
- An understanding and commitment to the protection and safeguarding of children and young people
- Aligned to our values and mission
- Highly organised, with strong interpersonal skills and the ability to communicate with a wide range of contacts effectively and professionally
- Proactive and flexible, able to approach challenges pragmatically to ensure the best outcome for students, parents, carers and the wider academy team
- Understands the challenges within education and wants to be part of a team that strives to make a positive impact every day
- Able to establish and maintain good relationships with students, colleagues, parents and carers.

This is not exhaustive.

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About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

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Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

