

Secondary

Academy
Transformation
Trust

Academy Receptionist &
Administrator

Application Pack

Mildenhall College Academy

The Hub,
Sheldrick Way,
Mildenhall
Suffolk
IP28 7JX



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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.



Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.



Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.



Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.



Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.



Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.



Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.



To learn more about our story/journey, please read our [ATT Magazine](#)

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Our Priorities: Big Moves

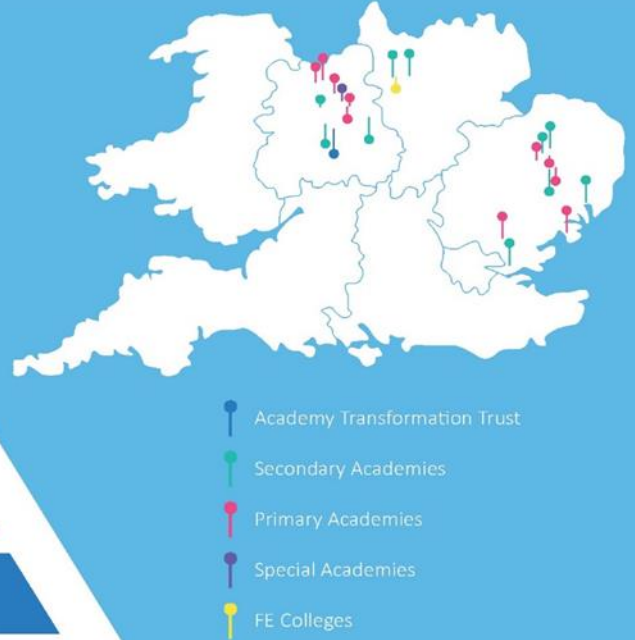
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies
Local Authority Areas | 10

Staff | 1720
Primary | 409
Secondary | 1130
Special | 30
FE | 76
Other | 75

Learners | 13,334
Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance
People Engaged | 120+
Trustees | 10
Members | 4

Finance
£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

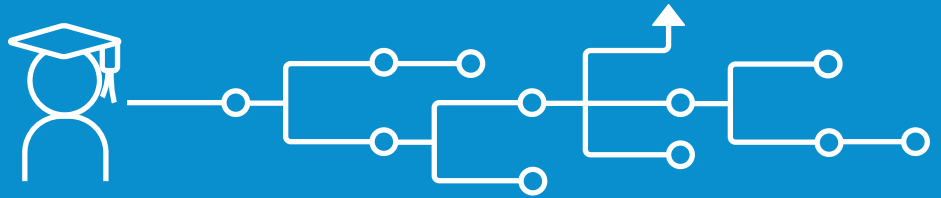


1 Outstanding

19 Good

1 Requires Improvement

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

Nicola Powling | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Janye Sargent | SEND Assistant

My career at Bristnall Hall Academy began in 2004; throughout this time, I have been fully supported in developing my role as a SEND Assistant. The department has continued to grow over this time, with Mental Health and Safeguarding becoming prevalent, therefore I felt it paramount to develop myself within this area. The academy fully supported me in studying a Diploma in Counselling and Mental Health Awareness Course alongside additional courses; my role now incorporates me being a Mental Health Champion and Safeguarding Link for SEND. The professional development offered by the academy has allowed my passion in both SEND and nurturing to continue to support our most vulnerable students.

03. Academy Information



Mildenhall College
ACADEMY

Mildenhall College Academy Information

For the past forty years, Mildenhall College Academy has taken a truly holistic view of education.

From an extensive range of academic visits to participation in national STEM challenges, a supportive Mindfulness Club and a varied programme of arts and sports activities, we go the extra mile every day to bring learning to life.

In our most recent Ofsted inspection, the Academy was again rated as Good, with inspectors noting that “pupils achieve well across a range of subjects in both the main school and sixth form”. Mathematics was confirmed as a particular strength, and inspectors were pleased to see that we “know which areas need to be improved to make the quality of education even better”.

The report went on to comment that “teachers know the key priorities for improvement and there are well-considered plans to achieve them” and are “proud to work at the school and feel well supported by the Principal and wider leadership team”.

That support will enable you to become the teacher or support staff you’ve always wanted to be, progressing your career here or anywhere within Academy Transformation Trust – and will help us on our exciting journey towards Outstanding.

To discover our holistic approach for yourself, you need to meet our Principal, teachers and students.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

Professional Development at ATT:

04. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description

Academy Receptionist & Administrator

Key elements of the role:

- Welcome all visitors to the academy in a legally compliant manner and to contact the appropriate person on their arrival.
- Supervise the 'Visitor Signing In/Out ' book, ensuring safeguarding procedures are adhered to and that all visitors wear the correct colour lanyard and are escorted appropriately where necessary.
- Issue supply teachers with appropriate lanyards, paperwork, and information wallets.
- Make visitors aware of the emergency evacuation and safeguarding reporting procedures on arrival.
- Receive and redirect telephone calls via the switchboard in a welcoming and efficient manner and relay messages accurately via email or voicemail.
- Keep the reception foyer a welcoming, tidy, and organised environment.
- Maintain the minibus booking diary for staff who request to use it.
- Book meeting rooms via the online room booking portal for staff who request it.
- Emergency Evacuation – to carry out responsibilities as detailed in WA Emergency Evacuation Action.

Specific Responsibilities:

Post & Parcels

- Sort the daily post and distribute accordingly.
- Ensure all outgoing mail is correctly weighed, franked, and taken to the post office on a daily basis.
- Maintain postal credit and consumables for franking machine.
- Receive parcels and follow procedures for receiving inward goods and exam documentation (logging as necessary).
- Notify site supervisors about deliveries to the academy and log instructions on Every system.

Administration

- Assist in the maintenance of any academy files, records and databases as required.
- Support the mail shot process as and when required although email is the major method.
- Maintain, update, and distribute the internal phone list to staff.
- Log late/returning students on the attendance live document and issue pink slips.
- Log students who are leaving during school time hours on the live document.
- Supervise students who are waiting in reception either for a parent or waiting for a member of staff.
- Notify the correct member of staff if a student leaves the school unauthorised.

- Scanning over evidence of student's appointments to attendance.
- Check the office emails inbox and distribute them accordingly during term time.
- Take messages and email the appropriate member of staff where there is no direct dial.
- Send messages to parents.
- Ad hoc duties: phone calls to parents/confirmation letters, copy typing, handing over exam certificates and getting signatures, updating details on BROMCOM when necessary.

Generic to the role

- Be fully committed to the safeguarding and promotion of welfare for all young people.
- Act responsibly and ensure health and safety at work for yourself and others. To report any concerns immediately to the Health and Safety Co-ordinator.
- Comply with any reasonable request from a manager or the Principal to undertake work of a similar level that is not specified in this job description.
- Willingness to undertake training should the need arise.
- Be motivated to continually improve standards and achieve excellence.
- Be prepared to work flexibly should the need arise.

Ethos:

- Contribute to our vision to aspire to create a learning community built and sustained by a culture of citizenship, respect, trust, honesty, wellbeing, and financial independence.
- Help to create an environment where all members of the academy and its community actively demonstrate their care and concern for everyone and fulfil the requirements of our shared vision.
- Actively help to maintain high morale, with the Principal setting an example in terms of professional standards and leadership.

Other:

- Embrace our vision.
- Help promote a culture that promotes excellence, equality, high expectations and aspirations of all pupils.
- Help promote a culture and systems which ensure that safeguarding and child protection are of the highest priority.
- Help ensure that pupils are offered world class 21st century learning opportunities.
- Undertake any other duties as required by the Principal.

NOTE:

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment.

Mildenhall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's Safeguarding policies and procedures.

06. Person Specification

Academy Receptionist & Administrator

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> GCSE Maths and English (Grade 4/C or above). 	<ul style="list-style-type: none"> Any reliable qualifications or awards. First Aid Qualification.
Experience	<ul style="list-style-type: none"> Experience of working in a similar role. Competent user of Microsoft Office and confident to learn and use new software. Demonstrate strong administration and organisational skills. Demonstrate excellent written and oral communication skills. 	<ul style="list-style-type: none">
Competencies	<ul style="list-style-type: none"> Ability to communicate effectively. Demonstrable ability to perform duties in the job description. Effective communicator both written and oral skills. Able to use initiative and prioritise. Good organisational and time management skills. 	<ul style="list-style-type: none">
Values	<ul style="list-style-type: none"> Helpful, positive, calm and caring nature and an enthusiasm for working with young people. To be fully committed to the safeguarding and promotion of welfare for all young people. To act responsibly and ensure health and safety at work for yourself and others. To report any concerns immediately to the Health and Safety Coordinator. Ability to maintain a professional manner in challenging situations. Personal integrity and loyalty, remaining confidential at all times. Vision aligned with the academy's high aspirations and high expectations of self and others. Articulate the values and mission of the academy. Commitment to the safeguarding and welfares of all students. 	<ul style="list-style-type: none">

	<ul style="list-style-type: none">• Commitment to continuous improvement, both personal and organisational.• Demonstrate positive commitment to equality and diversity.	
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07. How to Apply

Academy Receptionist & Administrator

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies



Status:

19.5 hours per week
Term time only (39 Weeks per year)
Permanent

Salary:

NJC Scale: 2 - 4
Actual Salary: £10,723 - £11,062
FTE Salary: £23,656 - £24,404



Closing Date:

Friday 13th December 2024 at 9am
Or sooner should we receive sufficient applicants.

Start Date:

As soon as possible



Interviews:

To be confirmed

