



Astrea Academy Trust

INSPIRING BEYOND MEASURE



Astrea Academy Woodfields

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ADMIN ASSISTANT -RECEPTIONIST

CANDIDATE PACK

SCHOLARSHIP

TENACITY

CURIOSITY

RESPONSIBILITY

RESPECT

Open Letter from our Principal



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.

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 Jo Morris – jo.morris@astreawoodfields.org - to arrange a visit or to find out more about the role.

Yours sincerely,

David Scales

Principal - Astrea Academy Woodfields

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Job Description

JOB TITLE:

Admin Assistant - Receptionist

REPORTING TO:

Principal's PA and Academy Business Manager

SALARY RANGE:

£21,189 - £21,968 per annum full time equivalent salary

ACTUAL SALARY IF PRO RATA:

£18,284 to £18,956 per annum

CONTRACT TYPE:

Permanent

WORKING PATTERN:

37 hours per week

Monday to Thursday 8am – 4.00pm

Friday 8am to 3.30pm

39 weeks per year – term time plus 5 INSET days

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Role Description

Purpose

The post holder will be responsible for the Academies Reception service and to provide a range of administrative support services, as a member of the Administration Team, to ensure the efficient and effective day-to-day running of the Academy.

As the first point of contact at the School, and with the emphasis on customer service and care, the post holder will be required to provide effective and efficient operation of the Academies busy switchboard, answering and directing incoming calls, taking messages for unavailable staff, forwarding messages and placing outside calls; deal with external and internal enquiries, either via the switchboard or at Reception and welcome visitors to the Academy; be responsible for the distribution of incoming post to subject departments and individuals, as well as the dispatch of outgoing post; provide administrative support to the school, working flexibly across a range of functions.

Main Duties and Responsibilities

- Welcoming visitors to the Academy and follow the Academies' Child Protection procedures for all visitors.
- Responding to telephone/email enquiries from parents and public.
- Receiving parcels and deliveries; franking outgoing post and arranging special deliveries when necessary.
- Ensure that up-to-date records for student Leave permission letters are appropriately maintained.
- Be responsible for the organisation of whole-school mailings. Dealing with all outgoing mail; including purchase and parcels.
- Uphold the vision of the Academy and the Trust.
- Contribute to the overall ethos, culture, and aims of the Academy.
- Attend and participate in relevant meetings and training as required.
- Support the Central Office team in carrying out the day-to-day administrative requirements of all staff.
- Provide general clerical/administration support e.g. emailing, respond to routine correspondences.
- Administrative duties such as producing letter, emails, photocopying, filing, etc.
- To understand Data Protection and Confidentiality.
- To be flexible and highly organised.

- To work to deadlines in a calm and confident manner when under pressure.
- To use the Academy IMS system on a daily basis for Academy administration.
- To use all other Academy database facilities in order to carry out various tasks.
- All other administrative duties as required by the Academy.
- Undertake typing, word processing and other ICT based tasks. Including operate relevant equipment/ICT packages e.g. word, excel, database, spreadsheets, internet.

Additional Responsibilities, Tasks and Duties

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Principal.
- There may be occasions when it will be necessary to cover other Administrative roles within the Academy or to work with the administrative team when there are peaks and pressing issues.
- The post-holder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

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Person Specification

Experience

- Successful experience of working in secondary education - preferable
- Experience of working in a very busy environment – essential.

Education and Qualification

- GCSE English & mathematics grade C or above (or equivalent)
- Willingness and ability to obtain and/or enhance qualifications and training for the development in the post.

Skills and Knowledge

- Effective use of ICT packages.
- Use of relevant equipment/resources.
- Ability to relate well to students and adults.
- Knowledge of relevant policies/ codes of practices and awareness of legislation.
- Good understanding of clerical work.
- Have a good understanding of own training and development needs.
- Ability to work as a team and understand the Academy roles and their own position within these.
- Willingness to undergo appropriate checks, including enhanced DBS
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with scholars and families
- Have a willingness to demonstrate commitment to the values and behaviors which flow from the academy ethos
- Communicate effectively and have very good interpersonal skills
- Have a confident and diplomatic approach and an awareness of the importance of confidentiality

This is not exhaustive.

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 each vacancy

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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.

