



WE ARE **ASTREA**

ASSISTANT TO SLT

ASTREA ACADEMY SHEFFIELD **PART OF ASTREA ACADEMY TRUST**

APPLICANT BRIEF





OPEN LETTER FROM OUR EXECUTIVE PRINCIPAL, KIM WILSON

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield.

Astrea Academy Trust is thrilled to have the opportunity to cultivate a brand new academy that compliments the existing provision in the area and meets the basic need for additional school places in the area. This is a rare and unique opportunity to join us on our journey from day one - where ambition has no limits!

It is key to understand the context of our academy. 98.4% of our current cohort are from Ethnic Minority Groups. % of our pupils are disadvantaged, with 38% currently receiving Free School Meals (national is 13.3%). The catchment area of the academy is within the 10% most deprived areas within the country.

The Academy opened its doors for the first time in September 2018 and will in time be a 3 – 18 provision for children in the Burngreave area. We accepted our first children in nursery, reception and year 7 as well as a new compliment of staff. We currently have Year 7, 8 and 9 in our senior building and nursery, reception and Year 1 & 2 in the Pre-Prep & Prep building. We are delighted to say we are the school of choice in the area and are currently oversubscribed for 2020/21.

With the combination of a Grade II listed building and a brand new building, there is a real physical heritage to our new school. With an investment in excess of £25M, the facilities will be cutting edge, including science and technology laboratories, modern classrooms, a 300 seated hall, 4G pitch, an underground sports hall, outside amphitheatre and forest school learning area. This ground breaking campus is truly breath-taking and will be occupied from April 2019. It is a rare opportunity and an exciting time to join the Academy. Key work at this moment in time includes collaborating with the Trust, architects, designers and local community to create a legacy for the future. Our location will be at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

We work within a supportive learning community of staff, parents and students, enabling a world of learning opportunities which will inspire and motivate students of Astrea Academy Sheffield to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.

This is a truly unique and once in a life time opportunity and we are seeking distinctive and exceptional individuals who are able to offer the absolute best they can to enhance the life chances of children at Astrea Academy Sheffield.

Yours sincerely,

Kim Wilson
Executive Principal at Astrea Academy Sheffield





JOB DESCRIPTION

SALARY	SCC Grade 4 – Scale Point 7-12 (FTE £20,092 to £22,183 per annum, actual £16,769 to £18,516)
CONTRACT TYPE	Fixed Term until July 2021
WORKING PATTERN	Term Time
HOURS PER WEEK	37

Purpose

To provide comprehensive secretarial and administrative support to the Senior Leadership Team at Astrea Academy Sheffield, requiring discretion, confidentiality and decision-making.

To be able to take responsibility for specific tasks without the direct involvement of the Principal. The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.

Key Accountabilities

- Provide a high level, full and confidential dictation, word processing and office administration service to the Principal. To ensure that correspondence, papers and other material are produced to high standards of timeliness, accuracy and presentation.
- Utilise a wide range of computer software packages in the compilation of high-quality presentations, reports, correspondence and other documentation on behalf of the Principal.
- Act on own initiative and with minimum guidance, to undertake research and compile relevant briefing papers for the Principal.
- Establish, develop, maintain, monitor and review personal filing, record keeping and administration systems, whether manual or computerised and to ensure that the Principal's correspondence, papers and other items are current, accessible and secure.
- Arrange travel and accommodation (when applicable), take notes or dictation at meetings and provide general assistance during presentations.
- To process, prioritise and review the Principal's, mail and in-tray, dealing with autonomously where appropriate and ensuring that appropriate items are passed on.
- Meet and greet visitors at all levels of superiority.
- Receive and direct incoming / outgoing mail, email and undertake acknowledgements. Prepare standard replies to correspondence. Progress and chase items to ensure prompt and adequate reply by staff to whom correspondence has been referred and to keep the Principal informed accordingly.
- Screen and prioritise telephone calls and incoming mail / email and reply directly or re-assign to others.
- Manage the diary, schedule appointments, organise meetings and bring forward items of business which assist the Principal to prioritise activities and secure the most effective use of time. Administer meetings as required.
- Organise and attend meetings, ensuring the Principal is well prepared for meetings.
- Prepare and assemble agendas and service meetings as required, working in close liaison with other team members as necessary.
- Ensure that the Principal's personal administration and itinerary requirements are met effectively and reliably.



- Undertake work outside normal office hours in order to meet the variable nature of workloads and deadlines.
- Attend safeguarding duties throughout the day to support the wider academy.
- Ensure that the academy meets its safeguarding requirements by maintaining an up to date Single Central Record.
- To support, with the Principal, on Safer Recruitment, organisational and logistics of recruitment days and recruitment functions including communications both internally and externally
- To abide by Safer Recruitment practices in the keeping of appropriate records, DBS checks and new starter information
- To have oversight of new staff induction and ensure the correct records are kept
- Monitor and maintain health and safety within the work area and comply with Health and Safety policies.

Key Responsibilities

- Form positive professional relationships, and work in partnership with colleagues throughout the Trust.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person
- Hold positive values and attitudes and adopt high standards of professional behaviour.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Take responsibility for safeguarding and promoting the welfare of children and young people.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the academy.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To provide a professional, courteous manner in the reception area for all visitors to the academy.



PERSON SPECIFICATION

EXPERIENCE

- Significant IT based experience (use of word, excel & a data management system)
- Use of educational information systems (SIMs, Bromcom, CPOMS, Class Charts etc)
- Minimum of 2 years relevant experience in an administrative role
- Formal secretarial training
- RSA or similar typing / word processing qualification
- Recognised shorthand qualification
- Experience of working within an educational setting

EDUCATION & QUALIFICATIONS

- Educated to GCSE standard – English & Maths grade C or above (or equivalent)
- Educated to A-Level standard – (or equivalent)
- Evidence of recent in-service training and professional development
- Possess the Safer Recruitment Qualification or be willing to undertake this training

SKILLS & KNOWLEDGE

- Demonstrate personal and professional integrity, including modelling Astrea values and vision
- Excellent IT Skills and ability to learn new systems
- Demonstrate a commitment to own professional development and a willingness to learn
- To effectively and efficiently record key information
- Ability to multi-task

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 or requested by emailing recruitment@astreaacademytrust.org