PARTNERSHIPS | OPPORTUNITY | INTEGRITY | EQUITY | EXCELLENCE | PEOPLE-CENTRED

CONSILIUM ACADEMIES RECRUITMENT PACK

Administration Assistant

Consilium
Academies
Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Administration Assistant at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of change with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Thornhill Academy
Enriching Lives, Inspiring Ambitions

Welcome from the Headteacher

Dear Candidate

Thank you for the interest in working at Thornhill Academy. I am immensely proud to be the Headteacher of this academy where all staff are committed to giving our pupils the education that will help them become the very best they can be. Our vision of Learn to Live, Live to Learn, aims to prepare pupils not just for today but tomorrow and life beyond school as we see learning to last a lifetime.

Thornhill provides excellent opportunities for children to develop as learners and grow as individuals. We offer a vibrant, exciting and inclusive all round education and preparation for life and we are justly proud of the great progress and high achievements our pupils make. We expect exemplary standards of behaviour and respect for all within our inclusive school community and strive to encourage a thirst for learning.

Thank you again for your interest, this is an exciting opportunity to work in a popular, successful and forward looking academy within a well-established department with excellent facilities.

I look forward to receiving your application.

Kind regards,

Mr S Hamilton

Thornhill Academy
Enriching Lives, Inspiring Ambitions

About the School

Thornhill Academy is an 11 to 16 secondary academy, with 574 students and occupies a large site in close proximity to Sunderland City Centre. Thornhill offers students and staff rewarding and deeply engaging experiences, and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

At Thornhill we take pride in developing each individual pupil to achieve their potential and make a positive contribution to society. We provide a safe, happy and nurturing environment in which we challenge all to strive for personal accomplishment.

Our Aims are to create an environment in which all take responsibility for their actions, behaviour and learning; relishing challenges and learning from failures. We want to create a safe, supportive and happy working environment in which diversity is celebrated and pupils and staff thrive.

Thornhill Academy is a fantastic school and I believe it is our job to develop a lifelong passion for learning through high quality teaching which fosters curiosity and promotes independence. We are committed to recognising and developing the whole child: physically, emotionally, socially and intellectually, creating active and responsible citizens who lead a successful and fulfilling life.

Our young people tell us they are very happy here and we work closely with parents and carers to ensure a successful experience for all.

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;

- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider

- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations.

About the Role

Job Title: Administration Assistant

Hours: 36 hours

Contract: Permanent, All year round

Salary: £17,232 - £17,576 Grade 3 (NJC SCP 5 – 6)

The successful candidate will present the best possible example of professional standards to colleagues.

We are looking to appoint a hard-working and reliable individual who will provide clerical support across the Academy and assist with student services.

The successful candidate will undertake reception duties and a variety of general administration duties, including (but not limited to); general admin support, basic finance & data tasks, inputting of student information into SIMS when required.

Please see the person specification and job description below for further details.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to thr-enquiries@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is: 24th September 2021

Interview dates to be confirmed: WB 27th September 2021

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales).

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Receptionist/Administration Assistant
Reports to:	Business Support Officer
Based at:	Thornhill Academy

Main purpose of the Role

- To provide clerical support service across the Academy and assist with student services.

Core Responsibilities & Tasks

MAIN DUTIES AND RESPONSIBILITIES

- To answer all incoming calls, both internal and external, redirecting/taking messages as necessary, and acting on instructions received. To relay messages to staff and students and following up responses as required.
- To receive all visitors and ensure they sign in and carry out compliance checks in accordance with the Academy's safeguarding procedures.
- Inventory – manage the visitor/DBS system, ordering lanyards and wallets for staff/visitor badges.
- To deal with general day to day queries from staff, pupils and parents.
- Manage email correspondence for the Academy office email address.
- Manage reprographics requests from staff.
- To send texts to parent/carers using the Academy's text messaging service.
- To maintain filing systems and records as required to ensure that records are up to date, accurate, accessible and that all data is handled in accordance with the data protection and confidentiality requirements.
- To input student information into SIMS e.g. attendance, behaviour, student details etc.
- To provide first aid and medical support in the form of observations and administering ice packs to support other staff members.
- To provide comprehensive services for dealing with student queries e.g. uniform, ParentPay, trips/visits, forms, timetables, reports and revisions guides etc.
- To undertake other general administrative/clerical tasks as required.
- To word-process school documentation as requested
- Maintain manual and computerised records/management information systems.
- Managing Post – incoming (distribution) and outgoing, including franking machine top up.
- Assist in the communication, organisation and administration of any academy activities/events, educational visits and Attendance at parents' and Open Evenings/days.
- Update the academy website with up to date information.
- To record and post all outgoing mail. To receive and distribute all incoming mail.
- To assist with the organisation of school trips, including booking coaches and venues
- Receive and forward deliveries of goods to Curriculum Leaders
- To assist with the maintenance of the attendance/absence register on computer as required.
- To provide emergency First Aid to students as required.
- To support students with medical conditions as required.
- To ensure all first aid cupboards are kept well stocked.
- Log and file accident/ incident forms in SIMS
- To maintain records of all students changes of details e.g. addresses, telephone numbers
- To assist with ordering, maintaining stock of, and selling school uniform
- To undertake photocopying, filing and general office duties
- To carry out the above duties in accordance with the Trust's Equal Opportunities Policy.

- Other reasonable duties as may be required by the Headteacher.
- To supervise students alongside a teacher when required in order to ensure a suitable ratio of adults to students.
- To support and take instruction from the Administration Officer.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Adhere to all Academy policies.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person Specification

Education and Training:

Criteria	Essential	Desirable	Measure
Numeracy and literacy skills to GCSE or equivalent	x		App
First Aid qualification or willing to train	x		App

English Fluency

Criteria	Essential	Desirable	Measure
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad	x		App
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English or Welsh by a recognized institution abroad (and from September 2017 this includes Welsh second language GCSE	x		App

Knowledge/Skills/Experience:

Criteria	Essential	Desirable	Measure
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	x		App/Int
Good time management, with the ability to remain calm under pressure and work to deadlines	x		App/Int
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	x		App/Int
Good typing/word-processing skills	x		App/Int
Confident user of common ICT applications e.g. spreadsheets, email, internet, database input	x		App/Int
Sufficient literacy and numeracy to write clear messages and to keep statistical records	x		App/Int
Clear spoken English	x		App/Int
Excellent telephone manner	x		App/Int
Previous secretarial/administrative experience supporting a team	x		App/Int
Previous experience of working in a complex, busy, service-driven environment		x	App/Int
Experience of working in a school environment		x	App/Int
Experience of dealing with the public face to face and on the telephone		x	App/Int
Experience of operating a switchboard		x	App/Int

Attitude/Approach

Criteria	Essential	Desirable	Measure
Able to work within established procedures but without close supervision	x		App/Int
Ability to work flexibly as part of a team	x		App/Int
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	x		App/Int
Understanding of the importance of confidentiality	x		App/Int
Systematic in approach to tasks, with attention to detail	x		App/Int
An enjoyment of working with and being in the company of young people	x		App/Int
Consilium Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	x		App/Int