



# APPLICATION PACK

**POST REFERENCE:** 1016

**ROLE:** APPRENTICE ADMINISTRATION ASSISTANT

**SALARY:** LEVEL 3 - SPOT SALARY £15,000

**HOURS:** 37 HOURS/PER WEEK - ALL YEAR ROUND

**REPORTS TO:** OFFICE MANAGER

**Leeds West Academy**

Intake Lane,  
Rodley,  
Leeds, LS13 1DQ

**Telephone:**

0113 284 4260

**Email:**

[recruitment@whiteroseacademies.org](mailto:recruitment@whiteroseacademies.org)





"I think the teaching staff at Leeds West Academy are exceptional. I wouldn't be the person I am today without their outstanding support. They make this school an amazing place to learn."

**MORGAN**  
Head Girl, Year 11



# CONTENTS

PAGE	ITEM
4	Message from the Trust
6	Message from the Principal
8	Job Description
11	Person Specification
13	The Selection Process
15	Staff Benefits
16	Staff Wellbeing
17	Message from the Board
18	Luminate Education Group

# MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the Trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community-focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when Mill Field Primary School joined our Trust as a sponsored academy. Already, this truly community-focused Primary Academy has enriched our Trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation. As we look forward to the prospect of many more schools joining us, the reality is that this could be a pivotal moment in your career. As we grow, the opportunities within our Trust and the wider Luminare Education Group are limitless.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,
- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.



The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed Mill Field Primary Academy in late 2020, our first primary school to join our Trust.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The Trust strives daily to empower its Academy Principals to create schools that truly represent the communities they serve. We insist that our academies and our Trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our Trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



## THE WHITE ROSE ACADEMIES TRUST "WE SAID, WE DID"



Yours sincerely,

**Mr Andrew Whitaker**

CEO, White Rose Academies Trust  
Deputy CEO Teaching and Learning,  
Luminate Education Group



Yours sincerely,

**Mr Christian Wilcocks**

Executive Principal  
White Rose Academies Trust

# MESSAGE FROM THE PRINCIPAL

I am absolutely delighted to share this amazing opportunity at Leeds West Academy, as we seek to recruit another talented and aspirational colleague committed to professional excellence to join our team.

Our vision is that Leeds West Academy is an academy renowned for excellence and is a seat of transformation and pride in its community. We are supported on our journey towards that vision by being a part of the White Rose Academies Trust. White Rose has a strong reputation of being a caring and supportive and effective organisation that puts people first.

I am sure that having read about the White Rose Academies Trust, Leeds West Academy, our students, our community and our continued journey of transformation, you will recognise the opportunity to become an integral part of building something remarkable.



Leeds West Academy is built upon a strong sense of community underpinned by our core values and at the heart of this academy are the nurturing and supportive relationships that exist amongst our staff and students. These relationships are what makes this academy special and benefit our students each and every day. In my time in education, I have seen nothing that compares to the community we have here at Leeds West Academy. A community where staff and students thrive.

We are a 'Good' and rapidly improving academy and I am delighted that you have taken an interest in joining our community and wanting to work for us. In May 2019 Ofsted judged our academy as 'Good' in all areas and in that same year we secured the best results in the academy's history. We are proud of these achievements, but I believe that better never stops and we are constantly improving. My vision is for an academy that provides an exceptional, world class education and leads to exceptional futures for all of our students and engenders this so important sense of pride in the community we serve.



Our success has been down to the high expectations we have of our staff and students in committing and working together to ensure that every student at Leeds West Academy is known, valued and understood and that the broad and ambitious curriculum offers new life experiences and secures strong outcomes, so every student achieves their fullest potential.

All staff at the academy are committed to professional excellence and doing even the most ordinary things extraordinarily well. It is because of this commitment to accepting nothing but the best for our students, that Leeds West Academy has become one of the most popular academies in Leeds, something of which our students and staff are rightly proud.

Leeds West Academy is a vibrant, diverse and welcoming school community and we are currently making excellent progress. As part of The White Rose Academies Trust, Leeds West Academy has set its ambition to be rated Ofsted 'Outstanding'. This is a challenge that both staff and pupils alike are determined and excited to meet.

We continue this journey of transformation and are determined to provide an exceptional quality of education and culture for all students at Leeds West Academy, with the ambition that all students excel both academically and as aspirational and inspirational young people. There is no better time to join Leeds West Academy as a colleague.

Leeds West Academy is a unique and very special place to work. Our philosophy is grounded equally in securing the highest professional standards and supporting and caring for all professionals. We will create the environment for you to succeed. As a key member of the White Rose Academies Trust and ground-breaking Luminate Education Group, all professionals benefit from exceptional CPD like no other in the City. Wellbeing underpins our decisions and is embedded within the culture of the White Rose Academies Trust. A broad, varied and highly personalised package of CPD is well-established, driven by the latest educational research, focused on the development of all professionals in the organisation at each career stage. Colleagues train with us, grow with us and progress with us.

It is a privilege to lead Leeds West Academy on the next phase of our journey to 'Outstanding' and I thank you for the interest you have shown in joining our community and working with us.

## SO, NOW IT'S OVER TO YOU...

- Are you eager to join a forward-thinking organisation committed to professional excellence and securing the highest educational, professional and personal standards?
- Do you feel you will thrive within a culture that is driven by clear values that permeate everything we do?
- Do you feel passionately about transforming student lives and the opportunities provided to our communities? If so, then we would be delighted to hear from you.



Yours sincerely,



**Dan Whieldon**  
Principal

# JOB DESCRIPTION

<b>Academy:</b>	<b>Leeds West Academy</b>
<b>Job title:</b>	<b>Apprentice Administration Assistant</b>
<b>Salary:</b>	<b>Level 3 - spot salary £15,000</b>
<b>Hours:</b>	<b>37 hours/per week</b>
<b>Accountable to:</b>	<b>Office Manager</b>

## Role:

The successful candidate will be employed as an Administration Apprentice by Leeds West Academy and will undertake a Level 3 Business Administration apprenticeship course. The apprenticeship will take 24 months to complete.

*The post-holder will predominately be based at Leeds West Academy, but will be required to work at other Academies with The White Rose Academies Trust on a regular basis.*

*NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. Keeping children safe in education and the guidance for safer working practice direct the work of every adult working at or associated with White Rose Academies Trust.*

## General duties and responsibilities:

- Provide administrative support including diary management, meeting arrangements, travel plans and taking minutes.
- Order and maintain stocks of stationary.
- Assist in the management of electronic payment systems used by the Academy.
- Engage with stakeholders to ensure effective use of Academy communication systems.
- Assist in the distribution of Academy communications.
- Provide cover support to operational areas of the Academy such as student reception and main reception.
- Lead on discrete areas of responsibility under the direction of the Office Manager.
- Support the management and delivery of the academy's free school meal programme.
- Assist in the organisation and delivery of NHS Vaccinations programmes.
- Collate and distribute key Academy documents to students and staff.
- Assist in the Academy's reprographics departments as and when required.
- Provide administrative support during Academy events such as open evenings and parents evenings.
- Support the delivery of a sustainable facilities hire programme.
- Produce reports by using the Academy's MIS.
- Input data to Academy systems including financial payment and MIS.
- Carry out supervisory duties as directed by the Academy Senior Leadership Team



### Other duties:

- A professional duty to safeguard and promote the welfare of all children and young people within the organisation.
  - To carry out agreed and reasonable supervisory duties as detailed by the Leadership Team.
  - To participate in meetings with colleagues and parent's relative to the post.
  - Carry out any other duties as directed by the Principal commensurate with the general level of responsibility of the post.
- 

### Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
  - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
- 

### General staff requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
  - Adhere to the principles expressed in the aims of the Academy and its mission statement.
  - Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
  - Be a positive, collaborative team member.
  - Apply Academy policies in all aspects of the role.
  - Keep up to date with all aspects of the safeguarding children policy as it applies to the post.
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Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

'We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.'

All post holders are accountable through the Academy Performance Management Policy. The LAB and Executive Principal are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy/Trust.



"What I love most about LWA is the sense of community. Our students are so rewarding to teach and I know that we make a real difference to their lives through our strong staff-student relationships. Out of my eight years of being a teacher, the years I have spent at LWA have by far been my most enriching both in terms of strengthening my classroom practice and developing leadership skills. Our CPD programme develops teachers at all stages of their careers and the willingness of colleagues across the school to support and guide in whatever you need makes all the difference."

**NOREEN MAHMUD**

**Teacher of Science and Head of Tutor Time**



# PERSON SPECIFICATION

**Academy:** Leeds West Academy

**Job Title:** Apprentice Administration Assistant

**You should be able to demonstrate that you meet the following criteria:**

E = Essential

D = Desirable

**Measured by:**

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

C = Certificate

RELEVANT EXPERIENCE		
<b>E</b>	Recent experience or understanding of administrative duties; managing reception and switchboards	<b>A I</b>
<b>E</b>	Recent or relevant experience in a school environment	<b>A I</b>
<b>E</b>	Evidence of working with young people effectively	<b>A I</b>
<b>E</b>	Successful contributions to team work	<b>A I</b>
<b>E</b>	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	<b>A</b>
<b>E</b>	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	<b>A I</b>

GENERAL DUTIES		
<b>E</b>	Respectful towards all students, with total belief in their entitlement to a high quality education, whatever their circumstances and ability	<b>A I</b>
<b>E</b>	Committed to the principles of the Academy programme	<b>I</b>
<b>E</b>	Possess personal integrity, warmth and a willingness to grow and learn Commitment to the education of the 'whole child,' i.e. social, emotional and citizenship development	<b>I</b>

GENERAL DUTIES		
<b>E</b>	A willingness to carry out all duties within the role to the best of your ability	<b>R</b>
<b>E</b>	Adopting a co-operative approach to the vision of the academy	<b>A I</b>
<b>E</b>	Competency using ICT for recording, monitoring and reporting.	<b>A</b>
<b>E</b>	Be resilient, reliable, in good health, and possess a sense of humour	<b>I</b>
<b>E</b>	Ability to use behaviour data to support and improve attitudes to learning	<b>I</b>
<b>E</b>	Good working knowledge of behaviour modification approaches and their application in a school setting	<b>I</b>
<b>E</b>	Possess strong interpersonal skills and be able to work effectively as part of a team	<b>I R</b>
<b>E</b>	To promote equality, diversity and inclusion and demonstrate this within the role.	<b>A I</b>
<b>E</b>	To be jointly responsible for promoting and safeguarding the welfare of students	<b>A I</b>
<b>E</b>	Ability to form and maintain appropriate relationships and personal boundaries with students	<b>A I</b>
<b>E</b>	The ability to work effectively and efficiently as part of and group and individually	<b>A I</b>
<b>E</b>	Strong interpersonal skills and the ability to communicate effectively and clearly with young people and adults	<b>A T</b>
<b>E</b>	An ability to respect sensitive and confidential work and respect the wishes of others	<b>I</b>
<b>E</b>	A willingness to develop professionally through training	<b>A I</b>

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.



# THE SELECTION PROCESS

## HOW TO APPLY

Thank you for taking time to read and digest our information. If you wish to apply for one of these post with the White Rose Academies Trust, then you should;

- **Download and complete the WRAT application form**
- Complete the application form **fully** (specifying which academy and subject post), ensuring all details are accurate and all declarations are signed. Please ensure you enclose **two** professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification**, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- **PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**
- Submit your application by the deadline stated below to [recruitment@whiteroseacademies.org](mailto:recruitment@whiteroseacademies.org)

## TIMETABLE FOR THE SELECTION PROCESS

**Closing date for applications: Wednesday 15th September 2021 – Noon**

**Shortlisting: Thursday/Friday 15th/16th September 2021**

**Interviews: w/c Monday 20th September 2021**


**Start: ASAP (no later than Monday 1st November 2021)**

If you have not been contacted within the timescales outlined above, we regret that you have not been offered an interview on this occasion. Due to the large amount of applications received for each advertised post, it is not possible for feedback to be provided at this stage.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment.

Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.





"Leeds West Academy has enabled me to achieve my career goals from a newly qualified teacher completing the beginner teacher programme, through to my Curriculum Leader of Music role. Over my 10 years at the Academy, I have been able to develop as a classroom practitioner and a leader through the variety of CPD opportunities offered to us within school and across the White Rose Academies Trust. The academy provides excellent opportunities for students as well as staff. As a performing arts teacher I have had experience of working with our Performing Arts specialism to develop their talents and skills to ensure success in their future. The academy provides opportunities for students and staff to be exceptional every day. I am proud to be part of the Leeds West Academy community"

**NINA KURIJ**  
**Curriculum Leader Music**



# STAFF BENEFITS

## A HAPPY WORKFORCE IS A PRODUCTIVE ONE

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary Trust, we also want to share with you a sample of the amazing benefits available to all staff.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (when possible).



Teaching staff have access to a wide range of excellent CPD opportunities – including a new trust-wide CPD programme, attendance at national and international conferences, visits to 'outstanding' academies/trusts nationally and formal qualifications up to Masters level.



Staff are entitled to discounted meals at over 6,000 restaurants worldwide including 50% off and 2-4-1 deals, home hub discounts including up to 27% off movie rentals, discounted cinema, days out and attractions, theatre tickets, and hotels and resorts worldwide, as well as retail discounts off gym memberships, retail and online stores, all with the Tastecard+ membership.



Discounted monthly bus ticket, automated mobile ticket renewals, unlimited bus travel for work or leisure, price frozen for 12 months, tickets sent straight to your mobile, never worry about renewing your bus ticket again. If you lose your phone we can transfer your ticket to a new one.



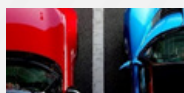
The Trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pensions Scheme (LGPS) is a Statutory Scheme. This means that the rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.



We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.

# STAFF WELLBEING



The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes the physical and mental wellbeing of our staff. The capability, capacity and wellbeing of our colleagues is a priority for the Trust. Therefore, we make every effort to address and meet our employee's health and wellbeing needs.



COLLEAGUE  
RECOGNITION SCHEME

Several schemes operate across our academies where staff can recognise their colleagues for going above and beyond. Leeds City Academy have a great staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



WELLBEING WEDNESDAY

Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7.45am in the canteen.



MATERNITY  
SUPPORT GROUP

This group is made up of colleagues across the Trust who are on maternity leave. The aim of the group is to create a provision in which colleagues can receive support from one another, as well as the Trust, during this exciting, yet possibly isolating, time.



All staff have access to an exercise programme with the Yorkshire Fitness Coach. This includes a number of recorded full body workout sessions personalised to our Trust staff.



YOGA CLASSES

All staff have access to a virtual gentle Yoga class every Tuesday evening.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (where possible).



# MESSAGE FROM THE BOARD

## WELCOME TO THE WHITE ROSE ACADEMIES TRUST.

We are an ambitious Trust with very high aspirations for the children and diverse communities which we serve. Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. With backgrounds and experience spanning the public and private sector, our members bring both strong business acumen and extensive education skills and knowledge.

We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure its money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We are also delighted to have welcomed our first primary school, Mill Field Primary Academy, to the Trust. We know we have the right teams of professionals in our academies to take us further as we continue to grow the Trust.

## Board of Directors

# **OUR SHARED PURPOSE AS THE LUMINATE EDUCATION GROUP IS DEFINED THROUGH THE WORK OF ALL OUR STAFF EVERY DAY.**

The White Rose Academies Trust is a member of Luminate Education Group. Together, the academies (Leeds City Academy, Leeds East Academy, Leeds West Academy and Mill Field Primary Academy) provide education to almost 4,000 4-16 year olds in Leeds. The Trust employs over 500 staff and has an annual turnover of £23 million.

Luminate Education Group also consists of Harrogate College, Keighley College, Leeds City College, Leeds Conservatoire, Leeds Sixth Form College and University Centre. It is one of the largest education providers in the Yorkshire region, with over 30,000 students and 2,000 staff members, offering education from Early Years through to Higher Education. The members work together to provide the best opportunities and experiences for students that are aligned to local needs and inclusive for all. The group has now established itself as 'a leading voice in education, training and community transformation'.





# WHITE ROSE ACADEMIES

"Our ambition is excellence.  
Every child, every teacher,  
everyone; outstanding."

The White Rose Academies Trust is a  
member of Luminat Education Group

**luminat**  
EDUCATION GROUP