



BICESTER LEARNING ACADEMY

EXECUTIVE OFFICER

37 hours per week, 39 weeks per year

Based at The Cooper School, Churchill Road, Bicester OX26 4RS



Bicester Learning Academy, The Cooper School, Churchill Road, Bicester, Oxfordshire OX26 4RS
Telephone: 01869 242121 Email: recruitment@bicesterlearningacademy.co.uk

ABOUT BICESTER LEARNING ACADEMY



Bicester Learning Academy was formed on 1st July 2014 and is a multi-academy trust currently comprising of The Cooper School and Glory Farm Primary School. The academy is run by a board of Trustees, with a separate Academy Committee (LGB) for each individual school. Both schools operate as a separate entity, retaining their own identity, uniform and ways of working. The academy is independent of the Local Authority (LA) and is funded directly by government. It has greater freedom to make decisions that reflect its particular circumstances and ethos.

The ambitions for the schools remain high: that we should provide to all our pupils a first-class and improving education that enables them, in all aspects of their lives, to make the progress

and achieve the standard that reflect their ability. This reflects in our ethos as schools which service its community.

Our two schools already benefit from a strong partnership and we will use this opportunity to increase impetus in striving to gain even higher standards of pupil achievement and additional funding, previously retained by the Local Authority, will allow our academy the freedom to develop new and improved technologies.

We work with local schools, primary and secondary as our aim is to work together for the greater good of the young people in Bicester and its surrounding villages, both present and future.



BICESTER LEARNING ACADEMY

THE VACANCY

Bicester Learning Academy has an exciting opportunity for a well-organised, resourceful, self-motivated and articulate individual to join our trust as **Executive Officer**. In this role you will provide comprehensive and high quality administrative support to the Executive Headteacher and the Senior Leadership Team (SLT).

This is a permanent position of 37 hours per week for 39 weeks per year (term time only plus INSET days). The post will be based at The Cooper School but the successful candidate will be expected to work flexibly across all Bicester Learning Academy sites, currently The Cooper School and Glory Farm Primary School. This is a Grade 7 position, with a current starting salary of £22,021 per annum full time equivalent. The actual salary for the weeks worked will be £19,073.57 per annum.

We offer:

- competitive salary;
- an excellent pension scheme;
- regular training opportunities;
- friendly and supportive colleagues;
- an energetic, vibrant and diverse environment where everyone is valued.

In return the successful candidate will have experience of working as a personal assistant and be able to demonstrate qualities including foresight, discretion, trustworthiness and excellent interpersonal skills.



JOB DESCRIPTION

Job description:	Executive Officer
Grade:	7
Working hours per week:	37 hours
Working weeks per year:	39 weeks
Permanent/Temporary:	Permanent
Principal place(s) of work:	The Cooper School but the post holder will be expected to work flexibly across all Bicester Learning Academy (BLA) sites
Immediate line manager:	Executive Headteacher
Staff managed:	None
Job Purpose:	To provide comprehensive high quality administrative and organisational support to the Executive Headteacher, and the Senior Leadership Team (SLT)

Main Duties/Responsibilities:

1. Supporting the Executive Headteacher

- To ensure a high standard of administrative and organisational support for the Executive Headteacher, to include:
 - acting as “gatekeeper” to ensure that the Executive Headteacher’s time is managed efficiently and effectively, in the face of competing demands and tight deadlines
 - proactively managing email and diary management
 - maintaining effective and efficient administrative systems and processes to ensure the smooth operation of support to the Executive Headteacher
 - responsibility for managing all activities relating to arranging meetings, including but not limited to arranging room bookings, providing relevant documentation and taking notes and minutes of meetings as required
 - providing confidential support to the Executive Headteacher during formal/informal meetings with members of staff, including seeking advice from HR as appropriate.
 - communicating effectively, both orally and in writing, with a variety of stakeholders including the Department for Education, Local Authority, Members, Trustees and Governors of the BLA, outside agencies, parents and the local community.
 - proof reading of documents/correspondence for the Executive Headteacher and the SLT
 - welcoming and supporting external visitors on behalf of the Executive Headteacher
 - carrying out specific projects as directed by the Executive Headteacher, including the preparation of statistics and management information, strategic planning, etc.
 - initiating both routine and non-routine correspondence with minimal recourse to the Executive Headteacher
 - liaising and coordinating with members of the SLT to gather reports and information from their areas of responsibility to form the basis of the Executive Headteacher report to Trustees and Members.



2. Supporting the Senior Leadership Team

- To provide project/programme support to the Leadership Team by:
 - assisting with the production and delivery of project documents
 - project planning, tracking progress against the critical path to ensure that the project is delivered to the agreed outcomes
 - attending project/programme meetings to present and discuss progress and to take action notes
 - maintaining document control procedures
 - assisting with the completion of reports and presentations relevant to each project.
- To arrange as necessary with SLT colleagues the preparation of draft replies to correspondents
- To proactively deal with queries on behalf of the SLT
- To attend SLT meetings, recording discussions and action points and follow them up to ensure completion
- To assist the academy-wide SLT in preparing documents needed for meetings, reporting etc. including Ofsted, Director Meetings and internal meetings as requested.
- To liaise with the relevant member of SLT in the case of temporary exclusions, including collating of paperwork and evidence.
- To liaise with the relevant member of SLT in the case of permanent exclusions, including collating of paperwork and evidence for the Directors Student Behaviour Appeals Committee and being in attendance at the meetings to take minutes and the completion of administration in relation to the decision made.

3. General administration

- To manage the Bicester Learning Academy complaints procedure, acknowledging receipt as the commencement of the process and ensuring that the complaints are responded to within the timeframe.
- To deal with external stakeholder queries, to include screening calls, responding to enquiries or delegating to others as appropriate.
- To support the administration of social media platforms and the academy's website, including regular updates and news items
- To assist with the planning and organisation of annual photoshoots.

4. Additional duties

- To be aware of their responsibilities for health and safety for themselves and others
- To provide a commitment to safeguarding the welfare of children

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications/ training	<ul style="list-style-type: none"> Education to a minimum of GCSE/GNVQ Grade C in English and Maths or equivalent Business Administration – NVQ Level 2 or equivalent 	<ul style="list-style-type: none"> Word processing – NVQ level 2 or equivalent
Relevant knowledge and experience	<ul style="list-style-type: none"> Previous experience as a personal assistant or secretary An understanding of data protection and confidentiality 	<ul style="list-style-type: none"> Previous experience of working in a school environment
Relevant Skills/ Aptitudes	<ul style="list-style-type: none"> Excellent written and verbal communication skills The ability to produce correspondence and reports. The ability to deal with difficult and challenging situations. Excellent diary management skills The ability to prioritise busy and changing schedules Excellent problem solving skills Able to work effectively in a team and use own initiative Excellent minute taking skills including the ability to record precise minutes and to accurately distribute in a timely manner Competent in the use of a range of Microsoft Word and Excel. Experience of, or an aptitude to learn new IT skills such as Google Apps for Education (to include Google Docs, sheets). Ability to record and analyse data using a range of information systems. High attention to detail and able to work to a high level of accuracy. Able to work in a demanding and diverse environment and have the ability to deal with change 	
Other	<ul style="list-style-type: none"> An awareness of responsibilities for health and safety of themselves and others Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment. A commitment to safeguarding children 	



HOW TO APPLY

Further details and an application form are available on the Academy website:

www.bicesterlearningacademy.co.uk

or please contact Human Resources:

Tel: (01869) 362697

Email: recruitment@bicesterlearningacademy.co.uk

All candidates are advised to refer to the job description and person specification before making an application.

Closing date for receipt of applications: Monday 21st October 2019, 9am

Bicester Learning Academy have the right to interview and appoint at any time throughout this recruitment process.

Applicants from outside the EU will need to demonstrate their eligibility to work in the UK.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.



BICESTER LEARNING ACADEMY

Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			<u>Written By:</u> E Le Brun
<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter J MacLachlan	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2020 (Every 3 Years)

Bicester Learning Academy is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



BICESTER LEARNING ACADEMY

Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			Written By: E Le Brun
Applicable to: ALL STAFF	Accountable Officer: B J Baxter J MacLachlan	Date Adopted: July 2014	Date To Be Reviewed: July 2020 (Every 3 Years)

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As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.