

Consilium Academies Recruitment Pack

Pastoral Administration Assistant

Armthorpe Academy



About the Role

Pastoral Administration Assistant | Armthorpe Academy

Start date: To be agreed

Permanent

Grade 3 (NJC scale points 5 – 6) £19,312 – £19,698 (Pro-Rata)

36 hours per week/ Term Time Only

This is an opportunity to join a dedicated team of staff at Armthorpe Academy, part of Consilium Academies who are committed to providing the best possible education for our students.

Armthorpe Academy is a *'truly inclusive school'* (Ofsted 2019). We have high expectations of students, both in terms of their progress and their behaviour. In particular, we expect them to invest in their own learning, and we encourage them to enjoy and make a positive contribution to the wider life of the school. They, in turn, can expect from us the highest possible quality of teaching, care and support.

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

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

To apply please download and complete the attached application form. We ask that all completed application forms are sent to Dawn Mckinna at HR@armthorpeacademy.org.uk

Please note we do not accept CVs.

Closing date for applications: 9am on the 12th April 2021.

Interview date: To be agreed

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.

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

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. We do not accept CV's.



Welcome from the Headteacher

Dear Candidate,

Thank you for your interest in working at Armthorpe Academy. Do you thrive working as part of a team to achieve a common goal? Are you a leader and a learner? Are you hardworking, passionate, and committed to ensuring all our students maximise their potential? If so, then we would love to hear from you!

We are proud to be a member of Consilium MAT, a trust that prides itself on partnership, opportunity and integrity. We will always put students at the centre of everything we do; inclusion is imperative to us. At Armthorpe, every learner is an individual with a distinctive personality and characteristics. We focus on the whole person, a sense of togetherness and empowering everyone as a leader and learner. We place great value on preparing our students to thrive in 21st century Britain; together we need to ensure our learners are equipped emotionally, socially, and academically to excel through their journey at Armthorpe and beyond.

Staff well-being is very important to us. Happy contented staff leads to a happy and productive school. We strive to create a climate where staff are trained well enough so they can leave, but valued and treated well enough, so they do not want to leave.

This post presents a rare opportunity to join our truly unique school family. I am confident there has never been a better time to work with our community. Applications are welcome from candidates who:

- Are passionate about teaching and learning.
- Have an interest in developing the 'whole' child.
- Are highly effective practitioners.
- Have energy, enthusiasm and enjoy working both independently and collaboratively.
- Are committed to their own professional development and that of others.

In return, we can offer you:

- A committed and supportive leadership team.
- High quality in-house bespoke CPD and collaboration as part of Consilium trust.
- A dedicated and friendly staff body.
- The opportunity to work with our amazing students.

Thank you for your expression of interest thus far. I would encourage you to read the recruitment information and visit the academy to see us in 'action', with confidence that you will receive a warm welcome from our staff and students. If you are as excited about this opportunity and our journey ahead as we are, then we look forward to hearing from you.

Kind regards

Claire Robbins
Headteacher

About the Academy

Armthorpe Academy is an 11-16 school located in the town of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

It seems simple and obvious, but there is nothing more important than the quality of teaching and learning in our classrooms – every minute, every lesson, every day. Staff are learners too. We place significant emphasis on staff development and collaborative partnerships to ensure what goes on in and beyond our classrooms is as good as it can be.

The Armthorpe values permeate all aspects of school life. We are building a culture where we expect everyone in the Armthorpe family to be a leader and a learner. Our ethos is built on the strapline, **Inside Everyone There is a Rainbow Waiting to Shine**. A rainbow is a wonderful sight; a symbol of hope, inspiration, vibrance and dreams coming true. A rainbow only appears however after a storm reminding us that anything magnificent often requires a battle, struggle, resilience and patience. Weathering the storm is a part of life. As such, our values embody characteristics we would want to foster in our own children:

Respect #Communicate with Kindness	At the start of our rainbow because manners and kindness cost nothing but mean so much.
Responsibility #Make Positive Choices	Life is all about choices. It is never too late to make a positive choice; you don't find a rainbow looking down.
Resilience #Never Give Up	In the middle of our rainbow because resilience is a skill not an ability. It can be learnt. It is an invaluable life skill.
Pride #The Best of Me	Nothing replaces hard work, but pride features at this point in our rainbow as it requires the 3 Rs before it, then some inner drive.
Ambition #Dream Big	Ambition is at the end of our rainbow because dreams will come true but only if all our other values are engrained and embed.

In January 2019, we were judged by Ofsted to be 'Good' in every category which is testament to the hard work and dedication of the staff and students. As Armthorpe grows and develops as part of the Trust, this new appointment will play an integral part in shaping the future of the school.

About the Trust

The Consilium Mission

‘Consilium Academies will provide an inclusive partnership within our Trust and with our communities, where lives are enriched by providing care, experience and opportunity, and where every student benefits from the same opportunities to succeed’

Consilium Academies is a Multi Academy Trust of 8 schools based across 3 hubs in Salford, South Yorkshire and the North East of England. Consilium Academies believes in inclusivity, both in the schools and communities we serve. We are committed to working with our academies to ensure that 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;

- Ensuring that everything we do has a focus on 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 can grasp their aspirations and ambitions;
- focusing on the development of the whole child by providing exciting and challenging learning and extra-curricular opportunities and experiences;
- 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 that all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a small central team which is led by the CEO, 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 the trust. The Trust works with its schools and academies in a supportive way that does not detract from the individual identity of a school.

We are proud to offer the following staff benefits to our employees:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 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
- Fleet Solutions Car Leasing Scheme
- Free membership to Perkbox with hundreds of exclusive perks and discounts available online and in store at many shops, gyms and restaurants
- Providing excellent CPD working alongside external experts such as “Ambition”
- Providing free parking on site for all staff
- We have many new build state of the art campuses
- We are a family of academies that are inclusive and embrace diversity

Job Description

Job Title:	Pastoral Administration Assistant
Reports to:	Business Support Officer
Based at:	Armthorpe Academy

Main purpose of the Role

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

Core Responsibilities & Tasks

Main Duties

- Assist with Reception cover as required.
- To prepare and process documents, reports etc. using appropriate software packages, ensuring that the quality of work produced is appropriate for its purpose and produced within required timescales.
- 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 logs, admissions student details, etc.
- To produce reports from SIMS, CPOMS and Class Charts
- To provide comprehensive services for students dealing with student queries, e.g. uniform, trips/visits, forms, revision guides, etc.
- To participate in other administrative functions, such as maintenance of the free meals register student timetables, etc.
- To ensure that any LA and DfE returns in relation to student data are appropriately completed accurately within required timescales
- To deal with routine queries, including emails, passing messages to appropriate members of staff and students and following up responses as required
- To undertake other administrative/clerical tasks as required, such as data input, copying
- To work with the Student Services and Attendance Manager to ensure students' data (e.g. attendance, student details) is up to date and accurate
- To contact parent/carers regarding student absence
- To send texts to parent/carers using the Academy's text messaging services.
- To provide emergency First Aid to students as required
- To support students with medical conditions as required
- To minute meetings as and when required
- To deputise when necessary (due to absence) inputting cover and attendance marks
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General Requirements:

- Contribute to the overall ethos/work/aims of the School
- Participate in regular training, professional development and performance management.
- Work towards and support the school's vision and the current school's objectives outlined in the [school](#) Development Plan
- Support and contribute to the Academy's responsibility for safeguarding students.
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work with the Academy's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Adhere to all Academy policies.

Safeguarding

- The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.
- The post holder must carry out their duties with full regard to the School's College's Equal Opportunities and Health and Safety policies
- To undertake any other such duties that are reasonably commensurate with the level of this post.

This job description will be updated on a regular basis in consultation with the postholder. While every attempt has been made to make this job description exhaustive, there may be occasions when the specifics require review and/or the postholder may be asked to carry out additional, reasonable, requests of the Principal.

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.

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

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
The Midland 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