



Flourish

Learning Trust

RECRUITMENT AND ROLE INFORMATION

Whitefield School

<https://www.whitefieldschool.org.uk/>

Departmental Administrator

<https://www.flourishlearningtrust.org.uk>





Flourish Learning Trust

Enjoyment, achievement and wellbeing for all

About Flourish Learning Trust

With an ethos based on enjoyment, achievement and wellbeing for all, **Flourish Learning Trust** seeks to open up the world for children and young people with SEND. Located in Waltham Forest, the Trust comprises **Joseph Clarke School** (for children with vision impairment and /or additional needs), **Whitefield School** (for pupils with complex needs including autism, learning difficulties and sensory and physical impairments), **Professional Development Services** and the highly successful **Project SEARCH East London**.

We are expert in serving children and young people with SEND and giving them the tools, skills and confidence to move on to the next stages of their education and lives.

Our Mission

Our mission is to enable children and young people to flourish, lead independent and fulfilling lives, and make a positive impact on the world. We do this by providing them with opportunities, through the highest standards of specialist education, care and support, in partnership with the wider community.

Our Education Charter

We are a 'learning organisation' that constantly strives to improve. In all our work we commit to:

Promoting the safety, welfare and happiness of our children and young people through:

- Ensuring the right policies and practices are in place to keep our children and young people safe;
- Making sure everyone is responsible for safeguarding and equipped with the skills and knowledge to do this;
- Making every day a positive, safe and meaningful learning experience for children, young people and staff.
- Developing and using evidence-based trauma informed practices in our work.

Providing enjoyable, high-quality holistic learning opportunities through:

- Providing a curriculum and enrichment so our children and young people gain knowledge and skills to meet their needs alongside developing their love of learning;
- Placing strong emphasis on language, communication, personal and social development;
- Providing positive approaches to behaviour and therapeutic support that enables the children and young peoples' access to learning and quality of life;
- Nurturing and celebrating each child and young person's individual abilities and talents;
- Offering a range of recognised, reputable qualifications and pathways enabling pupils to progress successfully to their next stage in education, training, employment or placement;
- Giving children and young people the best technology to assist them in their learning and lives.





Acting as strong advocates for special needs, positively influencing education policy and practices through:

- Championing the valuable contribution people with special needs make to society;
- Empowering our young people to be advocates for their abilities and talents;
- Sharing our specialist expertise through our outreach services, contributing to national policy, other schools, trusts and organisations including the Police, transport operators and employers.

Allowing everyone to thrive through:

- Providing parents and carers with tools to support their child's learning and welfare;
- Enabling our schools and services to retain their own identity and specialism whilst benefiting from our excellent centralised functions to lead and manage human resources, finance, estates, premises and IT;
- Expert governance provided by dedicated trustees to provide support and challenge to enable our trust's continuous improvement;
- Sustaining strong partnerships with our host and commissioning local authorities, helping them to successfully meet the needs of their local communities.

Our Values

Our organisational values have been created through a wide range of engagement activities with staff across our trust. They are integrated into our day to day work with our children and young people, stakeholders, all forms of communication, our staff recruitment, induction, performance and professional development.

	Respect	Ambition	Integrity	Compassion	Collaboration
BEHAVIOURS	<ul style="list-style-type: none"> • I take time to listen carefully • I think about the impact of my actions • I value everyone and what they have to offer • I treat others fairly • I express my gratitude and celebrate success 	<ul style="list-style-type: none"> • I help every pupil succeed • I hold high expectations of myself and others • I seek ways to learn and improve • I think creatively and aim to innovate • I overcome adversity, seeking support as needed 	<ul style="list-style-type: none"> • I am open and honest • I am trustworthy • I do the right thing, at the right time, in the right way, even if it's hard to do so • I am reliable and dependable • I do what I say I will do 	<ul style="list-style-type: none"> • I am kind and thoughtful • I keep our pupils safe and secure • I make sure pupils are at the heart of my decisions • I value others and show empathy • I support the wellbeing of others 	<ul style="list-style-type: none"> • I know we are stronger together • I work with parents, and carers to support their child • I go the extra mile for my colleagues • I collaborate with other professionals and organisations • I am able to work as part of a team

Why join Flourish Learning trust?

Just as we seek to give our pupils a fantastic school experience, we want every member of our team to find being part of Flourish Learning Trust a fulfilling and enjoyable experience. Whatever their role, we are committed to supporting each team member and giving them every opportunity to progress their careers across our schools and services.





It's not always an easy job, but it offers huge job satisfaction. You'll be part of a supportive team and we'll teach you how. The Trust is noted for its staff training and professional development. There are opportunities to progress in your career through our internal progression scheme.

We are proud to offer:

- A wide-ranging and high-quality CPD programme which can be tailored around each team member's unique skills and career aspirations;
- A welcoming and inspiring working environment in which colleagues look out for and support one another;
- Opportunities to share best practice and ideas with colleagues across the Trust;
- Wellbeing support mechanisms including practical and emotional support through our Employee Assistance Programme;
- A competitive Local Government or Teachers' Pension Scheme, with defined benefits;
- Very generous annual leave allowances;
- Recognition of continuous service with Local Authorities and other Academy Trusts for various employment entitlements;
- Refer a Friend to Work Scheme and earn £300;
- Cycle to Work Scheme;
- Interest Free Travel Season Ticket Loan;
- Eyecare Vouchers;
- Flexible Working;
- Discounted Gym Membership;
- Staff Recognition Awards;
- Free Vaccinations;
- Mentoring scheme.

But, above all, working at Flourish Learning Trust is a highly rewarding and satisfying experience. Thanks to the commitment, energy and determination of our staff, all of our children and young people make fantastic progress during their time with us. Watching their progress and working alongside families is immensely satisfying and, as a Trust, we take every opportunity to recognise and celebrate the important role our staff play in transforming the lives of our children and young people.

Equality, diversity and inclusion

Flourish Learning Trust is working towards improving the diversity of the governance and leadership of the Trust, and the experience for our staff from diverse backgrounds. We are keen to hear from all candidates with the appropriate experience who feel they can make a real contribution to our Trust. If you can bring a fresh perspective to the challenges we face whether through your background as someone from an ethnic minority or you live with a disability (visible or not), are open about your faith, religion or belief or about being LGBTQ+, your application will receive a warm welcome. As will applications from all suitable candidates.

Our Trust is committed to tackle inequalities in the workplace and this means that we aim:

- to build a workforce at all levels which reflects our community;
- to treat all staff equally, fairly and with respect, whatever their role and whether temporary, part-time or full-time;





- to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all;
- to ensure that individual differences and the contributions of all staff are recognised and valued;
- to ensure that all staff have access to high quality professional development which meets their needs;
- to ensure that all staff have opportunities to progress in their career, with decisions based on merit
- to oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Accessibility

This recruitment pack can be made available in a more accessible format by contacting:

- HR@flourishlearningtrust.org.uk

The following formats are available:

- Braille
- Larger font size
- Wider spacing
- Off-white background
- Without graphics/images

About You

We are looking for dynamic, compassionate and driven individuals who share our values to:

- Promote and respect pupil voice and advocate on behalf of our pupils so they each receive the learning experience, support and opportunities that are right for them;
- Adopt a child-centred proactive mindset, follow our trauma-informed approach and demonstrate understanding and empathy for our pupils;
- Uphold the very highest standards of safeguarding to ensure our pupils' wellbeing is promoted and protected at all times;
- Work closely with parents and carers and external professionals so that our pupils receive holistic care and support;
- Work as part of a team by offering colleagues mutual support and understanding and working together in the best interests of our pupils;
- Strive to continuously improve their own practice and work collaboratively with others to create and implement new innovative approaches across the school.

Above all, we are looking for candidates who are prepared to go the extra mile to enable our pupils to flourish and make the progress that is right for them.





Find out more

To apply, please request an application form from Ellie Field at flourishlearningtrust@hays.com or call Ellie on 020 7259 8770 for more information. Your application is a direct permanent application to our Trust (not through an agency), Hays is our recruitment partner for all permanent appointments.

Closing date: 10th December 2023

Interview date: 15th December 2023

Whitefield Academy Trust <https://www.flourishlearningtrust.org.uk/>

Joseph Clarke School <https://www.josephclarkeschool.org.uk/>

Whitefield School <https://www.whitefieldschool.org.uk/>

Flourish Specialist Education Services <https://flourishspecialisteducationservices.org.uk/>





JOB PROFILE

Job title: Departmental Administrator
Responsible to: Administration Manager
Salary / Grade: £21,254 - £22,913/ S5 – S10

Working hours / weeks: 36 hours per week, 39 weeks per year + 10 additional days

Corporate responsibilities:

- To lead on all administration task for their dedicated departments within the school including admissions, organising PCR's, attendance monitoring and maintenance of the pupil database.
- To work as part of the administrative team to help the school in attaining its aims and objectives.

Key responsibilities:

- To work with the other Departmental administrator to ensure the timely and accurate submission of the school's census.
- Assisting the department with the ordering of academic and supplies, including raising purchase orders, obtaining approval for orders, and placing orders with suppliers.
- Liaising with internal caterers and external providers as required
- Occasionally assisting the site staff with event set up and administrative tasks
- Undertaking word processing of various documents generated within the department.
- Organise and maintain pupils file system for the department
- Organising up to date information and entitlement of free school meals. Writing to parents, liaising with the LEA and maintaining filing system for reminders for the relevant departments.
- Liaise with local authorities, parents, senior leaders with reference to arrangement of initial visits, assessment visits, admission/non-admission into the relevant departments
- Responsible for reviewing documentation to make an initial decision as to whether a referral is appropriate and if so which of the Academy Schools would best meet the pupil's needs
- Preparing the documents for the admissions panel
- Liaising with local authorities and senior leaders regarding referrals, ensuring that local authorities receive a response within the appropriate timescale
- Maintaining records of pupils who have left the Academy, including details of their new placements
- Occasional Reception cover may be required
- Ensuring that pupil records, including safeguarding files, are passed to the new placements within 2 weeks of their leaving the Academy
- Monitor pupils' absence, ensuring that the correct procedures are followed when concerns are highlighted. In liaison with family support, senior leaders and the EWO





Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and young adults and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Flourish Learning Trust is uncompromising in its commitment to safeguarding children and young people.

The Trust is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit, ensuring best practice in our recruitment process is essential to our commitment.





PERSON SPECIFICATION

Role: Departmental Administrator	E/D	A	I
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Qualifications & Training

1	Level 2 qualification (Grade C or above) in English, Maths or equivalent.	E		
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Experience

2	Working in a busy office/school environment.	E		
3	Experience of school's admissions, preferably in a special school context.	E		
4	Adept in all Microsoft Office packages, especially Excel & Word.	E		
5	Experience of pupil database management experience is highly desirable.	D		
6	Experience of working in a school and with school systems is desired.	D		

Skills & Abilities

7	Approachable working style, a significant attention to detail and have the ability to prioritise their work-load in a busy environment.	D		
8	To have clear enunciation and telephone presentation.	E		
9	The ability to work on their own initiative and with the minimum of supervision in determining priorities.	E		
10	Liaise with external agencies.	E		
11	The ability to work under pressure.	E		
12	An awareness of Safeguarding within a School context.	D		
13	Reliable, respectful, responsible & conscientious approach.	E		
14	High level of initiative and ability to work independently or as part of a team with a range of staff.	E		
15	Integrity and confidentiality to be maintained at all times.	E		
16	Able to remain good humoured, calm and composed under pressure and work to deadlines.	E		
17	Flexibility to deal with diverse needs of the post and movement between departments and the Trust.	E		
18	Establish and maintain appropriate relationships.	E		
19	Able to work effectively in a team and contribute to its success.	E		





Key:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: 02.10.23

