

Secondary

Academy
Transformation
Trust

Reception Manager & SLT
Administration Assistant

Application Pack

Pool Hayes Academy
Willenhall

Contents

01	About ATT	Page 3
02	Career Testimonials	Page 5
03	Academy Information	Page 6
04	ATT Institute Information	Page 7
05	Job Description	Page 8
06	Person Specification	Page 10
07	How to Apply	Page 11



01. About Academy Transformation Trust

Our Mission

Four Critical Questions

These four critical questions make it clear who we are and what we do. We ask ourselves these questions to guide our work and our improvement



Why We Exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.



How do we Behave?

- **Hard work**
We are determined to see things through to the end and are resilient when faced with challenges.
- **Integrity**
We do the right thing because it is the right thing to do.
- **Teamwork**
We work together to help everyone succeed.



What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.



How will we Succeed?

- Aligned autonomy
- Keeping it simple
- Talent development



Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 22 academies (primary, secondary, special and FE) operating across the Midlands and East of England. We are responsible for the education of over 13,000 learners, for the careers of over 2000 colleagues and for the most effective spending of nearly £100 million of taxpayer income each year.

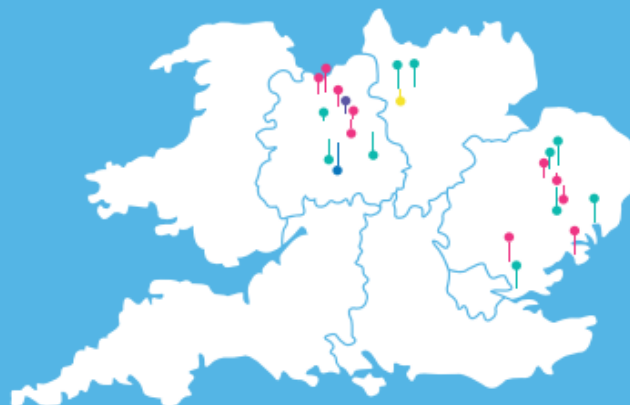
Our Priorities

Achieve greater alignment of culture and routines.

Map processes to achieve greater efficiency.

Improve attendance.

Align curriculum and improve student outcomes.



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



ATT | 22 Academies

Local Authority Areas | 10

Staff | 2014

Primary | 391
Secondary | 1244
FE | 111
Other | 268

Learners | 13,334

Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance

People Engaged | 120+
Trustees | 8
Members | 5

Finance

£99 million in funding and other income

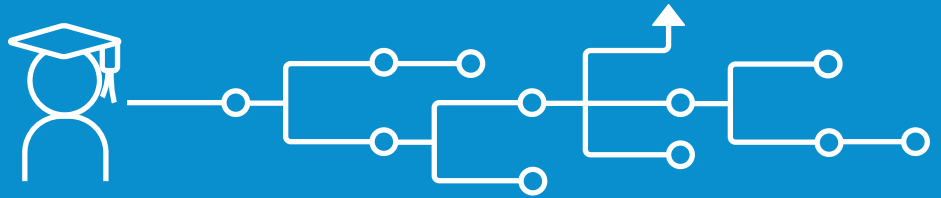
ATT Institute | Offering the very best PD opportunities for all our people & partners



Our Performance: Ofsted

We've achieved a long run of consecutive positive outcomes from Ofsted inspections. Nineteen of our academies are rated **Good**; one is rated **Outstanding**; the academy most recently inspected, after single-word judgements ceased, is **Good** in 3/4 key areas; the final academy has not yet been inspected.

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

Nicola Powling | Vice Principal

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

03. Academy Information



Pool Hayes Academy

Pool Hayes Academy is part of the Academy Transformation Trust family of academies.

Based in Willenhall, in the West Midlands, Pool Hayes Academy is an academy for 11-18 year old students that retains strong links within our local community and beyond.

The academy draws its pupils largely from the Willenhall area. We have experienced substantial growth in recent years and the academy is now a provider of choice in the area and is over-subscribed.

Academy Vision & Values

At Pool Hayes Academy we have a very clear and ambitious vision for our academy. We believe in **“Unlocking your Potential – Empowering through Success”**. Our vision guides our decision and actions across Pool Hayes Academy and means that any child regardless of circumstance can fulfil their potential at our academy. Furthermore, we believe that educational success leads to empowerment for our young people and the freedom to make more choices over their future.

Underpinning our vision are our values. These values clearly set out the behaviours and qualities we expect and instil in our young people. They are:

Aspiration: We work hard consistently to fulfil our ambitions and achieve our potential.

Respect: We show pride in celebrating diversity, keeping each other safe and accepting everyone in our community.

Excellence: We have high expectations of our conduct and lead by example at all times.

Resilience: We embrace challenge, take risks and grow confidently from our mistakes.

Outcomes and Ofsted

In 2022 Pool Hayes Academy secured an Ofsted grading of Good, but there is still so much more that we want to achieve and can achieve to establish Pool Hayes Academy as a truly outstanding provider.

To find out more, please visit www.poolhayes.attrust.org.uk or call the academy to arrange a conversation with our Principal, Andy Lawrence.



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

Professional Development at ATT:

04. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description

Reception Manager

Main Purpose of the Role:

To be responsible for providing effective Reception support and management, as well as administrative support to members of the senior leadership team (SLT), both of which will support our journey towards Outstanding. You will be required to undertake a range of duties associated with the roles of Receptionist and Administration Assistant in support of the current Receptionist and PA to the Principal. Working hours will be Monday to Wednesday on our Academy Reception and Thursday to Friday in our PA's Office, to focus solely on SLT Administration.

Professional Responsibilities:

Reception

- Line managing, leading and developing our academy reception, ensuring it is effective, and direct reports are suitably developed through the professional development cycle.
- Answering general and complex queries by telephone and face to face on a busy reception.
- Signing in/out visitors, recording DBS checks accurately where necessary.
- Assisting in arrangements for academy visits by external services.
- Ensuring all visitors sign in and are made welcome and informing their contact of their arrival.
- Monitoring the academy entrance via CCTV entry system.
- Providing general administrative support, including photocopying, filing, shredding, emailing and responding to correspondence.
- Maintaining postage log, sorting and distributing the post and ensuring all post is franked and taken by Royal Mail each day.
- Maintaining and updating manual and computerised records and management information systems.
- Undertaking typing and data input-based tasks.

The above main tasks are not exclusive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Team.

Responsible for: SLT Administration

- Providing general administrative support to all members of the SLT and PA to the Principal, as and when required.
- Arranging and assisting with meetings as and when requested, including room bookings, preparation of materials and minute taking, converting these to a readable format to distribute.
- Dealing with telephone enquiries efficiently and effectively in a way which promotes a positive image of the academy, taking messages when required.

- Meeting and greeting visitors, displaying courtesy and tact, in order to ensure that visitors are welcomed into a friendly and professional environment.
- Working collaboratively with other functions across our academy and where appropriate, other academies and functions within Academy Transformation Trust.
- Booking and arranging meetings and updating diaries for SLT members where required.
- Monitoring and responding to the academy office email account.
- Scanning, copying and distributing documents for various departments as required.
- Assisting with archiving for administrative functions within the academy.
- Maintaining academy calendars so that all staff are aware of meetings, training and events taking place in the academy.
- Providing cover to the Principal & SLT when the PA is absent or out of the business.

General

- Take responsibility for promoting and safeguarding the welfare and protection of children and young people within the academy.
- Working to and within academy policies and procedures, including safeguarding, child protection and health and safety.
- Taking care of own and other people's health and safety.

Employee Commitments:

- The vision, values and key principles of the Trust.
- Equality, Diversity and Inclusion.
- In anyway possible, in accordance with the role, support Pupils to achieve their potential.
- In anyway possible, in accordance with the role, improve standards of education.
- Support the inclusion agenda.

Performance Management:

Participation in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Other

All staff are part of the whole Trust team. All staff are required to support the values and ethos of our Trust and Trust priorities. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a demanding environment.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

Our Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

06. Person Specification

Reception Manager

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> GCSE English at Grade C or above (or equivalent) GCSE Maths at Grade C or above (or equivalent) 	<ul style="list-style-type: none"> Relevant qualification in administration, IT, or a similar subject
Experience	<ul style="list-style-type: none"> A minimum of 2 years demonstrable experience of working on a school/academy reception. Demonstrable experience of effectively using ICT packages (E.g. Microsoft Word or Excel) Proven ability to work effectively with a range of people 	<ul style="list-style-type: none"> Demonstrable experience of working in an administrative role within a school/academy environment Demonstrable experience of working in a reception manager role within a school/academy environment.
Competencies	<p>Applicants should have knowledge and understanding of:</p> <ul style="list-style-type: none"> Displays commitment to the protection and safeguarding of children and young people Will co-operate and work with relevant agencies to protect children Can contribute to a culture of high expectations for self and for others Can review own practice, set personal targets and take responsibility for personal development Can maintain confidentiality 	<ul style="list-style-type: none"> Holds training and qualification for 'designated child protection' Can show resilience in the face of challenge Has excellent interpersonal skills, with the ability to listen and communicate effectively Can manage own workload to ensure appropriate work/life balance
Other	<p>Applicants should have the ability to:</p> <ul style="list-style-type: none"> Approachable, grounded and makes sensible judgements Excellent critical thinking skills; has intellectual curiosity and rigour Strong interpersonal and communication skills Excellent timekeeping 	<ul style="list-style-type: none"> Demonstrate resilience in an environment where pupils may have SEMH difficulties (Social, Emotional and Mental Health)

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

07. How to Apply

Reception Manager

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies



Status: fixed term maternity cover ending February 2026

37 hours per week

40 weeks per year (Term Time Only + 1)

Salary:

NJC Pt: 8 - 11

Actual Salary: £22,929- £24,055

FTE Salary: £25,992- £27,269



Closing Date: Wednesday 26 February 2025, 09:00am

Start Date:

June 2025



Interviews:

To be confirmed



@academytransformationtrust



@AcademyTrust



academytransformationtrust.co.uk



office@attrust.org.uk



0121 354 4000



Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

