



# North East Derbyshire Support Centre

## ADMINISTRATIVE ASSISTANT

**GRADE: 5 (Points 4-5)**

**ACTUAL SALARY: £18,221 - £18,971 (Awaiting  
NJC Pay Award 2023)**

**CONTRACT: Full time, 37 hours per week, 39  
weeks per year**

**8am – 4pm (3.30pm Fridays)**

*(hours may be negotiable for the successful candidate)*

**START DATE: September 2023**

## CANDIDATE INFORMATION PACK



Version: April 2023

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## What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher
- About North East Derbyshire Support Centre
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

## Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Administrative Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

The North East Derbyshire Support Centre provides programmes of education to students identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

We are eager to appoint a dynamic and inspiring leader who is passionate about enabling our students to access educational opportunities via an individualised curriculum, and, as much as possible, enabling and supporting them to be active citizens in the wider community.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information and/or to arrange a school visit please contact Sarah Powell, School Business Manager, via email ([sarah.powell@Nedsc.derbyshire.sch.uk](mailto:sarah.powell@Nedsc.derbyshire.sch.uk)) or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield  
Chief Executive Officer

## About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £27 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

## Welcome from the Headteacher



Dear applicant,

Thank you for your interest in the post of Administrative Assistant at North East Derbyshire Support Centre. I am very pleased that you are considering applying to work at our Academy.

The North East Derbyshire Support Centre is an AP (alternative provision) Academy providing education to students who are at risk of permanent exclusion or who have already been permanently excluded from mainstream education. Our provision caters for students in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

Whilst the majority of our students have been permanently excluded, we work closely with local school clusters and the local authority to provide education opportunities to young people who are at risk of exclusion. Such placements have been highly successful in preventing numerous permanent exclusions in Derbyshire.

We are committed to working in partnership with young people, their parents and carers, their schools and other agencies to re-engage and enable them to become successful learners and responsible citizens. Where students are able to demonstrate positive behaviour and a desire to achieve, we aim to help them transition back to mainstream school. For those who require a more alternative approach, we provide a balanced and varied curriculum, delivered through high quality teaching and learning.

Alternative Provision is not a last resort for young people. For some it is the most appropriate way to meet their needs and put them back on a pathway to success.

As well as making a positive contribution to the lives of our students, we can offer you:

- a supportive, collaborative, and friendly staff environment in a setting where you will have the chance to make a real and positive impact on the lives of NEDSC students.
- Trust wide and school level professional and continuous training programmes and a supportive career progression.
- generous pension schemes (Teachers'/ LGPS Pension Scheme)
- A range of health and wellbeing services through Westfield Health
- School social events
- A commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience to fulfil the role.

I wish you well in your application.

Yours faithfully,

**Janine Dix – Head Teacher**

## About North East Derbyshire Support Centre

The North East Derbyshire Support Centre provides programmes of education to students identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

Every child deserves an education. Our primary aim is to support and re-engage young people, enabling them to think positively about their future pathway, and life after the Support Centre, whether that be re-integration into mainstream, further education or employment. Our Vision: "Inspire, Achieve, Exceed"

Our Pupils will:

- Feel safe, valued and trusted
- Recognise and achieve their full potential
- Take responsibility for their behaviour, and make healthy lifestyle choices
- Be positive about themselves and their future
- Be tolerant of others, and of the beliefs and views of others
- Be successful learners, both independently and when working with others
- Be self-motivated and have high expectations

We will achieve this by:

- Creating a safe learning environment, free of stigma and negativity
- Celebrating the success and achievements of every member of the learning community
- Establishing nurturing and supportive relationships between staff and pupils
- Setting high expectations for behaviour and academic success
- Providing a broad, balanced and relevant curriculum that provides the skills, confidence and qualifications to access opportunities in life
- Innovating learning, to engage and inspire
- Promoting tolerance and mutual respect
- Providing opportunities for students, parents and carers to voice opinions which form part of the decision-making process
- Providing an inclusive programme of learning opportunities and experiences that promote engagement

Further information about our Support Centre can be found on the website at [www.nedsc.derbyshire.sch.uk](http://www.nedsc.derbyshire.sch.uk)



## The advertisement

**Job Title:** Administrative Assistant

**Location:** Based at the Barrow Hill site (Station Road, Barrow Hill, Chesterfield, Derbyshire, S43 2PG)

**Grade:** Grade 5 (Points 4-5)

**Actual Salary:** £18,221 - £18,971 (Awaiting NJC Pay Award 2023)

**Start date:** September 2023

**Contract:** Full time, 37 hours per week, Term Time Only

The North East Derbyshire Support Centre provides programmes of education to students identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

We are eager to appoint an Administrative Assistant to provide effective and efficient reception and administrative support to the Headteacher and School Business Manager.

This role will be responsible for providing comprehensive administrative support, including operating relevant manual and computerised systems, in accordance with policies, regulations and procedures.

You will have excellent organisation and communication skills with experience in using IT software including Microsoft packages. The successful candidate will be formally accountable to the School Business Manager for the school and Headteacher.

Benefits include: LGPS Pension Scheme (16.6% employer contributions), Westfield Health membership and free parking.

For further information, please contact Sarah Powell, School Business Manager, via email [sarah.powell@nedsc.derbyshire.sch.uk](mailto:sarah.powell@nedsc.derbyshire.sch.uk) or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 02 June 2023 (23:59)**

**Interview date: week commencing 05 June 2023**

**North East Derbyshire Support Centre reserves the right to close the vacancy early upon suitable appointment**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



## Job description and person specification

### Job Description: Administrative Assistant

<b>Post Title:</b>	Administrative Assistant
<b>Location:</b>	North East Derbyshire Support Centre – Barrow Hill
<b>Purpose:</b>	To provide effective and efficient reception and administrative support to the Headteacher, School Business Manager, including operating relevant manual and computerised systems, in accordance with policies, regulations and procedures.
<b>Reporting to:</b>	Line managed by the School Business Manager you will be formally accountable to the School Business Manager for the school and Headteacher.
<b>Responsible for:</b>	N/a
<b>Liaising with:</b>	Headteacher/SLT/School Business Manager
<b>Working Time:</b>	37 hours a week/39 weeks per year
<b>Salary/Grade:</b>	Grade 5 Points 4-5 <b>£18,221 - £18,971 (Awaiting NJC Pay Award 2023)</b>
<b>Disclosure level</b>	Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>	
<b>To achieve the above</b>	<ul style="list-style-type: none"> <li>• Check the daily attendance registers using RM Integris, accurately recording any absence and reason for such absences.</li> <li>• Contact the parent/carer of any absent children to establish the reason for the absence.</li> <li>• Report any absence concerns to SLT.</li> <li>• Support SLT in the management of any persistent absences and lateness, including sending out letters to parents and carers under the direction of SLT.</li> <li>• Maintain electronic and manual filing systems, document management and record keeping and undertake associated tasks including data entry and scanning.</li> <li>• Arrange transport with DCC’s Specialised Transport department for pupils attending the Academy and liaise with Specialised Transport and taxi providers.</li> <li>• Answer the academy telephone and respond to caller queries, including taking messages and transferring calls to the relevant staff member if needed. Log calls on the telephone logs</li> <li>• Contact parents and other stakeholders by letter, email, text and telephone as required.</li> <li>• Welcome visitors to academy and ensure they sign in accurately.</li> <li>• To monitor and replenish stock levels.</li> <li>• Receive and sign for deliveries, check against orders and store/distribute as appropriate.</li> <li>• Receive and distribute correspondence, reply slips, emails, messages and internal mail and post outgoing mail.</li>   <li>• Support in arranging site and equipment repair and maintenance with external contractors as requested by the Business Manager, including raising orders, obtaining relevant authorisation and ensuring work is completed and carried out within acceptable timeframes.</li> <li>• General office tasks such as filing, photocopying, scanning, shredding and office organisation including basic maintenance of photocopiers and printers and contacting of maintenance engineers.</li> <li>• Assist with organising, booking and administration of academy trips.</li> <li>• Provide general clerical support to staff at the Academy.</li> <li>• Collate and provide meal numbers to the catering contractor.</li> <li>• Generate CCTV reports as requested by members of SLT.</li> </ul>



- Support the communication process to ensure smooth running of the academy site including face to face, email and minute taking with both internal colleagues and external agencies.
- To compile statistics and information for use in management information reports.
- Inputting of new pupils onto the management information system, ensuring accurate records are maintained
- Updating regularly, the pupil funding spreadsheet
- Entering and updating the agency spreadsheet, ensuring checks on DBS and ID are made and logged on the Single Central Register

**Finance Duties:**

- Assist with monitoring, maintenance and requisition of resources and equipment.
- To process purchase orders, good receipting, invoices, credit card statements and general finance processes.
- Managing the accounts email inbox, monitoring and processing invoices and queries
- Goods receipt orders on the computerised system.
- Managing the site petty cash, processing cash purchases and reconciling the cash in hand
- Managing site credit card reconciliations
- Assist with inventory audit.
- Reconcile number of paid dinners taken with the on-line payment system and follow up on any outstanding dinner money with parents/carers.
- Enable online dinner money and trip payments and extract reports as required via Parent Pay
- Uploading new pupils/staff to the Parent Pay system, logging meals taken and setting up new accounts as required
- Generate letters and texts to parents for unpaid dinner money and other payments, escalating to the Academy Business Manager where necessary.

**Other Generic Responsibilities:**

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition



## Person Specification: Administrative Assistant

<b>QUALIFICATIONS AND EXPERIENCE</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• GCSE Maths and English Grade C or above (or equivalent)</li> <li>• Working in an office environment</li> <li>• Experience in using IT software including Microsoft packages</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• IT qualification eg ECDL</li> <li>• Word processing qualification eg OCR Stage II.</li> <li>• NVQ Level II in Administration or equivalent</li> <li>• Working in a school environment including communicating effectively with pupils, parents and carers.</li> <li>• Used to dealing with members of the public</li> <li>• Working with financial information.</li> </ul>
<b>KNOWLEDGE AND ABILITIES</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Organisational skills including prioritisation</li> <li>• Communication skills both written &amp; oral</li> <li>• Listening skills</li> <li>• Ability to interpret information/data</li> <li>• Literacy &amp; Numeracy skills</li> <li>• Accuracy &amp; attention to detail</li> <li>• Ability to undertake all routine office practices</li> <li>• Ability to comply &amp; work with procedures &amp; policies</li> <li>• Good IT skills including word processing &amp; spreadsheets</li> <li>• To work effectively across teams and functions</li> <li>• To follow instructions &amp; complete work unsupervised</li> <li>• To exercise &amp; promote customer care</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Knowledge of Financial regulations &amp; payment systems</li> <li>• Knowledge of GDPR</li> <li>• Knowledge of policies &amp; procedures</li> <li>• Knowledge of RM Integris</li> </ul>

## Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2022' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

## Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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**Interview date: week commencing 05 June 2023**

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