ROYAL WOOTTON BASSETT ACADEMY TRUST

Application Pack

Royal Wootton Bassett Academy
Administrative Support to Teaching Schools and Teacher Development

Immediate Start

Grade D - 4-6 (£18,426.00 to £19,171.00FTE)

37 hours a week 39 weeks a year

Fixed Term Contract to 31 August 2020

(Pending funding renewal)

Closing date – Midnight Sunday 13th October 2019

Interview week commencing 14th October 2019

Lawn Manor
T 01793 487286
E admin@lawnmanor.org
W www.lawnmanor.org

LAWN MANOR ACADEMY

Royal Wootton Bassett
T 01793 841900
E admin@rwba.org.uk
W www.rwbat.org.uk

Excellence in Education

Dear Applicant

Thank you for your interest in working for Royal Wootton Bassett Academy (RWBA). These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Royal Wootton Bassett Academy Trust (RWBAT) is built around the one word of 'Excellence.' Together the Schools strengthen each other, sharing good practice and building capacity for all. Within the MAT we strive to maximise the potential of each person within our community and are absolutely committed to continuous improvement. We value developing the whole person equally to the achievement of academic success.

Could you be the enthusiastic, organised and competent administrator we are looking for?

The ideal candidate will have excellent Microsoft Office skills, be able to work well under pressure and be aware of the importance of deadlines. As you will be liaising with both internal staff and external agencies, excellent interpersonal and communication skills are essential.

In return we can offer the full benefits of our excellent support and CPD programmes both internally and through Royal Wootton Bassett Academy Trust.

Royal Wootton Bassett Academy is an oversubscribed, very successful, reflective and incredibly proud 11-18 school with 1,764 students on roll including 356 students in our very popular and successful Sixth Form. Royal Wootton Bassett Academy is committed to developing 'Growth Mind sets' and we would welcome an application from fellow professionals who share this mind-set.

In December 2010, the school was awarded ***Outstanding*** in every category by Ofsted. They described our students as ***"…an absolute delight."*** *and* ***"in every area of the School they carry out exemplary practice."*** In November 2013, the Academy was again awarded **Outstanding** in every category by Ofsted where they stated "***Around the school, students are polite and courteous to each other, to members of staff and to visitors. Students listen attentively in lessons, and almost always respond rapidly to teachers' instructions".*** As far as we are aware, Royal Wootton Bassett is the only school in the country to be awarded this prestigious accolade in succession.

Royal Wootton Bassett is geographically situated in a pleasant location with Bath, Bristol, Cheltenham and the Cotswolds all within commuting distance.

The Governing Body and staff at the Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment.

If you believe you have the experience, vision and drive for this role then we would like to hear from you.

Job Description
The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References
We will require two satisfactory references before a job offer is confirmed; one of which must be your current Headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

There is a lot of information about the academy available on our website www.rwba.org.uk

We hope you will feel inspired to apply for the post of Administrative Support to Teaching Schools and Teacher Development at Royal Wootton Bassett Academy.

Yours sincerely
George Croxford
Headteacher Royal Wootton Bassett Academy
CEO Royal Wootton Bassett Academy Trust

HARRY
POTTER

Job Description

PURPOSE OF JOB:

- To provide PA/administrative support to the Deputy Headteacher (T&L, Teaching School)
- To provide administrative support for all aspects of the Teaching School
- To provide administrative support for all aspects of Teacher Development activities
- To provide administrative support to the ITT Co-ordinator/NWSCITT Programme Manager
- To provide administrative support to the Assistant Headteacher (Progress and Attainment, Pupil Premium and Raising Standards) and associated TLR Holders
- Reception cover

MAIN RESPONSIBILITIES, TASKS & DUTIES

- **PA/ADMIN SUPPORT TO DEPUTY HEADTEACHER**
  - Full admin support to include diary management; drafting correspondence/emails; invitations to meetings; taking, drafting and sending out meeting agendas and minutes; booking travel and accommodation, managing and ordering any resources needed.
- **ADMIN SUPPORT FOR TEACHING SCHOOL**
  - RWBA being the lead school for the Wootton Bassett Hub (circa 30 schools), all administration for Challenge Partners to include corresponding with Headteachers in the hub; invitations to meetings; sending out agendas and minutes; notifications of CPD; booking and management of the annual Headteachers' residential conference at external venue/hotel (costs, rooms, dining options, speakers etc.); liaising with and inviting guest speakers to meetings; assisting in the production of the Quality Assurance schedule and corresponding with teachers for observations and meetings.
  - All administrative procedures around booking OLEVI courses for Challenge Partners' members.
  - Managing the administrative processes linked to the recruitment and deployment of SLEs.
  - Administration for research and development projects to include collating and filtering information from SIMS.
  - Compiling requests and sending out requirements for school-to-school support.
  - Administrate all elements of the RWBA-TSA website.
  - Regularly check and update Teaching School element of the RWBA website.
  - Administrate all aspects of GDPR compliance for TSA.
- **ADMIN SUPPORT FOR TEACHER DEVELOPMENT ACTIVITIES**
  - Assist in the production of the CPD calendar to include Learning Forums, Teacher Rounds, SAP Breakfasts, Twilights, Whole Staff Meetings.
  - Assist in the production of the CPD brochure to include all OLEVI programmes facilitated by RWBA, dates and costings.
  - Liaison with Headteachers and CPD leads at schools within the Challenge Partners hub and the RWBAT and also taking enquiries from other schools interested in booking staff onto the OLEVI programmes.
  - Managing all bookings and allocation of places on the OLEVI programmes, requesting invoices be dispatched (Finance) promptly.
  - Regular correspondence/emails to all staff with upcoming CPD opportunities (in-school), managing place bookings and enquiries.
  - Produce and summarise attendance details and evaluation forms for CPD events.
  - Admin support to Holocaust & Genocide Programme to include venue/room bookings, booking staff onto CPD events; management of the annual EYPtCtW conference (100 plus people) to include booking external venue, invitations to staff, parents, VIP guests, managing menu choices and liaison with the hotel; invitations to students/parents for awards; keeping accurate spreadsheets/records of whole event.
- **ADMIN SUPPORT TO NWSCITT (Initial Teaching Training)**
  - Managing the recruitment process for new ITT applications to include daily checking of UCAS for new applications; corresponding with applicants to invite to interview; putting interview schedule together for multiple applicants at a time; arranging for senior staff to be on the interview panel; arranging for and managing students for the Student Panel and teaching activity; helping applicants on the day of the interview with ID, documents, any questions, movement between interview activities. Following interviews, updating UCAS with results and corresponding with candidates with results and feedback.
  - Monitoring future pathway of NWSCITT NQTS to include corresponding with schools who have NWSCITT NQTs; completing transition documents and information and sending to schools.
  - Sending out termly requests to NQT mentors at these schools for progress reports of the NQTs; compiling, recording and analysing data received back.
  - Arranging for school experience days for potential applicants to the NWSCITT. Liaising with the applicant and Heads of Department to arrange for a mutually convenient date(s) and requirements.
- **ADMIN SUPPORT TO ASSISTANT HEADTEACHER**
  - Using SIMS, produce and update spreadsheets for various groups of students such as specific year groups, Pupil Premium students, SEND students.
  - Communicating with Heads of Year and Student Managers.
  - Drafting and sending out letters to parents for events such as parents' evenings, intervention groups, revision sessions, Success Lounge.
  - Process Pupil Premium request forms and keep funding spreadsheet updated with such requests.
  - Corresponding with and booking external visitors and arranging for payment of invoices.
  - Additional admin support to Pupil Premium co-ordinators.

Person Specification

SUPERVISION OF PEOPLE
No direct line management responsibilities.

CREATIVITY AND INNOVATION
- Drafting correspondence on behalf of Deputy Headteacher and Assistant Headteacher to include emails to staff, Headteachers from other schools, parents
- Compiling and keeping spreadsheets updated such as funding requests.
- Drafting various documents and forms (using Word, Excel and PowerPoint) and improvement of current versions.

CONTACTS AND RELATIONSHIPS
- Main point of contact for NWSCITT NQTs
- Communication with all staff over CPD events and bookings
- Initial contact for membership co-ordinator at Challenge Partners
- Communication with Headteachers for Challenge Partners meetings, events and school-to-school support requests
- Communication with parents when sending out letters
- Visitors and callers to the school when on reception
- Third party contacts e.g. guest speakers, companies, conference venues

DECISIONSs
a) Discretion –
- Using initiative and being proactive to reduce workload of Deputy Headteacher.
- Work completed for Deputy Head and Assistant Head is often of a confidential and/or sensitive nature. Can relate to colleagues and/or students.
- To follow GDPR procedures for sensitive and personal data.

b) Consequences –
- Prompt and accurate replies to questions/queries and school experience requests from potential NWSCITT trainees. They will otherwise look at other providers for their training which would result in reduced numbers and financial loss for the NWSCITT. Close liaison with NWSCITT admin over this as well.
- Professional and prompt correspondence with Headteachers from the Challenge Partners hub. They could otherwise leave the hub.
- Accurate records for Pupil Premium spending to remain in budget.
- Ensure invoice requests are sent promptly to Finance for OLEVI programmes so that school's budget for this remains in credit.

RESOURCES
- Keep stationery supplies stocked and reordering when required
- Keep catering supplies stocked and reordering when required
- Use school's electronic finance ordering system

Work Demands –
- Working for a number of different people of various levels
- Peaks of workload at certain times of the term/year

Physical Demands -
- Moving deliveries, orders, stationery etc. from the main school building to office as not covered by G4S who look after the main building.
- General building management and administration including opening and locking up and arranging for maintenance when required. Building is independent to the school and therefore we are not allowed to use the services of G4S.

Working Conditions –
School based and may be required to undertake reasonable duties of a personal nature.

Work Context –
Potential risk to wellbeing through hygiene duties and possible aggression from students /parents/carers.

KNOWLEDGE AND SKILLS
- Experience of working as a PA/administrator
- Diary management
- Excellent time management, planning and organisational skills
- Meticulous attention to detail with high standards of accuracy
- Ability to work for a number of different people at various levels and to be able to prioritise workload
- Good and up-to-date knowledge of Office software including Outlook (emails and calendars), Word, Excel, PowerPoint.
- SIMS knowledge an advantage

Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.

OTHER DUTIES
The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder

HEALTH AND SAFETY
The postholder is required to carry out the duties in accordance with the School Health and Safety policies and procedures.

SAFEGUARDING
This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
Staff must work in accordance with the South West Child Protection procedures and Child Protection/safeguarding Policy and understand their role within that Policy.

WOOTTON BASSETT
ACADEMY
Reception
Ofsted
Outstanding
2010 2011
Ofsted
Outstanding
WADE
TRESPASS

How to Apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: Midnight Sunday 13th October 2019

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews will be held: week commencing 14th October 2019

Completed application forms should then be sent via email to

slambourne@rwba.org.uk

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form. CVs will not be accepted.

RWBAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

@RWBATrust

GLOBAL
EARNING