

Administrative Assistant

Ellis Guilford School

Start: ASAP



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*

Dear Candidate



Thank you for your interest in the vacancy for Administrative Assistant at Ellis Guilford School.

The Ellis Guilford School is a larger than average secondary school for children aged 11-16, recently achieving 'Good' Ofsted status in June 2023. We continue to grow and thrive and have a very clear mission, 'to ensure that children attending our school have a better chance of success than if they went to any other school'.

The Ellis Guilford School joined the Creative Education Trust in 2019. Our network consists of 17 schools across the primary and secondary phases in the Midlands and Norfolk. The school benefits from a central trust team who provide support, ambition, and expertise.

The Ellis Guilford School is at an extremely exciting point in its journey. We believe that every child should receive an exceptional education with opportunities to succeed beyond their potential. To do this, we deliver a broad and balanced curriculum and a range of extra-curricular opportunities that support our children to become confident, independent and balanced individuals, with our school values of equality and integrity at their core.

Here at the Ellis Guilford School, we continually support our staff to develop through a high quality CPD programme including deliberate practice and live coaching. We have a range of in-school development opportunities to enhance your career including Teach Meets, Career Conversations, and our well-regarded Teacher Development Programmes.

We are looking for a team member who is committed to providing the very best for our children, whilst developing their skills to deliver on our clear vision.

You will be able to find a wealth of additional information about our school on our website www.ellisguilfordschool.org.uk, however if you'd like to discuss the role further, our HR team will be delighted to discuss this role with you. Please contact the HR team on hr@ellisguilfordschool.org.uk.

I look forward to receiving your application,

Yours sincerely,

Gemma Johnson
Principal

“ This is a school where everyone is given the chance to belong and succeed. ”
Ofsted 2023

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT ELLIS GUILFORD SCHOOL

We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Lecture Theatre with sound system and projector;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools, benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

www.creativeeducationtrust.org.uk

Admin Assistant

JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade C, NJC point 4-6

Actual Salary £20,900 - £21,605 per annum

(FTE £23,114 - £23,893 per annum)

Term time plus 2 weeks (41 weeks per annum)

HOURS

37 hours per week, Monday to Friday

8.00am – 4.00pm (3.30pm Fridays) or

9.00am – 5.00pm (4.30pm Fridays)

REPORTING LINES

This post will report to the Office Manager

THE ROLE:

Providing administrative services and support across the school in an effective and efficient manner.

To manage a help desk for pupils to gain support on a rota basis.

KEY RESPONSIBILITIES

- To complete general clerical and administrative tasks for the school,
- To receive and deal with incoming telephone calls and other communications promptly and accurately
- To draft and type correspondence, reports, and other documents
- To photocopy, distribute and filing of documents as appropriate.
- To ensure that all visitors to the school are checked in and out in accordance with the school's Safeguarding Policy
- To provide support for key tasks as directed by the Senior Leadership Team and other senior staff
- To assist with the on-line Safeguarding Training portal
- To minute meetings as directed by the Admin Manager
- To ensure that the reception area is well presented, professional and welcoming and act as the first point of contact for the school, welcoming visitors, staff, and pupils in a courteous, prompt, and professional manner
- To undertake any other duties as may reasonably be required as directed by the Admin Manager. Including, but not limited to; Admissions; Free School Meals; Transition; Trips and Visits; Behaviour and Rewards; Safeguarding; Health and Safety; and Reprographics

- Manage all incoming and outgoing post and deliveries
- Support with the school enquiries email inbox
- Ensure the safety and security of the school, appropriately, always controlling entry into the premises, ensuring that all visitors are checked in in accordance with the school's Safeguarding and Reception Policies
- Support with arranging meetings and the booking of the conference rooms

OTHER RESPONSIBILITIES

- Provide support to the Senior Leadership Team as and when required.
- Promptly report first aids and sickness using school IT systems.
- Ensure all first aid equipment is fully stocked around the school
Provide general support for pupils coming to the Help desk and supporting prompt attendance in lessons
- Act as a Fire Marshall and First Aider (training will be provided)

SCHOOL ETHOS AND COMMUNITY

- Support the school in achieving the British values of diversity, dignity, and equality in all aspects of service delivery and engagement with the broader community.
- Actively support a culture where all members of the school community respect others and their physical surroundings.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Contribute to collaborative work across Creative Education Trust schools participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities to share best practice
- Undertake any other reasonable duties deemed appropriate to the role

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

You can find out more at:

www.ellisguilfordschool.org.uk

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • 5 GCSE (or equivalent) results Grade C or above including Maths and English • Evidence of commitment to continuing professional development 	<ul style="list-style-type: none"> • Emergency First Aid At Work certificate • Further qualifications or training relevant to the role; typing, receptionist training
EXPERIENCE	<ul style="list-style-type: none"> • Experience of clerical duties and office procedures • Experience of face-to-face customer/stakeholder service • Experience of working in a busy fast paced environment • Demonstrable experience of working with systems and procedures 	<ul style="list-style-type: none"> • Working in a school environment
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Ability to maintain a high level of accuracy and confidentiality • Ability to maintain high standards under pressure • The ability to prioritise tasks and to be able to show initiative when dealing with day-day situations 	<ul style="list-style-type: none"> • Knowledge of Arbor • A high level of computer literacy i.e., intermediate skills in Word, Excel, and Outlook to enable the preparation of reports, documents, mail merges, spreadsheets, and diary bookings
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to work under pressure and be able to meet deadlines • Problem solving skills and the ability to apply tact and diplomacy when appropriate • Excellent communication skills (including written, oral and presentation skills) with the ability to draft correspondence • Organised and self-motivated with a professional presentation and manner 	<ul style="list-style-type: none"> • Able to demonstrate adaptable and flexible working practices • Willing to undertake further training
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality, and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice • Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education'. Appropriate and relevant references will be checked. • Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	<ul style="list-style-type: none"> •

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

www.creativeeducationtrust.org.uk