

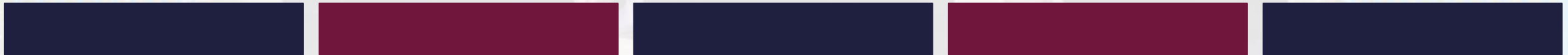
LONGSANDS ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

Admin Assistant

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

I am delighted that you are interested in applying for a role at Longsands Academy, part of the Astrea Academy Trust since 1st September 2018.

Longsands Academy is a successful, fully-inclusive secondary school at the heart of its community. We pride ourselves on providing an engaging and supportive environment in which our students feel empowered to reach and embrace their full potential with confidence. Our staff are committed to nurturing the abilities of every child with a curriculum which promotes academic excellence and is delivered by subject specialists. The opportunities we provide allow all students to showcase their talents, whether through the traditional school day or as a result of the wealth of extra-curricular activities on offer. Furthermore, in order to develop the important qualities of independent learning and resilience, our students are encouraged to take responsibility for their learning both in and out of lessons. We are extremely proud of the achievements of our students that are a result of the high expectations, students' hard work and commitment and the supportive relationships that exist between staff, students and their parents/carers.

The pursuit of academic excellence is at the heart of the Academy. Through high expectations of behaviour, a commitment to great standards of teaching delivering a knowledge-rich curriculum, and positive working relationships with all members of the academy community, all students, regardless of their background or personal circumstances, are encouraged to achieve their academic aspirations. We believe that schools must teach powerful knowledge that takes students beyond their everyday experiences. We believe in a traditional, subject-based approach to teaching in order to create a scholarly culture that is disciplined and joyful. We want to ensure that we open doors for every students' future and develop in them a life-long love of learning.

We are committed to developing our staff to be the very best that they can be by striving to ensure that all of our colleagues can access high-quality Continuing Professional Development (CPD). Our CPD programme is both department-based and in collaboration with academies within the Astrea family and external partners. Wide-ranging opportunities for professional development are available for staff at all stages of their career, including ECTs, experienced classroom teachers, middle and senior leaders and support staff.

Please visit our website for further details on our vibrant and diverse [school](#).

I look forward to receiving your application.

Geraint Brown

Interim Principal, Longsands Academy



Job Description

JOB TITLE:

Admin Assistant

REPORTING TO:

Principal's PA

SALARY RANGE:

Grade 3 Scale Point 5 (FTE
£21,575)

ACTUAL SALARY IF PRO RATA:

£18,840

CONTRACT TYPE:

Permanent

WORKING PATTERN:

37 hours per week, term time
plus two weeks. 8am to 4pm
Monday to Thursday, 8am to
3.30pm Friday

Purpose

The Admin Assistant will make a valuable contribution to the Academy by supporting all aspects of administration. They also represent the ethos, values and approach of the Academy to pupils, parents and staff.

Key responsibilities

Under the direction of the Principal's PA, to be a first port of call to provide admin support including:

- maintaining the Academy database (Bromcom);
- responding to queries from students and staff at the admin counter, by telephone, by email and face to face;
- preparing letters and other documents using Word and Excel;
- maintaining learning resources such as knowledge organisers, booklets, handbooks and brochures using appropriate software;
- ensuring the data from the 'Year 6' intake admission forms is verified within Bromcom in good time for the new September term and ensuring the timely chasing of outstanding data;
- extracting data and producing reports from Bromcom;
- recording interventions/achievements/behaviours on Bromcom;
- oversee the accuracy of the list of students whose images cannot be used online and in promotional materials;
- provide clerical support for one-off events, for example; certificate evenings and vaccinations;

- issuing communications to colleagues, students and parents/carers;
- ordering administrative supplies when required;
- maintaining accurate and up-to-date records and filing and ensuring student data, including leaver files, is kept in accordance with GDPR.

Provide back-up support to the Administration team as appropriate in the following areas: First Aid, Reception, Attendance and Reprographics.

Provide support to the HR Officer as appropriate with the following:

- maintaining accurate staff records on Bromcom including records of training undertaken and personal details;
- collating and maintaining the staff handbook;
- undertake regular and ad-hoc personnel related administrative tasks e.g. letters, reference requests, collating of appraisal paperwork and request for absence forms;
- recording staff absences accurately;
- assist with the administration associated with individuals joining or visiting the Academy.

Other duties:

Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;

Safeguard and promote the wellbeing of students and staff at all times and follow safeguarding and other agreed procedures.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

Person Specification

Relevant skills and experience

- Experience of working with young people in a busy environment
- Experience of working in a large office environment with multiple roles
- Accurate input of data, good telephone manner
- Good organisational skills
- Recent experience of working in a large primary or secondary school
- Experience of HR administration
- Experience of completing work of a confidential nature

Education and Qualification

- Good general education to Grade C and above at GCSE level.
- First Aid qualification or willingness to undertake training

Personal Qualities

- Commitment to support the ethos and aims of the Academy
- Ability to gain and keep the respect of colleagues and students
- Commitment to maintaining confidentiality at all times
- Commitment, perseverance and dependability
- Readiness to have responsibility and make decisions
- Ability to prioritise tasks effectively and meet deadlines
- An understanding and commitment to the protection and safeguarding of children and young people
- Flexibility and a team player
- Enthusiasm and a good sense of humour
- Ability to make an appropriate decision under pressure
- Readiness to practise or learn or undertake training.

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to this vacancy.

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

