



**THE DEAN TRUST**  
Believe Achieve Succeed



# ABRAHAM MOSS COMMUNITY SCHOOL



## ADMINISTRATION ASSISTANT



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## Who is The Dean Trust?

The Dean Trust is a multi-academy trust established in 2012 and comprises eleven schools located across, Manchester, Trafford, Knowsley and Wigan.

We aim to provide high-quality education for all of the communities that we serve, providing opportunities for our children to develop lifelong skills to enable them to aspire to achieve their full potential.

As an employer, the Trust is committed to promoting a diverse and inclusive community, a place where we can all be ourselves and succeed on merit regardless of background or characteristics. We aim to create an environment in which individual differences and how everyone contributes are recognised and valued.

We aim to inspire our children and provide them with lifelong skills to enable them to make valuable contributions to the world in which they live.

As part of our protocols, we have a number of over-arching aims and a mission that pervades all of our schools and academies as follows:



We believe that our schools should always be at the heart of the communities that we serve developing strong and lasting relationships within our schools and beyond.

We always place children at the heart of our planning and have developed a culture of excellence across the Trust, providing fantastic opportunities to develop pupils of all ages.

**Tarun Kapur CBE**

Chief Executive Officer

## Our Mission

- We always put 'pupils first'
- We follow Local Authority admissions criteria
- We believe that local children should attend local schools and we are not selective
- We are fully inclusive and welcome children from vulnerable groups e.g FSM, SEND, LAC etc
- We continuously provide high quality professional development for all of our staff
- We follow the School Teachers' Pay and Conditions and National Joint Council conditions of service
- We work positively with trade unions and actively involve them in our decision making
- We play our full role in behaviour partnerships/hard to place protocols
- We always put collaboration before competition

## Aims

- To work in the areas of greatest challenge
- To move all academies in the Trust to at least 'Good' using The Dean Trust school improvement offer from the centre (Teaching School)
- To sustain improvements by developing character, values and beliefs alongside sound systems and processes



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- To ensure that all academies in our Trust adopt The Dean Trust model for success, high aspirations, high standards and continuous improvement throughout the organisation
- To concentrate our operation within a 50-mile radius of the Central Hub to ensure that coverage of the academy group and lead times are manageable and focused
- The Trust would have at the centre The Dean Trust Teaching School and high-quality School Centred Initial Teacher Training (SCITT)
- To have high quality academy/school governance at the heart of the process
- To establish a strong centralised 'back office' support service for the academy group which is well resourced and funded to meet operational needs

## **MISSION STATEMENT**

### **All the Dean Trust schools aims to:**

- Help pupils to achieve their full academic potential.
- Help pupils to acquire knowledge and skills relevant to adult life, employment and leisure in a fast-changing world.
- Create a happy and stable environment in which learning can take place.
- Help pupils to be literate and numerate.
- Encourage the principles of common sense and courtesy and to develop a respect for other people and their property.
- Help and encourage all concerned to maintain the school's good reputation.

### **Principles:**

- The following principles underline everything we do:
- A respect for all pupils and their parents.
- A full commitment to professionalism.
- A well-ordered and caring school community.

### **Help Pupils to Develop:**

- Lively, enquiring minds.
- The ability to question and debate rationally.
- The ability to apply themselves to tasks and physical skills.
- Help pupils to understand the effect of human activities on the environment.
- Help pupils understand and respect the world in which they live and the interdependence of individuals, groups of people and nations.
- Help pupils develop sensitivity, empathy, tolerance, self-control, sympathy and an understanding of others.
- Prepare pupils for future economic roles as producers, consumers and citizens.
- Help pupils contribute to an industrialised and highly technological society.
- Help pupils to understand enterprise, wealth creation and entrepreneurial skills.
- Help pupils to develop an interest in their own good health and acquire the skills to make positive choices and decisions throughout their lives.
- Increase pupils' awareness of the wide variety of religious and cultural experiences, beliefs and practices to be found in the world so that they may develop an awareness and understanding of their own beliefs and respect the rights and values of others.
- Offer pupils equality of opportunity in learning, regardless of gender or special educational needs.
- Combat racial discrimination and prejudice.

**Dear Applicant**

Thank you for your interest in the post of Administration Assistant at Abraham Moss Community School. Abraham Moss Community School is seeking to appoint an experienced and enthusiastic Administration Assistant to join our dedicated HR Team.

Abraham Moss Community School is seeking to appoint a skilled and enthusiastic Administrative Assistant to join a very talented and dedicated team of staff, who are determined to provide the best quality teaching and support for every pupil, and who are committed to maintaining our high standards.

The successful candidate will be responsible work within the Administration team and cover any aspects of administration to ensure the smooth running of an organised and efficient department. The post holder will also provide support to reception by providing a professional front of house service to visitors, staff and pupils. The post holder will provide administrative support for digital communication.

Abraham Moss is a recent addition to The Dean Trust; a group of high performing schools. Abraham Moss has a long established and positive reputation amongst the local community, with over 1800 pupils from Reception to Year 11 who enjoy a broad, aspirational and enriching curriculum. Abraham Moss celebrate the diversity of our school community, embracing the culture and heritage which permeates school life and helps to broaden pupil experiences and awareness of the world we live in.

We exist to empower our pupils to find their purpose and thrive as citizens of the world. We provide a knowledge-rich curriculum which exposes pupils to powerful knowledge, places them on an ambitious pathway and develops the character traits needed to seize the opportunities that exist. Through finding their passions we enable pupils to make a positive difference to the world. Our core purpose is not merely finite 'success' for our pupils but for them to thrive, continually grow and flourish.

We are explicit about the culture we want to create and have clear ideas of the desired behaviours necessary for our pupils to succeed. At Abraham Moss, we maintain a relentless focus on the day-to-day actions, behaviours and routines within the school and adopt a disciplined approach to teaching pupils the right and successful ways to do things.

To apply for this vacancy, please visit our recruitment page [careers.thedeantrust.co.uk](https://careers.thedeantrust.co.uk)

For further information about the role or to arrange a visit to the school, please contact Noeline Take on email: [noelinetaker@abrahammoss.co.uk](mailto:noelinetaker@abrahammoss.co.uk)

**CVs will not be accepted as part of the shortlisting process**

**Application Closing date: 09:00 on Tuesday 16<sup>th</sup> April 2024**

**Interview Date: To be confirmed**



## **WHAT ARE THE BENEFITS FOR WORKING FOR THE DEAN TRUST?**

We want The Dean Trust to be an employer of choice and we work closely with our employees and Trade Unions to offer benefits that our employees really want. The Dean Trust believe in giving employees an opportunity to climb the career ladder within the Trust and offer professional development and training opportunities for both teaching and support staff.

**Pay**  
The Dean Trust salaries are aligned to the School Teachers' Pay and Conditions for teaching staff and National Joint Council conditions of service for support staff.

This commitment is protected via a recognition and collective agreement between The Dean Trust and the national Trade Unions and professional associations.

**Annual Leave Entitlement**  
For our all-year-round employees we offer a generous annual leave entitlement starting at 26 days and after 5 years of continuous service, this increases to 31 days, this does not include bank holidays.

**Pension Schemes**  
All teaching staff are auto-enrolled into the Teachers Pension Scheme and this scheme includes a very generous employer contribution. (The employer contribution is linked to your annual salary). If for any reason you wish to opt out, you can opt out at any time. For more information, please visit [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

All support staff are auto-enrolled into the Local Government Pension Scheme and this scheme includes a very generous employer contribution. (The employer contribution is linked to your annual salary). If for any reason you wish to opt out, you can opt out at any time and look at alternative pension contribution, such as, 50/50 pension scheme. For more information, please contact the schools HR department.

**Staff Development Programmes**  
The Dean Trust provides professional learning and development opportunities for teaching and support staff. From skills development sessions/workshops to Apprenticeships and Master level qualifications, we invest a significant amount of time and provide funding in the development and progression of our most valuable assets, our employees! Believe Learning Institute provides the opportunity for all our staff to improve their skills, pedagogy and confidence to support their teams as well as supporting other schools.

**Family Friendly Policies**  
Maternity Leave  
All pregnant employees are entitled to take up to 52 weeks maternity leave and pregnant employees have various Maternity Occupational Payment Plan Options.

Paternity Leave  
All employees who have responsibility for the child's upbringing can choose to take either one week or two consecutive weeks to enable employees to have paid time off following the birth. The Dean Trust also offers Maternity Support leave which is up to 5 days paid leave to be taken in conjunction with Paternity Leave.

Shared Parental Leave  
Shared Parental Leave gives employees with caring responsibilities for their baby's upbringing, the opportunity to share up to a maximum of 50 weeks' leave. This policy provides parents more flexibility in considering how best to care for their child. Leave can be taken in separate blocks, returning to work in between blocks and both parents can be on leave at the same time.

Generous Leave of Absence Policy  
The Dean Trust offers a generous leave of absence policy, which includes requesting time off for religious festivals, time off to care for relatives to house removal etc. The Dean Trust recognises that staff who work in education will have responsibilities outside of the workplace and the Dean Trust wants to support staff by offering flexibility.

#### Flexible working

The Dean Trust offer all staff the option to apply for flexible working from first day of employment with the Dean Trust. For more information, please contact the schools HR department.

#### Sabbatical Leave

The Dean Trust recognises that staff may require additional support in managing specific issues in relation to their family life, such as caring for a sick relative or education grounds. Staff are welcome to apply. For more information, please contact the schools HR department.

#### **Discount for Teachers**

Discount for Teachers is a benefit provider for teaching and non-teaching staff and provides discount from holidays to car insurance, mobile phones to fashion. Discount for Teachers also offer deals on gym memberships and utilities. All staff should be rewarded for their hard work.

#### **Annual Flu Jab**

We offer all our staff across the Dean Trust a free flu jab annually to provide protection against the spread of the virus during the flu season.

#### **Molton Brown Employee Rewards Program**

We have joined Molton Brown for an exclusive corporate discount program to offer up to 50% off the RRP of their products, ranging from Eau de Toilette, Aroma Reeds to Bath and Body products. The site is updated regularly to keep it fresh and enticing.

#### **Cycle to Work Scheme**

We offer all employees to apply for the cycle to work scheme as staff are able to save money on a purchase of a new bike, including accessories and spread the cost over 12 months with deductions taken directly from your salary. Staff will not pay nothing upfront and the payments are taken tax efficiently from your monthly salary.

#### **Employee Assistance Programme**

24/7 access to free via phone or app, independent and confidential advice, information and counselling service for all our staff. Offers legal, money advice, personal support and guidance. We offer all employees access to our wellbeing provider from first day of service. The Dean Trust takes staff Health and Wellbeing very seriously and want to ensure employees feel supported in their personal and professional life.

#### **More benefits: -**

- Free on-site gym access across 4 school sites (Outside of school hours)
- Free tea and coffee
- Death in Service
- Employee discount for your child/children in Primary for School Clubs
- Occupational Sick Pay
- On-site Mental First Aiders
- Free on-site parking

and many more