

**Admin Assistant – Covering Mat Leave**

 **Application Pack**

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# Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Sir Steve Lancashire**

**Chief Executive, REAch2 Academy Trust**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org

# The role

Tymberwood Academy, based in Gravesend, are seeking to appoint an Admin Assistant, covering maternity leave, to support the needs of the school office.

This will be on a fixed term basis, covering Maternity Leave, from September 2021 until end of July 2022.

Hours:   Monday – Friday, 37 hours per week, ensuring the office is covered from 8.00am – 4.30pm.

The successful candidate will

* be efficient, well organised, flexible and an excellent team member
* have excellent communication skills being able to relate well to staff, parents, pupils and visitors.
* have solid receptionist experience to include meeting all visitors, dealing with external and internal phone calls, distribution of post etc
* have a good background of IT skills, including all aspects of Microsoft Office
* have a good understanding of social media (Twitter & Facebook) in order to keep these up to date on a daily basis.

Any offer of employment for this post will be subject to a satisfactory Enhanced Criminal Record Bureau Disclosure.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

# The application

You are invited to submit an application form to Carol Kerr, School Business Manager – carol.kerr@tymberwoodacademy.org.uk

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Friday, 2nd July 2021 at Midday |
| **Interviews:**  | To be confirmed after closing date |
| **Contract details:** | Fixed term – Maternity Cover, 37 hrs per week 39 weeks per year |
| **Salary:**  | Kent Range 5 £19,723 (FTE) |
| **Start date:** | 1st September 2021 |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

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# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job.  The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant’s abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

Job Title: Admin Assistant

Responsible to : School Business Manager

Postholder:

Tymberwood Academy

JOB DESCRIPTION

**Reception Duties**

* Provide a first point of contact for pupils and parents at reception to deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively
* To be aware of the daily attendance of all LAC pupils
* Keep school diary and forward planner
* Welcome visitors and offer drinks
* Receive telephone calls, take accurate messages and pass on to the relevant person(s)
* Receive admission enquiries and pass to appropriate person
* Opening and distributing post of a non-confidential nature

**Typing**

* Typing documents and letters for whole school and nursery –
* To be responsible for the production of the newsletters (currently using Microsoft Sway)
* Share responsibility for the printing and collating of school reports
* To be familiar, or prepared to train on our MI systems (Arbor) and parent communications – currently Parentmail.

**Administration**

* Assist in keeping emergency contact numbers up-to-date
* To be responsible for the organisation of School Photographs.
* Ensure that the registration of all pupils is carried out on a daily basis – whether electronically or manually.
* To carry out the first day calling, supporting and challenging parents and carers where needed

**Other**

* Undertake other admin duties commensurate with the role of Admin Assistant.
* Maintain efficient and effective communications with whole school community, including staff, parents etc.
* Contribute to the overall ethos and aims of the Academy.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required, to include safeguarding
* Understand and report any safeguarding concerns as per the policy.

Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| Right to work in the UK | **\*** |  |
| **Knowledge/Qualifications and experience** |
| GCSE Maths and English or equivalent | \* |  |
| NVQ Level 4 in a relevant area or equivalent or experience in a relevant discipline |  | \* |
| Experience of working in a busy office environment | \* |  |
| Experience of working in a school office environment  |  | \* |
| Experience of school administration policies and procedures |  | \* |
| Knowledge of relevant education policies, procedures, codes of practice etc |  | \* |
| Knowledge of school IT systems and databases e.g. Arbor, Civica etc. or willingness to learn |  | \* |
| **Skills , abilities and personal attributes** |
| Evidence of a commitment to safeguarding and promoting the welfare of children and young people | \* |  |
| Excellent written and numeracy skills  | \* |  |
| Excellent communication and interpersonal skills  | \* |  |
| Experience of using the Microsoft range of IT products  | \* |  |
| Experience of using school IT systems e.g. Arbor, Civica etc.  |  | \* |
| Use of specialist equipment or resources e.g. photocopiers, telephone systems | \* |  |
| Ability to organise and prioritise own workload effectively | \* |  |
| Ability to use own initiative, solve problems and work effectively with minimal supervision | \* |  |
| Ability to relate well to parents, pupils, staff & other outside agencies | \* |  |
| Work well as part of a team and contribute to the school’s development | \* |  |
| Commitment to promote and support the aims of REAch2  | \* |  |