

THE SKINNERS'
KENT ACADEMY



PRIDE IN OUR SUCCESS

ADMINISTRATION MANAGER

Information for Candidates

November 2021

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

INTRODUCTION FROM THE PRINCIPAL



Dear Colleague,

I am delighted that you are interested in a position with The Skinners' Kent Academy Trust.

The Skinners' Kent Academy is a non-fee paying, co-educational, all-ability Secondary school. The Academy is funded by the DfE and sponsored by The Skinners' School, a grammar school for boys together with the Skinners' Company, one of the 'Great Twelve' livery companies of the City of London.

The Academy is founded on the principles of a commitment to ensuring high standards and high aspirations, of active participation, an emotionally rich learning environment and an inclusive culture where every child is known and every learner supported.

The main aim of the Academy is to provide the highest quality of education for students, in Year 7 to Year 11 and the Sixth Form. The Academy is committed to both raising and reflecting the aspirations within the local community and in doing so, providing high quality education and social and economic benefits for all.

The Academy moved into its state-of-the-art new building in April 2013 providing truly outstanding facilities, not only for the Academy's students and staff but also for the wider community. The Academy is consistently a popular choice of parents and continues to expand due to the demand for places. Having been oversubscribed in Year 7 since 2014, in September 2019, at the request of KCC, the Academy agreed to take an additional 60 students in Year 7 and agreed to do the same for September 2020. We are delighted that even more students are able to benefit from the exceptional learning environment and opportunities the Academy provides.

In September 2015 the Skinners' Kent Primary School opened and became part of the Trust, relocating to its new site at Knights Wood and is the newest member of The Skinners' family of Schools.

Our schools are supported by an experienced specialist Trust Central Team, providing high quality Finance, HR, Estates, Catering and IT support which ensures smooth running and cost effectiveness. Our Governors seek to ensure that all our young people receive a truly inspiring education and their support, challenge and expertise is greatly valued.

We aim to find and develop everything that is exceptional in each child and let it flourish within a framework of high expectations. We strive to motivate and inspire our students to achieve of their very best and to set course on the brightest of futures. If you have similar aspirations for young people and want to work within a dynamic learning environment where innovation and collaboration are valued, staff development and wellbeing an integral part of the way we work and where the highest standards of everyone in our school communities are expected at all times, then we would be very interested in receiving an application from you.

Miss Hannah Knowles
Principal
The Skinners' Kent Academy



THE SKINNERS' KENT ACADEMY TRUST



The Skinners' Kent Academy Trust is supported by its original sponsor The Skinners' School, a grammar school for boys in Tunbridge Wells, and The Skinners' Company, one of the original 'Great Twelve' London livery companies.

The Skinners' Company has a long experience of establishing, running and supporting excellent schools, notably in West Kent. The Company is now responsible for seven schools: Tonbridge School, The Judd School in Tonbridge, The Skinners' School, The Skinners' Kent Academy (SKA) and Skinners' Kent Primary School (SKPS) in Tunbridge Wells, Skinners' Academy in London and The Marsh Academy in Folkestone. Skinners' Kent Primary School, which opened in September 2015 is the newest school in the family. It is part of The Skinners' Kent Academy Multi Academy Trust, set up in 2015 to incorporate the primary school with the secondary academy. It opened initially on The Skinners' Kent Academy site, but moved to its own new building in the North Farm area of Tunbridge Wells in September 2016.

The Skinners' Kent Academy is an International Baccalaureate World School, currently offering the Middle Years IB programme (MYP) and the International Baccalaureate Career-related Programme (IBCP).

Skinners' Kent Primary School works alongside The Skinners' Kent Academy to provide an all-through IB ethos by delivering the International Baccalaureate Primary Years Programme (PYP). The Academy also provides support and specialist facilities to the Primary School. The IB is underpinned by a philosophy and determination to develop internationally minded people who recognise everyone's common humanity and are ready to share responsibility to create a better, more peaceful world. The IB Learner Profile is at the heart of our educational philosophy and encourages our pupils and students to be inquirers, thinkers, communicators, risk takers, knowledgeable, principled, caring, open minded, well balanced and reflective.

The Multi Academy Trust (MAT) is governed by a MAT Board, the majority of whose members are also members of the Skinners' Company. The MAT Board determines the vision and strategy for the Trust, and has responsibility for its financial security and probity as well as ensuring the organisation provides excellent value for money in delivering an outstanding education for its students and pupils. Four Committees support the work of the MAT Board, and these comprise a MAT Staffing and Pay and a MAT Finance and Resources Committee as well as a Local Governing Body for both SKA and SKPS.



OUR VISION AND VALUES



The Skinners' Kent Academy Trust is founded on the principles of a culture of high standards, high aspirations and active participation, an emotionally rich and inclusive learning environment where every child is known and every learner supported.

We take pride in our success and to achieve this we set high standards with clear expectations. We focus on encouragement, underpinned by good discipline.

Our mission is clear – to develop a passion for learning and achieving. The Skinners' Kent Academy Trust seeks to create, develop and maintain an education that focuses on providing opportunities for success for all and celebrating the achievements of everyone in all aspects of life within the Trust. In particular we wish to

support young people to recognise the potential that they have, and then to fulfil the achievements of everyone in all aspects of life within the Trust. In particular we wish to support young people to recognise the potential that they have, and then to fulfil that potential through every stage of their learning journey.

Staff, students and parents work together to ensure that pride in our success means:

- pride in **our work**;
- pride in **our behaviour and attitude**;
- pride in **our attendance and punctuality**;
- pride in **our uniform and the way we look**;
- pride in a **commitment to learning and achievement**; and
- pride in **our contribution to our community**.



ROYAL TUNBRIDGE WELLS



Over 400 years ago a natural spring welled up from the ground and it was named 'The Tunbridge Wells' (the wells near Tonbridge).

Today our charming historic town, only 30 miles south east of London and a 45 minute train ride from the capital, is close to the unspoilt beauty of the surrounding High Weald Area of Outstanding Natural Beauty (AONB) and boasts the elegant charm of The Pantiles. For years Queen Anne visited, but when Queen Victoria made the town part of her regular holiday sojourns 'Royal' Tunbridge Wells, the town, came into being, hence the addition to the original name.



Royal Tunbridge Wells is highly accessible with excellent schools and a wide range of places to live and types of accommodation, both locally and a short distance away amidst the rolling hills, picturesque villages of Kent and East Sussex, ancient woods and open heaths. The area is well known for its world-famous gardens, fairy-tale moated castles and mellow country manors. The coast is also a short drive south. Tunbridge Wells is at the hub of a series of roads, the primary ones being the A26, which runs from Maidstone to Newhaven; the A264, which runs from Five Oaks to Pembury (via Crawley and East Grinstead); and the A267, which runs south from Tunbridge Wells to Hailsham. The A21 passes to the east of the town, following the route of its turnpike ancestor, from London to Hastings.

Many professional people move out of London into the area to enjoy the excellent living environment and quality of life whilst also having all the convenience of the major high street and local shops and selection of first-class restaurants, bars and cafes nearby.

JOB PROFILE



Administration Team

The Skinners' Kent Academy is a busy, modern secondary school and our Administration Team help to support the smooth running of day-to-day operations. We currently have two part-time receptionists and one full-time administrator. We are the main point of contact for parents, carers and other stakeholders. The administration team maintain the reception area, oversee the telephony, whole school reprographics and the central inbox for the Academy as well as supporting staff with administrative tasks.

Administration Manager

Salary: SKAT Band 7 point 20-24 (currently £23,033-£26,075, the salary would be subject to pro rata)

Working pattern: This post is 37 hours per week, 40 weeks per year (Our usual working hours are 8am and 4pm).

Location: Based at The Skinners' Kent Academy

Responsible to: Chief Operating Officer

Responsible for: 1 x Senior Administration Officer
2 x receptionists (job share)

Job purpose:

To lead, manage and co-ordinate the Academy's administration systems, reprographics, reception and general workflows including supervising the team, facilitating communication throughout the Academy and developing procedures to make the workplace more efficient.

Key relationships: Senior Leadership Team, Finance Team, Academy Trust Staff; MFD Service Companies; Visitors, Parents and External Stakeholders

Key Responsibilities

- To keep abreast of developments in key areas of responsibility and to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.
- To ensure the smooth and efficient running of the administrative, reprographics and reception function at SKA ensuring a welcoming reception which portrays a positive and professional image of the Academy.
- To ensure the continuous professional development of team members and that the team are trained and

cross trained to ensure there is no 'single point of failure' during absences within the team.

- Responsible for ensuring all letters/communications sent out by post, email, text is presented in a consistent manner in line with the Academy's branding and marketing guidelines and are accurate, timely and of high quality.
- Responsible for ensuring the monitoring of the SKA email inbox and ensuring emails are forwarded to the appropriate staff in a timely manner.
- Ensure all phones calls to Academy are responded to in a timely manner and forwarded to appropriate staff members or messages taken and emailed to staff member.
- Manage and ensure all tannoy system and messages are delivered and or recorded for regular delivery.
- Responsible for the team's production and publication/distribution of letters and as appropriate including on website.
- To ensure support to the Academy's Educational Visits Co-ordinator (EVC) is provided and process paperwork in accordance with the policy and that staff are trained and support in how to complete Residential Visits and Trips paperwork as appropriate.
- To support the Data Protection Lead for the Trust on all GDPR, SARs or other Data Protection matters as appropriate.
- To ensure admin support is provided to the Trust's Designated Safeguarding Lead.
- To oversee the smooth running of Academy reprographics and maintenance of the printers
- To oversee small projects for example the introduction of new Academy IT software / hardware.
- To make efficiencies within the Administration team.

JOB PROFILE



Key Responsibilities (continued)

- To liaise with counterparts at Skinners' Kent Primary School
- To ensure the Administration Team comply with Keeping Children Safe in Education and maintain relevant sections of the Single Central Record to a high standard.
- To maintain Administration Team 'how to' guides to enable all staff to pick up work streams.
- To work with other support staff to ensure the smooth onboarding of new staff and students including the production and distribution of access cards and biometric accounts.
- To oversee and co-ordinate all and any vaccination programmes.
- To oversee, co-ordinate and set-up Parent Review Meetings (PRM).
- Update, maintain and produce ID cards for new students, governors and staff on ID management system.
- Undertake debtor chasing on behalf of caterers for students whose accounts fall into arrears.
- To oversee and co-ordinate whole school photo sessions, ensure timely distribution of photos to enable parents to purchase and all new Y7's and IYCA's are uploaded to SIMS.
- Maintain and updated Inventory reception system and manage fire evacuation processes in relation to students, contractors, visitors and cleaning and catering staff.
- Ensure Single Central record is updated and maintained for contractors, visitors, volunteers and that checks are made before on-site attendance or at point of entry and that safeguarding processes in relation to identification are followed and challenged.
- Ensure that biometric consents forms have been received and recorded on SIMS and that biometrics are recorded on catering till system and or non-consent is dealt with accordingly.
- Managing and issuing of FSM vouchers during periods of Academy closure.
- Overseeing staff trays & distribution and preparing post for collection and holding during periods of Academy closure.
- Co-ordinate battery and toner collections for recycling.
- Receive deliveries and ensure estates team are informed of any deliveries in a timely manner to allow quick distribution.

PERSON SPECIFICATION



Criteria	Essential	Desirable
Education/Qualifications & Professional Development	<ul style="list-style-type: none"> Minimum C or grade 5 at GCSE English and Maths 	<ul style="list-style-type: none"> Level 3 in Business Management or administration or similar qualification Member of IAM (Institute of Administrative Management) First Aid at Work Qualification
Skills	<ul style="list-style-type: none"> Excellent IT skills on MS products Teams, Word, Excel, Email Excellent organisational skills 	<ul style="list-style-type: none"> Able to handle difficult conversations and deal with conflict resolution
Knowledge	<ul style="list-style-type: none"> Understand basic principles of organising and communicating large events e.g. parent evenings, vaccinations programmes Understand leadership styles and how to motivate others 	<ul style="list-style-type: none"> Understand general school policies and procedures including Child Protection, Safeguarding, H&S
Experience	<ul style="list-style-type: none"> At least 2 years experience in office management or similar role 	<ul style="list-style-type: none"> Worked in school environment
Attributes/Personal Qualities	<ul style="list-style-type: none"> Ability to complete complex forms, write and proof read letters and detailed reports Ability to exchange complex verbal information clearly Ability to manage difficult or controversial exchanges Ability to make a proactive contribution to the work of the Academy team Ability to establish rapport and respectful and trusting relationships with others Ability to remain calm under pressure Ability to make a distinctive contribution to the work of a team Ability to supervise and monitor the work of others Ability to manage own time effectively 	

PERSON SPECIFICATION



Criteria	Essential	Desirable
Education/Qualifications & Professional Development		
Skills		
Knowledge		
Experience		
Attributes/Personal Qualities (Continued)	<ul style="list-style-type: none"> • Demonstrate a flexible approach • Demonstrate ability to resolve complex problems independently • Ability to advise and train others • Demonstrate a clear commitment to develop and learn in the role • Ability to effectively evaluate own performance • Demonstrate honesty & integrity and emotional intelligence • Be self motivated with 'can do' attitude • Be reliable and able to work flexibly according to Trust needs • Be deadline driven and highly organised • Able to present options, problem solve and be a critical thinker • Able to multi task and or delegate effectively 	

APPLICATION AND CANDIDATE SELECTION PROCESS: OUR CANDIDATE CHARTER



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



SAFER RECRUITMENT IN EDUCATION: INFORMATION FOR APPLICANTS



The Skinners' Kent Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Skinners' Kent Academy Trust application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

An enhanced DBS check is required for all successful applicants.

Prohibition and overseas checks will also be completed if necessary.

HOW TO APPLY

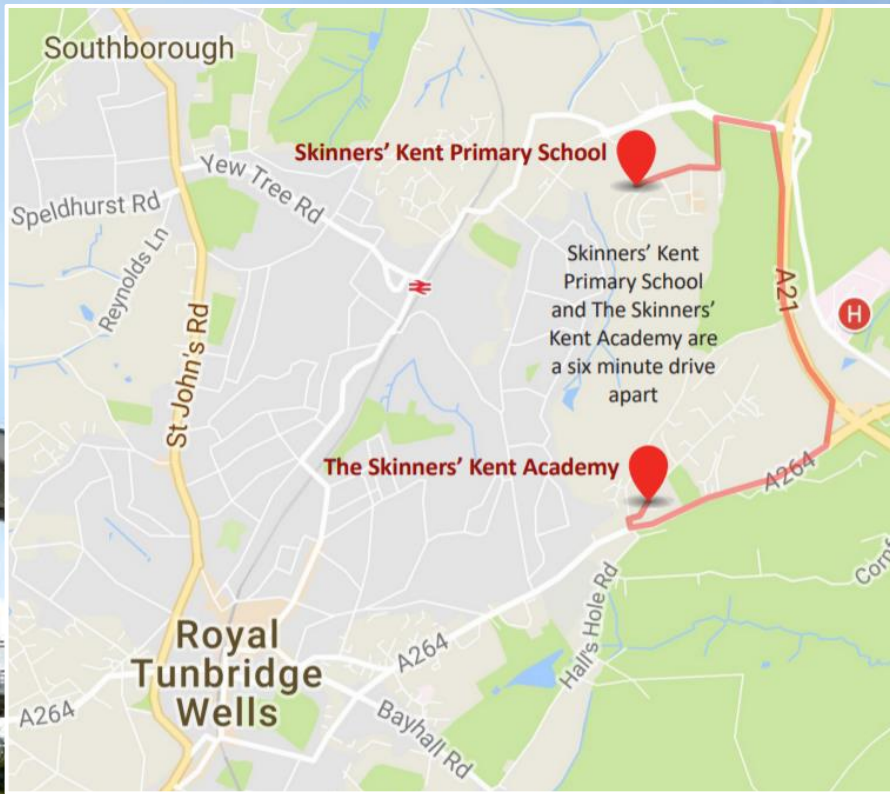


The closing date for applications is **Friday 3 December 2021 at 12 noon** with interviews commencing in the week beginning **Monday 06 December 2021**.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- Further information about the role and an application form can be found on our [TES page](#).
- The Skinners' Kent Academy Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred

For more information about this position, or to have a confidential discussion about the role, please contact Lorraine Barden, HR Manager, on **01892 553031**.

We look forward to hearing from you



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The Skinners' Kent Academy
 Sandown Park
 Tunbridge Wells
 Kent TN2 4PY

01892 534377
info@skidderskent.org.uk
www.skidderskentacademy.org.uk



Skinners' Kent Primary School
 The Avenue
 Knights Wood, Tunbridge Wells
 Kent TN2 3GS

01892 553060
info@skps.org.uk
www.skps.org.uk