



Buile Hill
Academy

Enriching Lives, Inspiring Ambitions

CONSILIUM ACADEMIES RECRUITMENT PACK

Admin & Marketing Officer



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Admin and Marketing Officer at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of change with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

**Buile Hill
Academy***Enriching Lives, Inspiring Ambitions*

Dear applicant,

Thank you for looking at this pack and considering our school. Having joined as Headteacher in September 2021 I know that I am blessed to lead this amazing school. Whilst I know all Heads say something similar, I am confident that if you visit and/or are appointed you will see and feel it for yourself.

We are an 11 – 16, co-educational, fully comprehensive school in the heart of Salford. We became part of Consilium Academies in 2016, a MAT that shares our commitment to inclusive education and the development of children as rounded individuals.

Our most recent Ofsted was in June 2022, [click here](#) to read the report. A summary is:

“Senior leaders are uncompromising in their efforts to improve the quality of education for all pupils, including those with special educational needs and/or disabilities (SEND). Their actions have secured recent improvements in many aspects of the school, for example pupils’ behaviour. Leaders are aware of what further work is required to move the school further forward.”

We have a rapidly growing number of students, with 947 on roll today compared to 830 at the same time last year. This is due to our transformed reputation; more students want to come to our school. This has been built in a simple mantra and expectation that we all try our **Personal Best** and accept **No Excuses**.

We would welcome visits to the school as we know Buile has to be the right school for you as much as you need to be right for our school. We need colleagues who are relentlessly optimistic and understand that young people have one chance, and we have to ensure they receive all they need from us.

Thank you again for taking the time to look at this pack. I wish to visit please contact us to arrange.

Yours faithfully

David Lancaster
Headteacher

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;

- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD programme for every member of staff, where they can work alongside external experts such as "Ambition"

About the Role

Job Title:	Admin and Marketing Officer
Hours:	36 hours per week- term time plus 2 weeks
Start Date:	17th April 2023
Contract:	Permanent
Salary:	NJC Grade 4, scale points 6-8 (Actual salary £20,024 - £20,762)

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Buile Hill Academy who are committed to providing the best possible education for our pupils.

At Buile Hill Academy we aim to offer students an exciting curriculum and a huge range of extra-curricular opportunities within a safe, secure and encouraging environment.

We are looking to appoint an enthusiastic Admin and Marketing Officer to provide administrative support and manage marketing requirements for whole school activities whilst provide excellent customer service to all. You will get involved in all marketing, branding, social media, web, and media activities while being the first point of contact for general queries

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic, dedicated and well-resourced team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

To apply please complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Nicola Birchall at Nicola.Birchall1@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is Monday 27th March 2023 at 9am

Interviews will be held on Thursday 30th March 2023.

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check.

The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Administration and Marketing Officer
Reports to:	Business Support Officer
Grade:	Grade 4 (NJC scale points 6-8)
Contract:	36 hours per week, term time + 2 weeks

Main purpose of the Role

- To manage the reprographics and marketing requirements within a busy high school.
- To provide administration support to the Academy.

Core Responsibilities & Tasks

Marketing & Reprographics

- Organisation and production of all high-volume photocopying and printing.
- Organisation and production of all reprographic finishing equipment and where necessary hand finished work.
- Ensure a high quality of reproduced material at all times to reflect a corporate image.
- Manage a procedure for all high-volume photocopying and printing.
- Assist the BSO with reporting on the reprographics budget, including department spending.
- Procurement of all paper supplies for school.
- Taking staff photographs and producing ID badges.
- Assisting the Trust Marketing and Communications Manager with the development of school marketing materials.
- Keep content on the school's website and social media channels up to date and relevant.
- Assist the Admin Manager in ensuring all communication platforms are compliant and in line with Trust, School, and other relevant policies.
- Photography/videography as and when required.
- To be responsible for displays and the preparation, mounting and installation of promotional material around the Academy.
- Management of the schools' video screen information system, keeping them up to date.
- Working with the Trusts Marketing and Communications Manager and School Admin Manager to ensure that the Trust and Schools vision are aligned in all internal and external communications.

Administration Support

- To cover the second line of the switchboard and visitor reception, distributing messages to staff and pupils when appropriate in the absence of the receptionist e.g. lunchtimes, before and after school, sickness
- To deal with visitors and staff at reception in the absence of receptionist and during busy periods.
- To support the administrative function of the school including word processing, data inputting and production of reports
- To support and take instruction from the Administration Manager
- Other reasonable duties as may be required by the Headteacher, Administration Manager and Business Support Officer.
- Maintain manual and computerised records/management information systems (SIMS) where required

Other Duties

- To provide a friendly and efficient general administrative service to Buile Hill Academy.
- Other reasonable duties as may be required by the Headteacher.
- To support and take instruction from the Business Support Officer.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

Person Specification		
Qualifications and CPD	Essential	Desirable
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid qualification or willing to train	X	
Experience, Knowledge and Skills	Essential	Desirable
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	X	
Good time management, with the ability to remain calm under pressure and work to deadlines	X	
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	X	
Good typing/word-processing skills	X	
Confident user of common ICT applications e.g. spreadsheets, email, internet, database input, Microsoft	X	
Excellent telephone manner	X	
Previous secretarial/administrative experience supporting a team		X
Previous experience of working in a complex, busy, service-driven environment	X	
Experience of working in a school environment		X
Experience of dealing with the public face to face and on the telephone	X	
Sufficient literacy and numeracy to write clear messages and to keep statistical records	X	
Knowledge of SIMS, CPOMS, School Comms.	X	
Personal Attributes	Essential	Desirable
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	X	
Good time management, with the ability to remain calm under pressure and work to deadlines	X	
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	X	
Good typing/word-processing skills	X	
Confident user of common ICT applications e.g. spreadsheets, email, internet, database input, Microsoft	X	
Excellent telephone manner	X	
Previous secretarial/administrative experience supporting a team		X
Previous experience of working in a complex, busy, service-driven environment		X

Experience of working in a school environment		X
Experience of dealing with the public face to face and on the telephone	X	
Sufficient literacy and numeracy to write clear messages and to keep statistical records	X	
Knowledge of SIMS, CPOMS, School Comms.	X	
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	X	