



# ROLE OF ADMINISTRATION ASSISTANT



Consilium  
Academies



Moorside  
High School

*Enriching Lives, Inspiring Ambitions*



*'We are a school where we get the balance right between academic progress, pastoral support, and the wider curriculum enrichment.'*

*Moorside High School is a proud member of Consilium Academies, a family of nine schools throughout the North of England. As part of this family, we work collaboratively with a focus on 'Enriching Lives and Inspiring Ambitions' of all the children who attend our schools.'*

*Mrs Ryles-Dean - Headteacher*

## **C**onsideration

**Considerate about ourselves, others, and our community.**

## **A**spiration

**Aspire to be the very best in all that we do.**

## **R**esilience

**Work hard and never give up.  
Seek help and help others.**

## **E**quality

**Value diversity and tackle discrimination.**



# Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Administration Assistant at Consilium Academies.

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

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

We recognise the unique value of each individual, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

Our focus on being people-centred extends to providing exceptional professional development for all members of our Trust, including teaching and support staff. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed. We also value our stakeholders as partners in our collaborative efforts with the communities we serve.

Consilium Academies is currently undergoing significant development with numerous opportunities for all staff. Joining us now presents an exciting prospect for professional and personal growth.

Michael McCarthy  
Chief Executive Officer of Consilium Academies.



**Consilium**  
Academies  
*Enriching Lives, Inspiring Ambitions*

**Partnership | Opportunity | Integrity | Excellence | Equity | People-Centred**



**#TeamMoorside**

**#WeCare**



# Welcome from the Headteacher

Dear Candidate

Thank you for showing an interest in this position at Moorside High School, part of Consilium Academies Trust.

The successful candidate will share the school's ambition to raise standards and aspirations by having a positive impact on our students, their families and the wider school community.

Moorside High School is a fantastic place to work, and I am extremely privileged to lead an inspired team of staff who are dedicated to the education of our 1200 students. We are a school where we get the balance right between academic progress, pastoral support, and the wider curriculum enrichment. As we move from the challenges of the pandemic, we are focusing on a balance of measures to tackle catch-up and then move us on to become a truly great school. There is an energy and a passion amongst staff to work on marginal gains and continually refine what we do. The fact that it really is a lovely place to work should not lead anyone to underestimate the level of ambition we have here. There is no doubt that the school has improved very significantly over the past few years, but we are conscious about not wanting to rest on our laurels and recognise that we have created the opportunity to do something special.

Moorside High School is a proud member of Consilium Academies, a family of nine schools throughout the North of England. As part of this family, we work collaboratively with a focus on 'Enriching Lives and Inspiring Ambitions' of all the children who attend our schools.

At Moorside High School, we are very proud of our inclusive ethos, and our core purpose, 'To ensure every student leaves us ready for their next successful chapter, with students attending university or starting a fulfilling career.'

This is an exciting time to join Moorside High School and we thank you for your interest in joining us. We are looking for a candidate with energy and commitment to ensure the highest of standards are met by all students in our all-inclusive school.

I look forward to hearing from you.

Kind regards

Mrs Helen Ryles-Dean

Headteacher



Complete all homework and hand in on time



Play your part in the positive learning environment



Wear correct uniform



Planner, equipment, knowledge organiser out on desks



Be respectful to everyone



Use technology appropriately



Look after school property and keep the school tidy



Move around the corridors sensibly



Listen and follow instructions first time



Arrive on time to school and lessons







# About the School

Moorside High School is a popular and successful school that offers education for students aged 11-16. We have strong links with our partner primary schools ensuring when students arrive, they are already familiar with many of our teachers and have visited our site to enjoy lessons here numerous times before formally joining us.

We work in partnership, with integrity to ensure our students are at the heart of all we do, ensuring every opportunity is available, instilling equity, being completely inclusive, striving for excellence, whilst staying people centred. Above all, we will live by our school values, **Consideration**, **Aspiration**, **Resilience**, **Equality**. We have a clear moral purpose and strong educational philosophy to provide each student with the very best education and ensure that, no matter what their background is, students leave us with the skills and support they need to thrive in life beyond school. It seems simple and obvious, but there is nothing more important than the quality of teaching and learning in our classrooms – every minute, every lesson, every day. Staff are learners too. We place significant emphasis on staff development and collaborative partnerships to ensure what goes on in and beyond our classrooms is as good as it can be.

Our school is located on the state-of-the-art Moorside Campus, where we embrace the latest technologies, facilities, and equipment to provide a platform for students to prosper.

In March 2022, we were judged by Ofsted to be 'Good' which is testament to the hard work and dedication of the staff and students. As Moorside High School continues to grow and develops as part of the Trust, this appointment will play an integral part in shaping the future of our school.



# Consilium Academies 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 academics, 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, Michael McCarthy. 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
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hours 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 Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations



# About the Role

**Job Title:** Administration Assistant

**Start date:** To be agreed

**Hours:** 36 hours per week, all year round

**Contract:** 12 months

**Salary:** Grade 3 (Actual Salary – £23,500 - £23,893)

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

We are looking for an experienced, friendly and hard-working Administration Assistant to join our team.

We are looking for:

- An inclusive individual, with high expectations, who has innovative ideas to support all pupils and staff
- Someone with a sense of humour, who understands the importance of developing a positive culture in our organisation.

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

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to [mhs-slt-pa@consilium-at.com](mailto:mhs-slt-pa@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 3<sup>rd</sup> June 2024.**

**Interviews will take place week commencing 3<sup>rd</sup> June 2024.**

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, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

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

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

*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 Assistant
Reports to:	Administration Manager
Grade:	Grade 3 (Actual Salary – £23,500 - £23,893)

### Main purpose of the Role

To support the Business Support Officer and school administration team in a variety of administration functions.

### Main Duties and Responsibilities

- To answer all incoming calls, both internal and external, redirecting/taking messages as necessary, and acting on instructions received. To relay messages to staff and pupils.
- To receive all visitors and ensure they sign in and out in accordance with the school's safeguarding procedures
- To deal with general day to day queries from staff, pupils and parents
- To provide first aid support to staff and students
- To word-process school documentation as requested
- Maintain manual and computerised records/management information systems (Sims)
- To record and post all outgoing mail, purchasing new stocks of stamps when required. To receive and distribute all incoming mail.
- To use the school email/messaging service to send out communications to parents/pupils when required
- To use the school's room booking system to book rooms for external visitors.
- To assist with the organisation of school trips and Year 11 Leavers' Party, including booking coaches and venues and supporting the Business Support Officer with the management of the Parent Pay system.
- Receive and forward deliveries of goods to Curriculum Leaders
- To assist with the maintenance of the attendance/absence register on computer.
- Log and file accident/ incident forms in SIMS and on the central log.
- To maintain records of all students changes of details e.g. addresses, telephone numbers
- To undertake filing and general office duties including supporting the reprographics room.
- Other reasonable duties as may be required by the Headteacher, Administration Manager and Business Support Officer.
- To ensure all first aid & stationery cupboards are kept well stocked.
- Assist the school nursing team, supporting the school immunisation cycle.
- To support and take instruction from the Administration Manager

### 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's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management 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 or Academy.
- The Trust operate a no smoking policy.



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	



### Contact us:

Email: [MHSinfo@consilium-at.com](mailto:MHSinfo@consilium-at.com)

Phone: 0161 804 4022

Website: [www.moorsidehigh.co.uk](http://www.moorsidehigh.co.uk)



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