



**MOUNTS BAY
ACADEMY**



Supported by the Education Endowment Foundation

Cornwall Research School Administrator and Project Co-ordinator

APPLICATION PACK



Proud member of the Leading Edge / Academies Partnership



**Cornwall
Research
School**

Supported by the Education Endowment Foundation

Principal – Mr Simeon Royle

Mounts Bay Academy

Boscathnoe Lane

Heamoor

Penzance

TR18 3JT

www.mountsbay.org

Administrator and Project Co-ordinator

Salary scale: F1-F6

Contract Type: 0.6 term time only

Contract Term: 2-year fixed term

An exciting opportunity has arisen for an Administrator and Project Co-ordinator at Mounts Bay Academy to join our supportive and friendly team. We are seeking an experienced, enthusiastic, reliable and organised administrator to project coordinate and support with day-to-day administration of Cornwall Research School. As Project Co-ordinator you will support the Research School Director in carrying out a range of training and communication activities which aim to share and promote evidence-informed practice to schools.

The role will involve providing effective administrative support to Cornwall Research School. The successful candidate will work flexibly with the Research School Core Team team and service providers to assist all stakeholders and provide solutions in a timely manner. This is a highly rewarding and valued role within our academy community that sits at the heart of our provision for academic care.

You should be incredibly organised, efficient, personable and committed. We welcome applications from those with strong IT and literacy skills, an eye for detail and a great communicator, able to work positively and professionally alongside all key stakeholders. This is a fantastic opportunity for someone wanting to take their career forward in a progressive Academy which is part of the Leading-Edge Academies Partnership and Cornwall Research School.

Application forms and information packs are available via our school website or upon request by telephoning the Academy.

For further information, please contact Malvina Jenkin,
HR Manager at Mounts Bay Academy
☎ 01736 363240 or email: mjenkin@mountsbayacademy.org

Closing date for applications: 12 noon, 19th April 2025

Start: as soon as possible

Interviews 24/04/2025

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

Please return all application forms to Mrs Malvina Jenkin, HR Manager.

The successful candidate will undergo reference checks with previous employers and will be subjected to an enhanced DBS disclosure check.

Dear Applicant

Thank you for expressing an interest in the post of Cornwall Research School Admin and project co-ordinator at Mounts Bay Academy, a member of the Multi Academy Trust called Leading Edge Academies Partnership (Leading Edge). I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is in Penzance, West Cornwall with 950 students aged 11-16 years. Mounts Bay school converted to Academy status in 2011 and a year later was awarded an Outstanding grade in a full Ofsted Inspection. In November 2017 the Academy was inspected by Ofsted to review its safeguarding arrangements and the HMI visitors noted that the Academy had a fully inclusive culture and provided excellent support for vulnerable students. Since then, we were awarded a good grade in 2021 under the new Ofsted Framework introduced in 2019.

I have been the proud Principal of Mounts Bay since March 2024, and I am passionate about the Academy and the path that we need to follow. Whilst enjoying an enviable reputation in the local area, there is work to do in terms of outcomes, attendance and the quality of teaching and learning. Our priorities are explicit, and my style is very open and honest – there are no hidden agendas here! We have recently introduced a new behaviour policy which is having very positive effects and our teaching and learning policy has been stripped back to provide very clear expectations of staff and students. All strategies are supported by a comprehensive evidence-based programme of CPD, both internal, and through external bodies such as the PTI, the Cornwall Research School, which we are delighted to lead, or the Challenge Partner network, where we are delighted to be the lead school in the Cornwall hub.

The Academy enjoys a range of impressive physical resources including a purpose-built science area, subject specific teaching areas in the Creative Arts as well as a lively and bouncing Music block. Sports facilities are strong, including a large sports hall, a 3g pitch and extensive outside field areas, all of which have significant community use. Plans are currently being made with Cornwall Council for an on-site ARB to provide further support to learners.

Mounts Bay Academy is an Apple Distinguished school, and each student and staff member is provided with a digital device to support their learning and work. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

We are a learning community that aspires to success for all without exception, convinced that everyone can learn at the highest level, we just need to present them learning experiences that are as engaging as they are adventurous. We believe that all young people can achieve; it is our job to nurture the very best in each person by identifying their strengths and talents and removing any barriers to learning.

Mounts Bay Academy is a caring and dynamic community where students are placed at the centre of everything that we do. We provide a broad and balanced curriculum which is delivered by a team of skilled and dedicated staff, with the MBA way visible throughout the school, putting 'Relationships, Respect and Responsibility' at the centre of everything.

Talent is celebrated, curiosity is nurtured, and every individual is given the chance to shine. We help to develop young people with a positive attitude to learning and life, ready to take on the challenges of our fast-changing world and to make a creative contribution to their community.

The successful candidate will be a brave, creative and visionary person, to join our courageous staff to enable all to thrive in this ever-changing world. We are looking for a professional with a spirit of adventure who understands that high personal and academic standards and exciting learning can combine to change young people's lives. Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the candidate to share this commitment.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'SR' followed by a checkmark-like flourish.

Simeon Royle
Principal

Application

If you wish to apply, please either email your application to Malvina Jenkin, HR Manager at mjenkin@mountsbayacademy.org (copies of all the details are available online on our website under the 'Vacancies' section) or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees. We welcome visits from prospective applicants. If you would like to visit the Academy, please get in touch.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application is successful within 2 weeks of the closing date.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our [Safeguarding and Child Protection Policy](#) can be found on our website www.mountsbay.org.

Mounts Bay Academy
Boscathnoe Lane
Heamoor
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Cornwall
TR18 3JT

Phone: 01736 363240

Web: www.mountsbay.org

Job Description

Post Title:	Administrator and Project Co-ordinator of Cornwall Research School
Purpose:	Effective organisation and administration of Research School processes, procedures and policies. Support the Research School Director with admin, training and communication activities.
Reporting to:	Research School Director
Liaising with:	Principal/Vice Principals, Teaching/Support Staff, Governors, Parents, Students, EEF/Research School Network
Working time:	0.6 (term time only)
Salary/Grade:	F1-F6
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Main tasks	Provide effective and efficient administrative support to the research school and the Director of Cornwall Research School. Co-ordinate the activities of the Research School.
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Specific Core Duties

Administration and Project Co-ordination of Cornwall Research School

- Develop and share marketing communications, materials and share information about guidance reports.
- Support the RS Director with social media, website content, mail chimp and newsletter items.
- Assist the RS Director with the monitoring and reporting on the RS budget and day to day management of the budget.
- Co-ordinate and attend participating schools, conferences, workshops and training events in Cornwall and occasionally further afield.
- Prepare and distribute communication materials.
- Develop relationships with other staff in the EEF and Research Schools Network.

General Duties

- Respond to enquiries and requests for information and resolve problems and complaints.
- To build and maintain supportive relationships with staff and stakeholders
- To be aware of the confidential issues related to safeguarding and child protection matters and to share accordingly in line with Academy safeguarding procedures and GDPR regulations.
- To contribute to the overall ethos and aims of the Academy and the Research School.
- To behave professionally and within the ethos of the Academy.

- To communicate professionally and appropriately with stakeholders.
- Take part in the school's performance management system.
- Attend any events where mutually agreed.

Other Duties

- To attend meetings and school-based INSET as required and any subsequent training.
- Other tasks as directed by the Research School Director.
- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Equality and Diversity Policy, Staff Code of Conduct, national legislation and Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

As a restorative organisation we

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Person Specification

Essential	Desirable	Demonstrated By
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection		Application Form / Interview
Experience of administration		Application Form / Interview
Experience of project management	Experience of working in an educational or training setting	Application Form / Interview
Attainment of GCSEs Grade 5 / NVQ Level 2 or above in English and Maths (or able to demonstrate equivalent levels of numeracy and literacy)	NVQ L3 or equivalent qualification in administration or other relevant qualification	Application Form
Good listening and communication skills, especially with other professionals		Application Form / Interview
Friendly, confident and supportive		
ICT skills	ICT skills – Apple devices and software packages e.g. Mailchimp, Canva, Buffer	Application Form / Interview
	Ability to update websites, create production of flyers, leaflets etc	
Ability to problem solve and make decisions		Application Form / Interview
Ability to organise one's own work and keep to deadlines		Application Form / Interview
Self-motivated, able to work professionally in a team		Interview
An interest in students with the ability to relate well to children and adults		Interview
Ability to work to deadlines and methodical approach to work		Interview
Ability to maintain accurate records and maintain confidentiality		
Ability to be proactive and to show initiative in terms of carrying out tasks and managing time	Flexible with hours worked and work undertaken	Interview
Full UK driving licence and own car due to attending external training events and meetings on occasion		