



Armthorpe  
Academy

*Enriching Lives, Inspiring Ambitions*

# RECRUITMENT PACK

Administration Assistant



Consilium  
Academies

*Enriching Lives, Inspiring Ambitions*

# 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:

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.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

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 development with rapid growth and opportunities for all staff; I can't think of a better time to join us.

Tracey Greenough

Acting Chief Executive of Consilium Academies.



## About the Academy

Armthorpe Academy is an 11-16 school located in the town of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

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.

The Armthorpe values permeate all aspects of school life. We are building a culture where we expect everyone in the Armthorpe family to be a leader and a learner. Our ethos is built on the strapline, **Inside Everyone There is a Rainbow Waiting to Shine**. A rainbow is a wonderful sight; a symbol of hope, inspiration, vibrance and dreams coming true. A rainbow only appears however after a storm reminding us that anything magnificent often requires a battle, struggle, resilience and patience. Weathering the storm is a part of life. As such, our values embody characteristics we would want to foster in our own children:

<b>Respect</b> <b>#Communicate with Kindness</b>	At the start of our rainbow because manners and kindness cost nothing but mean so much.
<b>Responsibility</b> <b>#Make Positive Choices</b>	Life is all about choices. It is never too late to make a positive choice; you don't find a rainbow looking down.
<b>Resilience</b> <b>#Never Give Up</b>	In the middle of our rainbow because resilience is a skill not an ability. It can be learnt. It is an invaluable life skill.
<b>Pride</b> <b>#The Best of Me</b>	Nothing replaces hard work, but pride features at this point in our rainbow as it requires the 3 Rs before it, then some inner drive.
<b>Ambition</b> <b>#Dream Big</b>	Ambition is at the end of our rainbow because dreams will come true but only if all our other values are engrained and embed.

In January 2019, we were judged by Ofsted to be 'Good' in every category which is testament to the hard work and dedication of the staff and students. As Armthorpe grows and develops as part of the Trust, this new appointment will play an integral part in shaping the future of the school.

# 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 Interim Chief Executive, Tracey Greenough. 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 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 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:** 1<sup>st</sup> January 2024

**Hours:** 36 hours term time plus 5 days

**Contract:** Permanent

**Salary:** NJC Grade 3 (SCP Points 5 – 6) £21,059.62 - £21,411.80

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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 Armthorpe Academy 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 of their students, who is committed to maximising rates of progress and has innovative ideas to support all pupils
- 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 Dawn McKinna at [ARM-recruitment@consilium-at.com](mailto:ARM-recruitment@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 1<sup>st</sup> December 2023.**

**Interviews will take place week commencing 4<sup>th</sup> December 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, 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:	Office Manager
Based at:	Armthorpe Academy

### Main purpose of the Role

- To provide clerical support service across the Academy.

### Core Responsibilities & Tasks

#### MAIN DUTIES AND RESPONSIBILITIES

- To answer incoming calls, both internal and external, redirecting/taking messages when necessary, and acting on instructions received. To relay messages to staff and students and following up responses as required.
- To receive all visitors and ensure they sign in and carry out compliance checks in accordance with the Academy's safeguarding procedures.
- Inventory – manage the visitor/DBS system, ordering lanyards and wallets for staff/visitor badges.
- Retrieval of Inventory data in the event of a fire alarm.
- Fire Marshall.
- To deal with general day to day queries from staff, pupils and parents.
- Recording of pupil arrivals / departures during school operating hours, liaising with attendance as required.
- Manage email correspondence for the Academy office email address.
- To send texts to parent/carers using the Academy's text messaging service.
- To maintain filing systems and records as required to ensure that records are up to date, accurate, accessible and that all data is handled in accordance with the data protection and confidentiality requirements.
- To input student information into SIMS e.g. attendance, behaviour, student details etc.
- To provide first aid and medical support in the form of observations and administering ice packs to support other staff members.
- To provide comprehensive services for dealing with student queries e.g. uniform, ParentPay, trips/visits, forms, timetables, reports and revisions guides etc.
- To undertake other general administrative/clerical tasks as required.
- To word-process school documentation as requested
- Maintain manual and computerised records/management information systems.
- Managing post – incoming (distribution) and outgoing, including franking machine top up.
- Assist in the communication, organisation and administration of any academy activities/events, educational visits and Attendance at parents' and Open Evenings/days.
- To assist with the organisation of school trips, including booking coaches and venues
- Administration & preparation for trips.
- Scanning of pupil files and documents.
- Managing the school diaries (including school, trips, minibus and meeting room)
- Receive and forward deliveries of goods to Curriculum Leaders
- To assist with the maintenance of the attendance/absence register on computer as required.
- To support students with medical conditions as required.
- To ensure all first aid cupboards are kept well stocked.
- Log and file accident/ incident forms as required.
- To assist with ordering, maintaining stock of, and selling school uniform
- Update the website with up to date information
- Manage reprographics requests for staff

- To carry out the above duties in accordance with the Trust's Equal Opportunities Policy.
- Other reasonable duties as may be required by the Headteacher.
- To supervise students alongside a teacher when required in order to ensure a suitable ratio of adults to students.

### 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.
- 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 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.
- Adhere to all Academy policies.

### 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.

### Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.



## Person Specification

<b>Qualifications and CPD</b>	<b>Essential</b>	<b>Desirable</b>
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid qualification or willing to train		X
<b>Experience, Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
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	X	
Sufficient literacy and numeracy to write clear messages and to keep statistical records	X	
Clear spoken English	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	
Experience of operating a switchboard		X
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Able to work within established procedures but without close supervision	X	
Ability to work flexibly as part of a team	X	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	X	
Understanding of the importance of confidentiality	X	
Systematic in approach to tasks, with attention to detail	X	
An enjoyment of working with and being in the company of young people	X	
Consilium Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	X	
<b>English Fluency</b>		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad.	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		X