



Buile Hill  
Academy

*Enriching Lives, Inspiring Ambitions*

# CONSILIUM ACADEMIES 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.

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.



## About the School

Buile Hill Academy is an 11 – 16, co-educational, fully comprehensive community school, serving the inner-city community 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. In our recent Ofsted the school was praised for its inclusivity and both Leadership & Management and Teaching, Learning & Assessment were rated as good.

There are approximately 720 pupils on roll and we have a dynamic team of teachers, support staff and pastoral leaders. Buile Hill Academy is a unique school which offers an exceptionally warm and friendly environment to pupils, parents, staff, the local community and visitors.

At Buile Hill we pride ourselves in the fact that at the heart of our community is the sense of the 'Buile Hill family' - we care for everyone involved in our community. We aim to stimulate and engage our students in the pursuit of learning and believe that learning is a lifelong activity.

Our vision is to provide an excellent education for every student and that every student will set themselves the highest standards, aiming to reach their greatest potential, becoming responsible, independent and self-motivated.

Through consistent support and strong relationships our students build resilience, which enables children to make a positive contribution to their community.

We are not just a school; we are the Buile Hill Family.

# 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

<b>Job Title:</b>	Administration Assistant
<b>Hours:</b>	36 hours per week- term time plus 4 weeks
<b>Start Date:</b>	ASAP
<b>Contract:</b>	Permanent
<b>Salary:</b>	NJC Grade 3, scale points 5-6 (Actual salary £20,496- £20,869)

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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 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. Candidates will have high expectations of their students.

We are looking to appoint an enthusiastic Administration Assistant to provide administrative and general support for whole school activities and provide excellent customer service to all.

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](mailto: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 Friday 2<sup>nd</sup> December at 9am.**

**Interviews to be held on a date to be agreed.**

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 Assistant
Reports to:	Administration Officer
Grade:	Grade 3

### 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.
- To assist the Administration Team with updating the school website as and when required.
- To use the school's financial system to raise orders as directed by the Business Support Officer and Administration Manager.
- 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 assist with ordering, maintaining stock of, and selling school uniform
- To undertake photocopying, filing and general office duties
- 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.
- 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	
<b>English Fluency</b>	<b>Essential</b>	<b>Desirable</b>
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	

