

INTAKE ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

Administration Officer

CANDIDATE PACK



Open Letter from our Principal

Dear Applicant,

Thank you for your interest in the post at our Academy.

We have the highest aspirations for all our children here at Intake, celebrating their achievements and recognising their successes. We strive to create a positive, stimulating environment, where there is a real sense of belonging, where everyone is supported, empowered and challenged to achieve their potential. We embrace diversity and work hard to ensure we are at the heart of the community, working together for the good of all.

We place high quality teaching and learning at the heart of all that we do and offer exciting and innovative learning opportunities for all; delivering a rich knowledge curriculum and encouraging a love of learning. This is a supportive and rewarding place to work. Our staff are experienced and hard-working, and our children are motivated. Our core values of Tenacity, Scholarship, Curiosity, Empathy, Resilience and Aspiration run through the school and create a calm, happy and hardworking ethos with a strong commitment to the success of all pupils.

Intake Primary Academy has improved year after year due to the emphasis we have placed on high aspiration and consistently excellent teaching. Our children behave well and work extremely hard. All staff are committed to providing the very best for all children. Teamwork is a strong part of our ethos, with a supportive staff and a culture of continual improvement in all that we do, we seek to continue on our journey to be the best that we can be; inspiring beyond measure. We have a strong team that drive school improvement and strive for the best outcomes for all learners.

The Academy is seeking to attract a talented, knowledgeable, and committed administration officer who can demonstrate focused, resilient aspirations for all our children. The successful candidate will have the opportunity to work in a vibrant, professional learning community that seeks excellence and be a key part of our next chapter of innovation.

Astrea Academies Trust is an inspirational academies network that aims to give children and young people from all backgrounds an education that will transform their lives. Membership of the Astrea Academies Trust provides enhanced CPD opportunities for staff.

We are seeking to recruit those who share our moral purpose and are seeking to continually develop their skills to ensure excellence. I look forward to showing you around our Academy and answering any questions you may have.

Look forward to meeting you.

Helen Broad

Principal at Intake Primary Academy



Job Description

JOB TITLE:

Administration Officer

REPORTING TO:

Principal

SALARY RANGE:

Grade 4 - 6 - £23,114 - £23,893 FTE

ACTUAL SALARY IF PRO RATA:

Circa £19,995 – £20,617

CONTRACT TYPE:

Permanent

WORKING PATTERN:

37 hours per week, 39 weeks per year



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families in Doncaster.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school .

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the Teacher's Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.



Role Description

Purpose

To provide high quality business support administration to ensure the smooth running of the school in line with the priorities of the Principal and School Operations Manager. This includes responsibility for managing student information on the school MIS.

Main Duties and Responsibilities

- To be a key part of the operations team, providing a range of administrative services to support the pupils and staff within the school.
- Support with all fire drills and fire evacuations
- Administrative support to the Senior Leadership Team as required
- To use technology to support efficient ways of working.
- To prioritise conflicting demands effectively to maintain high levels of support for the wider school team.
- To conduct reception duties, including welcoming visitors and taking phone calls.
- To input purchase orders in line with the Trust financial systems.
- Lead on all bookings of school trips / residentials and associated paperwork and checks
- Lead on communications through various apps with parents and carers
- Update school social media as appropriate – website and school pages on facebook and X
- To be proactive and flexible, recognising the importance of the team to the smooth running of the school and building strong relationships to allow effective support to be given.
- To manage the online payment system administration, ensuring parental engagement and chasing outstanding debt for school meals and trips.
- Ensure all monies are banked according to financial policies, and to work with the Operations Manager to ensure supplier statement reconciliation and creditor reports are received.
- To support the promotion of positive relations with parents and carers.

Specific Responsibilities:

General administrative duties

- Keep manual and computerised records up-to-date; providing reports where necessary
- Communication with parents via text, email, school app and website.
- Input pupil details into MIS
- Provide administrative support to the Principal and SLT
- Provide administrative support for extended school activities and clubs
- Manage the Milk and school dinner system
- Oversee First Aid stock with lead First Aider and manage all training

Pupil support

- Completion and management of all Health Care Plans with parents and appropriate staff including outside agencies - Administering medicines lead in the academy
- Administration of all pupil information and permissions records
- General Admin tasks including photocopying, filing and post.
- Administrative duties with regards to the induction of new parents
- Support the Academy admissions procedure and policy

Finance duties

Collect in after school club monies and keep records in school system in BromCom
Place orders online and process using finance systems PSF

HR duties

Assist Office Manager in keeping BromCom system up to date
Data input into BromCom
General filing and organisation of paperwork
Assist with recruitment process where required

IT duties

Overview of school Entry Sign System including adding information

Site & Catering Duties

General admin to support as and when required for Catering and Site Teams
To help resolve issues to ensure that effective business and educational services are maintained.
To build positive relationships with other staff and colleagues across the Trust and embed a collaborative working culture across the school

Person Specification

Experience

Recent experience of working in a school environment.

Qualifications

- GCSE Maths and English Grade C/4 or above education or equivalent
- A good standard of literacy and numeracy

Skills and Knowledge

Essential

Experience working in an administrative role

Excellent communication and interpersonal skills

Excellent organisational skills, including the ability to work flexibly to meet the needs of the role

Highly organised and efficient with effective prioritisation skills

Experience using IT packages including Word, Excel, Outlook, PowerPoint and Microsoft 365

Ability to process and manage confidential and sensitive student / employee data

Able to work independently and as part of a team, staying calm under pressure and meeting deadlines

Willingness to work flexibly and beyond school operating hours as required

- Good IT capabilities & ability to learn new programmes
- Excellent written and oral communication skills
- Be aware of statutory requirements relating to attendance
- Ability to work on multiple tasks of varying difficulty through the day
- Demonstrate a willingness and enthusiasm for training and progression
- Able to work on own and with a team with little day to day supervision
- Be friendly and have a flexible approach to work
- Able to communicate and relate well with colleagues, students and members of the community in a polite, professional and friendly manner at all times
- Be enthusiastic
- Have a calm and confident manner
- Demonstrate personal and professional integrity, including modelling Astrea values and vision
- Commitment to promote and support the aims and values of Intake Primary Academy
- Effective time management
- Commitment to young children, their families and the community.

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)



Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.