



Wyvern  
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.



David Clayton  
Chief Executive of Consilium Academies.

# Welcome from the Headteacher

Dear Candidate,

As Headteacher of Wyvern Academy, I am privileged and proud to welcome you to our school.

Our school's vision, in the work that our school community conducts is that we achieve 'Excellence in all that we do'. We have a vested interest that all students 'reach for the stars' and are given a world-class education.

Everything we do is focused on improving life chances and experiences. Through academic studies, sports, drama, music or through our pastoral care, we believe it is our role to open up students' understanding of everything they can be and everything they can do, supporting them to make informed and aspirational choices for their future lives.

As a school that is part of the family of nine schools that form Consilium Academies Trust, we strongly uphold the Trust mission of "Enriching Lives, Inspiring Ambitions" as a keystone to our Vision and Values. Of the six Trust values we hold the following closest to the local needs of the school: Partnerships, Opportunity, People-Centred.

Our journey of rapid school improvement continues. My ambition is that Wyvern Academy becomes a truly outstanding school and a leading educational establishment, both regionally and nationally.

**Mr Owen Inglis**

M.Chem (Hons) NPQH, MCCT



## About the Academy

Wyvern Academy is a coeducational secondary school with academy status, located in the Branksome area of Darlington, County Durham, England. We are committed to offering a warm, friendly and purposeful setting for all our students to flourish, and feel that this new Team will contribute strongly to enhancing our commitment.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

At Wyvern Academy, we believe in:

**Partnerships** – Collaboration is the key to success. We work together to deliver on the promise set out in our mission statement.

**Opportunity** – Our aim of “Enriching Lives, Inspiring Ambitions” applies to all members of our Trust community, with our inclusive approach delivering a breadth of opportunities to give each individual the chance to fulfil their potential and prosper.

**Integrity** – Through our student-centred approach, advantage and ability are never seen as a ticket to involvement. We believe in every child’s right to high-quality education and access to amazing opportunities – irrespective of their individual circumstances. Integrity at Consilium means always putting students at the heart of everything we do.

**Equity** – We are truly inclusive, believing passionately that every student should be given the skills and support needed for them to meet their full potential. We are aspirational for all of our students, and we will ensure every student has the opportunities they need to achieve the highest of ambitions.

**Excellence** – We don’t settle for second-best, our standards are always high and we support everyone across the Trust to achieve them.

**People-Centred** – We genuinely want the best for each member of Consilium, that’s why everyone is treated with the highest level of respect. Our inclusive culture inspires us to be bold and engenders trust. It brings us together in ways that help us make a difference

# 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 Centre for Professional Learning 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.

# Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focused on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

- Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.
- Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.
- Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.



# About the Role

**Job Title:** Administration Assistant

**Start date:** To be agreed

**Hours:** 36 hours per week, term time only + 5 days

**Contract:** Permanent

**Actual Salary:** Grade 3 (NJC scale points 5 – 6) £17,532 - £17,883

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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 Wyvern Academy who are committed to providing the best possible education for our pupils.

At Wyvern Academy we aim to offer students an exciting curriculum and a huge range of extra-curricular opportunities within a safe, secure and encouraging environment.

We are looking to appoint a hard-working and reliable individual who will provide clerical support across the Academy and assist with student services.

The successful candidate will undertake reception duties and a variety of general administration duties, including (but not limited to); general admin support, basic finance & data tasks, inputting of student information into SIMS when required.

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.

The successful candidate will present the best possible example of professional standards to colleagues. Please see the person specification and job description below for further details.

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 Carole Moran at [carole.moran@consilium-at.com](mailto:carole.moran@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 9am on Monday 22<sup>nd</sup> August 2022.**

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

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:	Receptionist/Administration Assistant
Reports to:	Business Support Officer
Based at:	Wyvern Academy

### Main purpose of the Role

To provide clerical support service across the Academy and assist with student services.

### Core Responsibilities & Tasks

- 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 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.
- To deal with general day to day queries from staff, pupils and parents.
- Manage email correspondence for the Academy office email address.
- Manage reprographics requests from staff.
- 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.
- Update the academy website with up to date information.
- To record and post all outgoing mail. To receive and distribute all incoming mail.
- To assist with the organisation of school trips, including booking coaches and venues
- Receive and forward deliveries of goods to Curriculum Leaders
- To assist with the maintenance of the attendance/absence register on computer as required.
- To provide emergency First Aid to students 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 in SIMS
- 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
- 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.



- 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.
- 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

## Education and Training:

Criteria	Essential	Desirable	Measure
Numeracy and literacy skills to GCSE or equivalent	x		App
First Aid qualification or willing to train	x		App

## Knowledge/Skills/Experience:

Criteria	Essential	Desirable	Measure
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	x		App/Int
Good time management, with the ability to remain calm under pressure and work to deadlines	x		App/Int
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	x		App/Int
Good typing/word-processing skills	x		App/Int
Confident user of common ICT applications e.g. spreadsheets, email, internet, database input	x		App/Int
Sufficient literacy and numeracy to write clear messages and to keep statistical records	x		App/Int
Clear spoken English	x		App/Int
Excellent telephone manner	x		App/Int
Previous secretarial/administrative experience supporting a team	x		App/Int
Previous experience of working in a complex, busy, service-driven environment		x	App/Int
Experience of working in a school environment		x	App/Int
Experience of dealing with the public face to face and on the telephone		x	App/Int
Experience of operating a switchboard		x	App/Int

## Attitude/Approach

Criteria	Essential	Desirable	Measure
Able to work within established procedures but without close supervision	x		App/Int
Ability to work flexibly as part of a team	x		App/Int
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	x		App/Int
Understanding of the importance of confidentiality	x		App/Int
Systematic in approach to tasks, with attention to detail	x		App/Int
An enjoyment of working with and being in the company of young people	x		App/Int
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		App/Int