



Buile Hill  
Academy

*Enriching Lives, Inspiring Ambitions*

# CONSILIUM ACADEMIES RECRUITMENT PACK

Administration Manager



Consilium  
Academies

*Enriching Lives, Inspiring Ambitions*

# Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Administration Manager 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

**Job Title:** Administration Manager

**Hours:** 36 hours

**Contract:** All year round, permanent

**Salary:** Grade 6 (NJC scale points 13 – 17) £23,032 - £24,920

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We are looking to appoint an Administration Manager to join our support team at Buile Hill Academy.

As the Administration Manager you will provide administrative and general support for the whole school providing excellent customer service to all. The Administration Manager will be responsible for a wide range of administrative functions including, word processing, data input and maintaining the schools SIMS system.

The successful candidate should be supportive of the ethos and values of the school and the Trust. We are looking for someone who is hardworking and has excellent interpersonal skills. The successful candidate will present the best possible example of professional standards to colleagues.

It is a very exciting time to join Buile Hill Academy. The role represents a great opportunity within a friendly, positive and professional environment.

If you feel you share our values, have the vision and drive for excellence and want to be part of a 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 complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Abigail Adkins at [abigail.adkins@consilium-at.com](mailto:abigail.adkins@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 Wednesday 8<sup>th</sup> June 2022**

**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 Manager
Reports to:	Business Support Officer
Grade:	Grade 6 (NJC scale points 13 – 17)

### Main purpose of the Role

- To provide an administrative support service across the Academy.
- Support parents, pupils, visitors to the office or on the telephone.
- Liaise with Business Support Officer in order to ensure the smooth running of the office.
- To ensure the safe and efficient operation of the office.

### Core Responsibilities & Tasks

#### Administration Management

- Lead the school's Administration Team, including staff induction and training.
- Manage administration functions to ensure efficiency and effectiveness in order to meet the needs of the whole school, including dealing with enquiries from parents and members of the public.
- Design and implementation of effective, safe administrative systems and procedures.
- Responsibility for the production, implementation, evaluation and annual review of Administration related policies and risk assessments, ensuring compliance with Data Protection.
- Manage complex administrative whole school procedures
- Manage, support and maintain administration functions and procedures linked to SEN, safeguarding and pastoral.
- Recording and processing of complaints as directed by the school's Complaints Policy.
- Provide support and guidance for Administration staff.
- Management of medications, First Aid requirements and school nurse.
- Educational Visits Coordinator and to advise teaching staff with regards to all educational visits including risk assessments and using the Evolve system.
- Ensure records are kept up to date for statutory returns such as the workforce Census.
- Manage the ID Manager software to record pupil / staff biometric information for the print manager software and cashless catering system.

#### Communication Management

- Manage all communication platforms including but not limited to website, social media platforms, Sims in Touch and satchel.
- Ensure all communication platforms are updated and compliant and in line with Trust, School and other relevant policies.

#### Cover Management

- To ensure all teacher and support absences are covered either in-house or by agency supply teachers on a daily basis
- To ensure all cover staff, are fully inducted into the school/role
- To build and maintain high quality relationships with supply agencies to ensure a high standard of staff provision
- To create and manage the daily absence report and cover rota including the provision of cover sheet

#### Administration Support and Duties for the Academy and Academy Staff

- To provide administrative and general support for whole school activities and provide excellent customer service to all.



- Assist with preparations for school events, including the production of promotional literature, invitations, flyers etc and be in attendance when required.
- To arrange refreshments for training, meetings and major events.
- Attend staff briefing and the production and distribution of the minutes, when required.
- Attend and take minutes of meetings as and when required including Local Board, Pupil Exclusions and confidential meetings
- To assist with fixed term/permanent exclusion letters and documents when required. Updating pupil records with exclusion information.
- Assist in maintaining the schools SIMS system for staff and student records
- To work collaboratively with teaching staff on pupil records, school transfers, new admissions and waiting lists.
- Recruitment administration including assisting with DBS checks as and when required.
- Assist with ensuring archive records are maintained in accordance with current legislation.
- Produce and respond to correspondence such as whole school letters.
- Ensure all visitors are checked and comply with safeguarding regulation.

#### **Support for Parents/Carers**

- Assist parent /carers with online appointment booking for Parents Evenings.
- Support in the administration of Parent Pay, dealing with queries from parents.

#### **Other Duties**

- To ensure provision of general administrative services to Buile Hill Academy.
- Other reasonable duties as may be required by the Headteacher.
- To support and take instruction from the Business Support Officer.

### **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
- 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

### **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.

## 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	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
Personal Attributes	Essential	Desirable
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	
English Fluency		
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 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	



