



APPLICATION PACK

ACADEMY:	Great Sankey High School
ROLE:	Administration Officer
START DATE:	As soon as possible
HOURS:	37 hours per week; Full Time; Permanent
WORKING PATTERN:	7am-3pm (Mon – Thu) & 7am-2:30pm (Fri) - these can be flexible in non-term time
SALARY:	£25,183 - £25,584
GRADE:	Grade 4, Point 6 – 7

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MESSAGE FROM THE TRUST

Dear Colleague,

We are delighted that you are considering applying for a role at Great Sankey High School. Your interest comes at an important and exciting time in the development of the trust. We are a small trust with a balanced blend of five primary and two secondary schools but are poised for growth as we drive towards our 4 key strategic aims. At the heart of our strategy we aim provide the best school experience possible for every child, and to be the best employer we can be.

Omega Multi-Academy Trust was formed in 2018. We serve wonderfully diverse communities across the metropolitan borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their individual needs with local knowledge and understanding, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity to embrace the sharing of best practice, celebrating our many strengths, learning and growing together.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our colleagues who have welcomed our strategic vision with such enthusiasm and drive. The Trust's new Impact Strategy, as well as having a necessary focus on inclusive education and continuous school improvement as standard, includes an important focus on you, and your wellbeing, ensuring we care for the people who help and support our children and young people to stay safe and to thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. Outcomes at our primary schools are now amongst the best in the country, with strong outcomes in Early Years, Key Stages 1 and 2 in almost all of our schools. Where outcomes are not as strong, they are improving at pace.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance.

We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Thank you once again for your interest in this exciting opportunity at Great Sankey High School. I look forward to welcoming you to our team.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Christian Wilcocks'.

Mr Christian Wilcocks
CEO Omega Multi-Academy Trust

MESSAGE FROM THE HEADTEACHER

I am delighted to share this amazing opportunity at Great Sankey High School, as we seek to recruit a talented and aspirational professional to join our team.

I am proud to be the Headteacher of the school and I will lead the Great Sankey learning community to be an employer of choice who provides excellent teaching and learning with passion and purpose, based on our core values of Growth, Respect, Excellence, Aspiration and Teamwork. Our mission is for everyone in our school to be happy and inspired by their school experience and for our staff this means working in a warm, welcoming and purposeful environment. This position is key in helping us to empower students to harness their own creativity, to raise their aspirations and to achieve their potential.

Great Sankey High School was judged as ‘Good’ overall by Ofsted in our most recent inspection in March 2023. We aim to continue a journey of improvement and transformation and I am determined to provide an exceptional quality of education and culture for all students, with the ambition that all will excel both academically and as aspirational and inspirational young people. There is no better time to join us, as a colleague, a leader or a student.

Our philosophy is grounded equally in securing the highest professional standards and supporting and caring for all professionals. Great Sankey High School is a founder member of the Omega Multi- Academy Trust and all staff benefit from exceptional networks and opportunities. A broad and varied professional development package is available, driven by the latest educational research with a focus on the development of all professionals at each career stage. Colleagues who train with us, grow with us and progress with us.

The school is situated close to local transport links and is easily accessible from areas in the North-West. Our school has been over subscribed for a number of years and now boasts over 2100 students across Key Stages 3, 4 & 5 with our school-based sixth-form, Barrow Hall College. Students and staff are incredibly proud of their school and are determined to work together to secure further improvements and achievements.

Great Sankey High School benefits from increasingly impressive facilities and ongoing projects. The school has seen significant investment in a building and refurbishment programme, resulting in a range of new specialist science classrooms and new sports accommodation.

So, if you are eager to join a forward-thinking organisation committed to securing the highest educational, professional and personal standards, are keen to learn, develop and work with colleagues, students, parents and the community and are passionate about transforming student lives and the opportunities provided to our communities then we would be delighted to hear from you.

Yours faithfully,

A handwritten signature in black ink that reads "Gary Evans". The signature is written in a cursive, flowing style.

Mr Gary Evans
Headteacher

JOB DESCRIPTION

Academy:	Great Sankey High School
Job Title:	Administration Officer
Grade:	Grade 4, Point 6 -7
Hours:	37 hours per week, Full Time
Accountable to:	Office Manager
Contract type:	Permanent
Closing date:	24 th February 2025 at 9:00am

We are looking to appoint an Administration Officer to work as part of a team in our busy school office to undertake administrative duties including reception duties. The core purpose is to provide a comprehensive service to SLT, Pastoral staff and all departments of the school. The successful candidate must be pleasant, helpful, committed, enthusiastic and trustworthy.

CORE PURPOSE:

- To provide a comprehensive service to SLT, Pastoral staff and all departments of the school.

MAIN DUTIES:

- To work as part of the Office team and support office colleagues whilst contributing to the vision and ethos of the school, and set high personal standards in all areas of work.
- To support general office requirements including filing, laminating, completion of forms, sorting out incoming and outgoing mail etc.
- To maintain and update manual and computerised records/management information systems as required including production of lists/information e.g. Bromcom data.
- To forward parent/carer messages on the School's Management Information System to the appropriate member of staff/ department.
- Managing meeting room diaries.
- To assist and provide cover to other departments as requested.
- To manage and ensure smooth running of the school's reception, postal, telephones, stationary and hospitality facilities.
- To assist with arrangement for educational visits including collection of monies and recording payments.
- To liaise with teacher responsible for After School Clubs ensuring registers are collected.

- To enter pupil information into the Bromcom database such as medical, consents, dietary, photograph permission information.
- Filing and archiving of records.
- Dealing with, forwarding and responding to emails received by or being sent by school.
- Comply with and assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To assist with the management of the school's policies, working with the Deputy Headteacher to ensure that they are compliant; reviewed, updated and approved by Governors before publication on our website. Maintain the spreadsheet to ease of access.

TEACHING STAFF ABSENCE (Deputising for Staff Absence Cover Administrator):

- The post holder will work closely with the Staff Absence Cover Administrator.
- To carry out the duties of the Staff Absence Cover Administrator in their absence.

RECEPTION COVER:

- To handle outgoing and incoming calls—transferring calls to the appropriate member of staff/or taking messages.
- To maintain the main reception area on a rota.
- Ensuring that all enquiries are dealt with effectively and efficiently.
- Responsible for visitors entering the school site via the school gates.
- Monitoring visitors/students and issue passes, and signing of visitors in and out of school, in accordance with the school's Safeguarding procedure.
- Ensuring the school's safeguarding procedures are adhered to in relation to visitors, parents, supply staff, extended service providers etc who arrive at the school's Reception area.

COMMUNICATION SKILLS:

- Form positive relationships with all school related personnel through a calm supportive approach.
- Make accurate judgement of situation and refer to other staff where appropriate.
- Recognise and respect confidentiality of information.
- Share expertise in office procedures.

GENERAL:

- To assist the Office Manager with administration to ensure things run smoothly.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work aims of the School.
- Establish constructive relationships and communicate with other agencies /professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development.
- To undertake any other reasonable duties that the headteacher deems necessary to ensure the smooth running of the school.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

- To work with our principal First Aider to ensure that students and staff have access to assessment and First Aid treatment and that procedures are followed in accordance with school guidelines.
- The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.



“At Great Sankey High School, I have always been supported to fulfil not only the school ambitions but my own as well. The school is a place where careers are made.

My own personal journey has given me fantastic career progression, which has allowed me to hold several positions of responsibility including KS3 Science Co-ordinator, Aim Higher Co-ordinator, Teaching and Learning Co-ordinator, Specialist Leader of Education, Head of Biology, Head of Science, STEM Leader and after completion of my NPQSL, most recently, Head of the Sixth form provision, Barrow Hall College.

My professional development is testament to Omega MAT’s commitment to staff development which over the years has allowed me to progress in a school where our shared values do mean that we are great in name and greatest together.”

Helen Stones

Assistant Head Teacher – Director of Key Stage 5

PERSON SPECIFICATION

Academy: Great Sankey High School

Job Title: Administration Officer

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded. The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.

QUALIFICATIONS		
E	5 GCSEs A-C or 9-4	A
E	ICT Capability	A
D	NVQ Level 2 in Administration, Business Studies or equivalent	A

EXPERIENCE		
D	Experience of working in a school office environment	A/I
E	Experience of working and dealing with highly confidential information and adhering to General Data Protection Regulation (GDPR)	A/I
D	Experience of working in a busy office environment	A/I
E	Good experience of using Microsoft Office including Word and Excel to produce documents and work to deadlines to produce accurate documents	A/I
D	Previous experience as a Receptionist	A/I

KNOWLEDGE/UNDERSTANDING		
E	Understanding of principle of child protection specifically in a school setting	A/I
E	Good knowledge of IT provisions, i.e. Microsoft Office	A/I
D	Knowledge of School IT Systems, i.e. Bromcom	A/I
D	Aware of Omega Multi-Academy Trust's responsibilities for Safeguarding and promoting the Welfare of Children	A/I

PERSONAL QUALITIES AND SKILLS		
E	Ability to work effectively under occasionally stressful circumstances	A/I
E	Ability to build and maintain successful relationships with all parties (staff, students, parents and outside agencies) treating all consistently and appropriately	A/I
E	Ability to use basic communication skills to communicate appropriately and effectively with a variety of parties at a wide range of levels in a sensitive matter adapting to circumstances as required	A/I
E	A desire to develop professionally and take part in all training and development opportunities relevant to the post	A/I
E	High expectations of all young people; respect for diversity	A/I
E	Well organized and able to work to strict pre-set deadlines. Excellent attention to detail	A/I
E	Ability to use initiative to prioritise and organise workload	A/I
E	Ability to work on own initiative follow detailed instructions. Ability to handle small amounts of cash or equivalent	A/I
E	Commitment to the school ethos and aims	A/I

PRE-EMPLOYMENT CHECKS		
E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A

THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then you should:

- If you would like to discuss this role with a member of the Senior Leadership Team please email Jen Lewis at headshipteam@greatsankey.org with your request.
- Download and complete the Omega Multi-Academy Trust application form
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible). There must be no unexplained gaps in your career history.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Great Sankey High School. CVs cannot be accepted.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: 24th February 2025 at 9:00am

Start date: As soon as possible



“It is a privilege to teach at Great Sankey High School. Since the beginning of my career I have been surrounded by the most supportive colleagues who have always made me feel as part of a family more than a staff body.

Each year I have been provided with the opportunity to develop my practice not only as a subject teacher but also in taking on different opportunities outside the classroom.

The most fulfilling part of my role has been working with the students pastorally, providing them the platform to achieve their absolute best in a safe and supportive environment.“

Ben Evans
Year 8 Progress Leader; Teacher of History and Politics

STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK

STAFF WELLBEING & BENEFITS



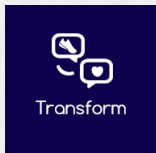
Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Video or phone consultation with a GP at a time that suits you.



Legal, money advice and personal support and guidance.



Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



“It is an honour to teach at Great Sankey High School. Since starting last year as an ECT I have been continuously and exceptionally supported by my department as well as the wider school. I have created life long friendships here and feel a valued member of the team.

I love the relationships which I have created with students and due to ongoing opportunities for CPD; I feel motivated to develop and reenergise the way I approach teaching and learning regularly throughout the year. The most fulfilling part of my role is to see students I teach become more empowered within my subject area and this is something that is made possible by the dedication Great Sankey High School shows its staff members.

I have enjoyed the start of my teaching career and have learnt so much from my experiences and mentors at Great Sankey High School. I look forward to the future!

Ellie Giles
Teacher of History

SG
AFF



Great Sankey High School

Barrow Hall Lane,

Warrington,

WA5 3AA

Telephone: 01925 724118

Email: enquiries@greatsankey.org

www.greatsankey.org

Omega Multi-Academy Trust

Lingley Green Avenue,

Warrington,

WA5 3ZJ

Telephone: 01925 988330

Email: enquiries@omegamat.co.uk

www.omegamat.co.uk