



Birches Head
Academy
Stoke-on-Trent

Recruitment Pack

**Admin Assistant
& First Aid Lead**



Frank Field
Education Trust





INFORMATION FOR APPLICANTS

Thank you for downloading this application pack and for your interest in becoming an Admin Assistant and First Aid Lead at Birches Head Academy, in Stoke-on-Trent.

This is an exciting time at the Academy, as we have made dramatic improvements and seen a complete culture change in recent years, resulting in growing numbers of children applying for places.

As an Academy within the Frank Field Education Trust, schools will particularly benefit from the Trust's access to services that will improve the support we can offer to all students and families and also from the opportunity to work with like-minded people, who want the best for children and young people.

The Academy works in partnership with a number of schools both locally and nationally, including our primary feeder schools and colleges to ensure all students have the very best opportunities and outcomes.

Our vision is to provide:

- An exceptional academic education to all children (Intellectual Capital)
- A values led approach to education for every child (Cultural Capital)

- The right environment for every child to flourish by building learning communities in partnership with parents and carers (Social Capital)

Achieving these commitments will ensure that, when pupils leave the Academy, they are ready for the next step in their journey; leaving with the necessary skills and knowledge, and the desire to serve others, to become the next generation of leaders.

Our determination to do this, in its fullest sense, resonates with our Academy motto inspired by the words of Oscar Romero "Aspire to be More". I have very high aspirations for the young people at Birches Head Academy. I want the very best for them. I want them to 'Aspire to be More'.

If you feel you can make a contribution to this important enterprise and help our children to be the best that they can be, then I look forward to receiving your application.

If you would like to discuss this vacancy or visit the school please contact Mrs J Bracegirdle, Principal's PA, by email at: jbracegirdle@bircheshead.org.uk.

Ms Katie Dixon
Principal

A WELCOME FROM THE CEO OF THE FRANK FIELD EDUCATION TRUST



The Frank Field Education Trust (FFET) is a multi-academy trust (MAT) based in two Regional Schools Commissioners areas (L&WY and West Midlands) which aims to build on the work of the Outstanding teachers, leaders and schools within the Trust to serve the most disadvantaged schools and communities in England.

The founder of the Trust, the Rt. Hon. Lord Frank Field, served for almost 40 years as the Member of Parliament for Birkenhead. During this time, Frank has written extensively on education and, in 2010, wrote "The Foundation Years: preventing poor children becoming poor adults" report, which is regarded as a landmark document regarding the importance of education and Early Years care in ending disadvantage. The review found that the gap in cognitive, social and emotional skills between the most and least disadvantaged students starts well before children enter the education system. This gap widens still further during school years.

Our intention is to work with schools that buck this national trend, with the aim of equalising or bettering life chances by the time our young people leave school. We believe social justice can be achieved through excellence in education.

We welcome applications from people who share our ambition to provide an education for children that is unparalleled in this country and have the enthusiasm and drive to make this a reality.

Mr Tom Quinn
CEO of The Frank Field Education Trust





STOKE-ON-TRENT

The City of Stoke-on-Trent is in the West Midlands and has a population of 270,000, which is predominately white British, but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development, and education.

The 'Potteries' as Stoke-on-Trent is affectionately called, is renowned for its world-class ceramics industry and industrial heritage. The Midlands power house is driving economic growth and renewed prosperity.

The City boasts a strong cultural tradition with its ceramics and Performing Arts heritage. With an increase in the number of children, education is of critical importance to the future prosperity of the City.



JOB DESCRIPTION: Admin Assistant & First Aid Lead

Grade/Salary Scale: Grade 4 SCP 4-7 (£18, 449 - £19, 477 per annum)
Working Hours: 37 hours per week
Reports to: Office Manager

Purpose of the Post:

- To assist with the school Main Reception, switchboard and safeguarding of all visitors and safeguarding.
- To assist with the general administrative support to the school.
- To be responsible for the reprographics and printing support for the whole school.
- To assist with the monitoring of school policies.
- To act as the first aid lead for with responsibility for co-ordinating emergency first aid throughout the Academy.

Duties:

- To act as receptionist/administrative assistant.
- To carry out general administrative duties including word processing, creating and updating spreadsheets, mail merge and data entry.
- To assist with matters relating to attendance/welfare under the direction of senior staff.
- To receive, retain and ensure the security of confiscated items from students, including: items of clothing, jewellery and mobile phones.
- To update and maintain school information system and student records
- To monitor reprographic requests and action accordingly.
- To seek ways of improving quality in all aspects of the work.
- To assist with refreshments under the direction of the Office Manager.

Duties associated with core tasks:

- To act as first point of contact for visitors to the school and those making contact by telephone.
- To ensure all telephone and internal communication messages are recorded, including pupils' absences and to pass messages to the appropriate person.
- To receive, sign for, sort and distribute incoming and outgoing post.
- To ensure that all visitors are signed in and issued with a Visitor's Pass.
- To check that pupils signing out have permission to do so.
- To attend to enquiries from pupils and staff.



JOB DESCRIPTION: Admin Assistant & First Aid Lead

Administration

- To assist in the administrative and clerical functions as required including the production and distribution of reports, agendas, minutes, newsletters, invitations, posters, advertisements, reprographics, filing, resources, correspondence as required.
- To carry out typing and data input as allocated by the Office manager.
- To create and maintain spreadsheets for data management and mail-merge.
- To update and access pupil records (paper-based and SIMS) and respond to queries.
- To maintain the school student filing system and archive .
- Reprographics and other associated tasks.
- To report to Assistant Office Manager any problems with processes you are responsible for and to suggest improvements.
- Any other tasks commensurate with the post

First Aid Lead:

- To act as the first aid lead throughout the school day..
- To receive students who are ill into the first aid room, carry out an initial first aid check and ensure appropriate care.
- To decide whether students will need further medical attention and take appropriate action including:
- Administering initial first aid.
- Contacting parents for students to be taken home.
- Arranging for medical treatment if possible.
- In the case of severe injuries:
- Ensuring that the emergency services and parents are contacted.
- Ensuring the student(s) concerned are attended to as well as possible within the scope and expertise of the first aid person attending.
- To co-ordinate the accident report forms ensuring that these are entered onto the system daily for accuracy
- To carry out regular checks are made to the contents of the first aid boxes throughout the school, ensuring that all contents are in date and all medication held in school is within date (contacting parents where necessary)
- To support students with medical conditions such as broken bones, sprains etc. carrying out risk assessments where appropriate to ensure control measures are in place.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used in which case all the usual associated duties are included in this job description.



JOB DESCRIPTION: Admin Assistant & First Aid Lead

Experience

Essential:

- Experience working in an office environment.
- Experience of operation of administration systems.
- Awareness of safeguarding procedures
- Experience working in a customer service environment

Desirable:

- Experience of working with external agencies
- Experience of working in an office environment within education.
- Ability to understand curriculum/staff timetable.
- Experience of switchboard/reception work

Qualifications

Essential:

- GCSE Grade C or above (or equivalent) in English
- Excellent numeracy/literacy skills

Desirable:

- NVQ Level 2 or equivalent qualification or experience in relevant discipline (eg word processing/NVQ administration).

Training

Essential:

- Evidence of regular updating of ICT skills
- Knowledge of relevant health and safety procedures in the workplace

Desirable:

- Understanding of the Data Protection Act
- Experience of using a variety of reprographics related machinery
- Specialised training within areas of education related software

Specialisms

Essential:

- Good working knowledge of databases and spreadsheets specifically Microsoft Office.
- The ability to manipulate and present data in a variety of formats in order to be accessible to a variety of audiences.

Desirable:

- Knowledge of the education system, particularly timetables.
- Experience of working with SIMS
- ICT trouble-shooting

Practical and Intellectual Skills

Essential:

- Highly developed communication skills.
- A commitment to being developed in ICT.
- Excellent people skills
- Resilience under pressure
- Ability to prioritise tasks
- Excellent organisational and administrative skills.
- Empathetic Listening Skills
- An understanding of and a commitment to the need for confidentiality

HOW TO APPLY

If you decide to apply for this position, please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be no longer than two sides of A4 and should address:

- Why you are attracted to this position and Academy
- How your experiences and achievements match the job description and person specification

Please return your completed application to:

Jocey Bracegirdle (PA to the Principal)
at: jbracegirdle@bircheshead.org.uk

Please note, it is the policy of Birches Head Academy to contact shortlisted candidates only.

Key Dates

Closing Date: Friday 24th March 2023, 9:30am

Interviews week commencing Monday 27th March 2023

Academy Location

Birches Head Academy
Birches Head Road
Stoke on Trent
ST2 8DD
01782233595
Email: info@bircheshead.org.uk

Additional Information

Ofsted Reports: www.ofsted.gov.uk
Information about Stoke City Council: www.stoke.gov.uk
Frank Field Education Trust: www.ffet.co.uk



ABOUT THE FRANK FIELD EDUCATION TRUST

The Frank Field Education Trust (FFET) is a Multi Academy Trust (MAT) formed with the explicit intention of delivering world-class education. We do this by delivering a curriculum that focuses on developing intellectual, social and cultural capital in our young people, that will enable them to become adults who will have choice-filled lives and be good people. Our Trust has a particular focus on working with the most disadvantaged in our society and we believe, through excellence in our schools, we can ensure that social justice will prevail for all our students and families. There are currently three schools in FFET (and two Associate Schools):

The Ellesmere Port Church of England College

Based in Ellesmere Port, Cheshire, this 11-18 school has been transformed into a high performing College. It is a faith school and, as such, reflects our vision within a Christian context.

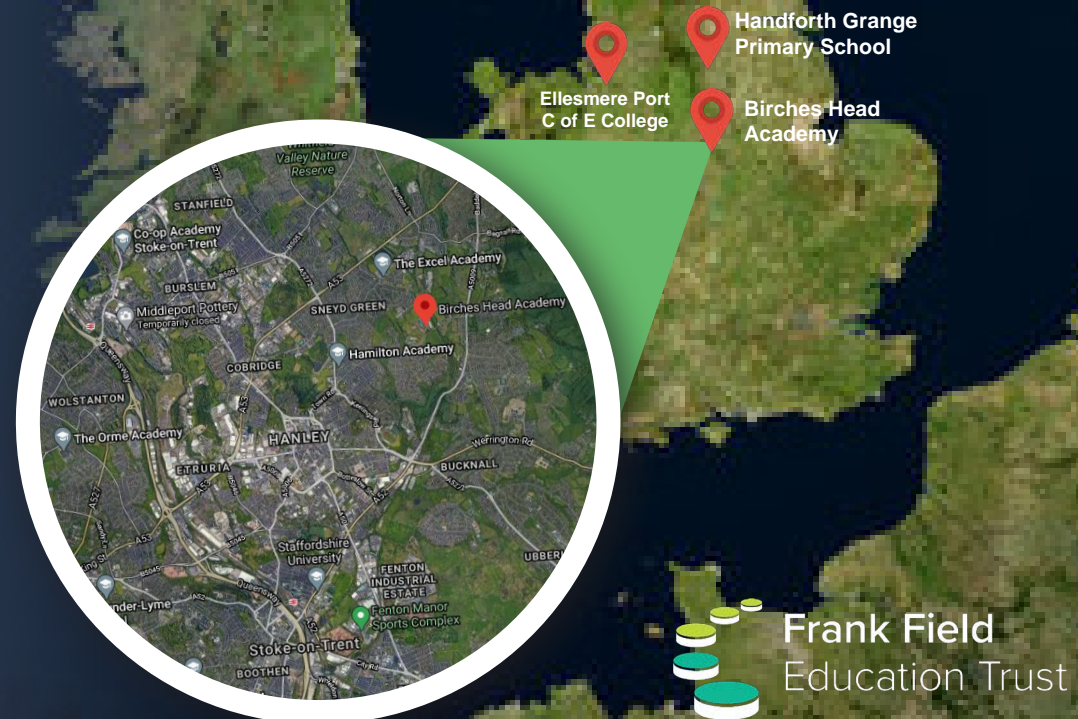
Handforth Grange Primary School

Based in Handforth, near Manchester, this outstanding primary school and National Support School leads the way in innovative curriculum development and inclusion.

Birches Head Academy

Based in Stoke, BHA is our newest school to join the Trust and is rapidly growing in pupil numbers as its reputation for inclusion, diversity and excellence spreads amongst its community.

The Frank Field Education Trust is recognised by the Department for Education as a sponsor. This means the Trust has given a commitment to support academies facing all types of challenges, including educational standards and financial viability. Our growth model is established around local hubs within the Lancashire & West Yorkshire and West Midlands RSC regions which will provide education from 3-18 years and also include support from birth to three years.



EMPLOYEE BENEFITS

Collaborative Working



We work collaboratively with academies in our FFET family, allowing our students and staff many opportunities to develop themselves.

Strong Culture & Purpose



A strong organisational culture and purpose. Establish a positive school culture that is focused on achievement and well-being.

Staff Development & Well-being



A commitment to staff development and staff well-being. A palpable sense of community built on trust and transparency.

New Ideas and Innovation



A culture that embraces new ideas and uses innovation for continuous improvement.

Medicash



Our funded Medicash health plan offers a wide variety of benefits from cashback on your everyday healthcare treatments and checks to virtual guides and tools you can use from home.

Employee Assistance Programme



Provides employees 24-hour access to confidential support, professional advice and short-term counselling to help them deal with personal and work-related problems.

CycleScheme



Cyclescheme is an employee benefit that saves you 26-40% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.

The Electric Car Scheme Salary Sacrifice



Our electric vehicle salary sacrifice scheme lets an employee pay for an electric car each month using their gross salary – that's before tax and other contributions are deducted!

GROWING NETWORK

Joined December 2018



The Ellesmere Port
C of E College

Joined February 2019



Handforth Grange
Primary School

Joined December 2020



Birches Head
Academy

September 2021

Early Life Project begins



Early Life
Programme



Part of the

Frank Field

Education Trust

ASPIRE TO BE MORE

Birches Head Academy, Birches Head Road, Stoke-on-Trent, Staffordshire, ST2 8DD

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