

# EDGAR WOOD academy



APPLICATION PACK: Administrative Assistant

**Deadline: Wednesday 6<sup>th</sup> July 2022 at 12.00 noon**

Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy is a brand-new school commissioned by the DFE to serve the community of Middleton and Heywood. Our vision is to help our students realise their potential through a culture of high standards and academic success, strong and consistent behaviour expectations and mutual respect. Our aim is to inspire and engage all pupils, regardless of prior attainment or social background.

You will be joining our school at an incredibly exciting stage, being part of the team that is building the school from its foundations, helping to create the ethos, values and culture. At Edgar Wood Academy we believe in strong discipline, which allows our teachers to teach and our students to learn. We value each individual child in our school and recognise that each has different talents and gifts, which we will nurture over the course of their school journey. We will help each student to develop, both personally and academically, so that they have the knowledge, skills and cultural capital to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

From September 2022 the school moves to its permanent accommodation that covers the areas of Bowlee, Langley, Middleton and Heywood. Students will enjoy a state-of-the-art building, with excellent facilities and resources, boasting stunning views of the local countryside, yet with easy access to transportation links.

As part of the Edgar Wood Academy team, you would have the unique opportunity to shape and develop a curriculum which will capture students' interests, provoke serious thinking and develop their intellectual curiosity. You will develop your own practice through our excellent professional development programmes and have access to high quality support and induction as you begin your journey with us. This post is suitable for ECTs as our team of experienced middle leaders have extensive experience in supporting Early Career Teachers through induction.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague, willing to share, learn and keep abreast of current research. Enjoy working as a team and thrive on the challenge of working and contributing to the successful establishment of a new school. Be someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely



**Marcin Kojder**  
**Headteacher**

Edgar Wood Academy, Middleton  
T: 0161 676 9620 E: [info@edgarwood.org](mailto:info@edgarwood.org)

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Administrative Assistant

## **Making your Application**

I hope that when you read this pack you are inspired to apply for the post

### **Application**

1. Complete the Altus Education Partnership application form
2. Provide a covering letter of no more than one side of A4 paper

Send your application by email to [recruitment@altusep.com](mailto:recruitment@altusep.com)

### **Deadline**

The deadline for the post is Wednesday 6<sup>th</sup> July 2022 at 12.00 noon.

### **Shortlisting**

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

### **For an Application Pack**

1. Visit [www.edgarwood.org](http://www.edgarwood.org) or [www.altusep.com](http://www.altusep.com)
2. Contact Fatima Rashid, HR Officer : [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone: 0161 676 9620

### **Reward Package & Additional Benefits**

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

## **Background Information**

### **Edgar Wood Academy**

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome Year 7 children from the areas of Middleton and Heywood in September 2021. Our intake this year is 120 places, with 180 places being offered in 2022.

In our first year we are based in a temporary site in the grounds of Hopwood Hall College, Middleton Campus, whilst the new school is completed. From September 2022, Year 7 and Year 8 students at Edgar Wood Academy will be the first to experience our new school building on Heywood Old Road, Bowlee, Middleton, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

### **Altus Education Partnership**

The Altus Education Partnership is a Multi Academy Trust and was established in April 2017 by the Governing Body of Rochdale Sixth Form College, an outstanding A-Level provider founded in 2010. The college was awarded Outstanding status by Ofsted in 2013 and has developed a national reputation for excellence, having been used in Ofsted case studies for sharing best practice. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale. In 2019 the Trust was successful in its application to open a new free school, the Edgar Wood Academy, which serves the local community in Middleton and Heywood.

We are committed to supporting all children in their academies to progress to a successful career, life and employment path of their choice.

All our academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all academies in the Trust.

## **Altus Education Partnership Values**

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

## **The Ambition is that by the time students leave they will:**

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

## **Shared Objective for all Staff**

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership are committed to their students and demonstrate this through their daily conduct and interaction.

## Role Description:

|                      |                                                                                                                        |
|----------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>    | Administrative Assistant                                                                                               |
| <b>Reports to:</b>   | Headteacher's PA                                                                                                       |
| <b>Remuneration:</b> | The post will be paid on support staff salary scale point 8-13 (£20,852 - £23,023). Actual salary is £19,864 - £21,932 |
| <b>Contract:</b>     | Permanent – 37 hrs per week – Term Time + 4 weeks<br>These hours will be between 8.00am – 4.30pm                       |
| <b>Start Date:</b>   | August 2022                                                                                                            |

### Overall Purpose of the Role

- To provide general administrative support to the school and assist in the efficient running of the school office under the instruction of the Headteacher's PA.
- To be an ambassador for the school, responsible for welcoming visitors and to act as first point of reference over the telephone and face to face.
- To contribute to the overall vision and ethos of the school ensuring the best standards possible for students and staff.

This role reports directly to the Headteacher's PA.

### Key Responsibilities

#### Reception Duties

- Provide a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensure that all messages are dealt with in a timely and accurate manner and, where relevant, relayed to colleagues promptly.
- Deal with incoming and outgoing post.
- Maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures, i.e., signing in, issuing of identification badges.
- Provide information and support to other staff members as required.
- Provide hospitality for visitors.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.



### Administrative Duties

- Undertake general administrative duties such as typing letters, minute taking, emailing, photocopying and filing.
- Update manual and computerised records/management information system.
- Raise requisitions for stationery and equipment, check and record goods received and distribute to the different departments.
- Maintain records of stationery supplies and stock.
- Scan invoices and statements received at EWA and email to Finance Department at Altus Education Partnership.
- Record, if necessary, school meal expenditure by students and inform parents and carers of any arrears on PayPal on a weekly basis.
- Monitor payments received by parents and carers for school trips.
- Update and distribute communications which may include, but is not limited to, the school's website, social media, school noticeboards, newsletters and other communication with parents, colleagues and the community.
- Undertake routine administration of school lettings and other uses of school premises.
- Maintain the school diary.
- Assist with student and staff first aid and welfare duties, including looking after poorly students and liaising with parents, carers and staff etc.
- Arrange meetings and events and take notes at meetings to a high standard when required.
- Assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school, to ensure the safety and welfare of students.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.

### **Additional Duties & Responsibilities**

- Maintain and demonstrate the vision, values and aims of the Academy and actively contribute to their development.
- To work alongside all other staff to promote appropriate professional behaviours and a positive ethos within the Academy.
- To be aware of and support difference and to ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.
- Undertake any other reasonable duties as determined by the Headteacher's PA.

## Person Specification:

| CATEGORIES                                                                                                                    | App Form/<br>Letter | Interview | Interview Tasks | Refs |  |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------|-----------------|------|--|
| <b>ESSENTIAL CRITERIA</b>                                                                                                     |                     |           |                 |      |  |
| GCSE's at Grade C / Level 4 or above, including English & Maths (or equivalent)                                               | √                   |           |                 |      |  |
| Experience of providing extensive administrative support in a busy office                                                     | √                   | √         |                 | √    |  |
| Experience of providing excellent customer service, negotiation and communication skills, both on the telephone and in person | √                   | √         |                 | √    |  |
| Ability to communicate effectively with staff, students, parents, carers and external agencies                                | √                   | √         | √               | √    |  |
| First Aid and Fire Marshall trained or willing to undergo this training                                                       | √                   | √         |                 | √    |  |
| Excellent standards of accuracy                                                                                               | √                   | √         | √               | √    |  |
| Excellent IT skills, Word, Excel, PowerPoint, Outlook                                                                         | √                   | √         | √               | √    |  |
| Demonstrates an ability to use own initiative and be proactive                                                                | √                   | √         | √               | √    |  |
| Ability to manage time, multi-task, prioritise workload and work to tight deadlines                                           | √                   | √         | √               | √    |  |
| Discreet and respectful of highly confidential or sensitive information                                                       | √                   | √         |                 | √    |  |
| Adaptable, efficient, and flexible team player, with a willingness to take on new activities                                  | √                   | √         |                 | √    |  |
| Committed, reliable and enthusiastic                                                                                          | √                   | √         |                 | √    |  |
| Willingness to participate in training, other learning activities and performance development                                 | √                   | √         |                 | √    |  |



|                                                                    |   |   |  |   |  |
|--------------------------------------------------------------------|---|---|--|---|--|
| Willingness to be involved in the wider life of Edgar Wood Academy | ✓ | ✓ |  | ✓ |  |
| <b>DESIRABLE CRITERIA</b>                                          |   |   |  |   |  |
| Experience of working in a school office                           | ✓ | ✓ |  | ✓ |  |
| Experience of using Arbor/SIMS and Teams                           | ✓ | ✓ |  | ✓ |  |
| Experience of working on a busy reception                          | ✓ | ✓ |  | ✓ |  |