



## ADMINISTRATIVE ASSISTANT

**GRADE: 5 (Points 4-5)**

**ACTUAL SALARY: £19,876 - £20,663 (Pending NJC  
Pay Award 2024-25)**

**Contract: Permanent, Term Time Only, 37 hours  
8am – 4pm (3.30pm Fridays)**

**Location: Our new Pottery Lane West site in  
Chesterfield (opening Spring 2025)**

**Start Date: ASAP – based at the site in Hasland for  
initial training**

## CANDIDATE INFORMATION PACK





## What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher and Esteem North Academy
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

## Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Administrative Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in all Key Stages up to KS4, at multiple sites located in Chesterfield and in the High Peak.

We are looking to appoint enthusiastic and experienced individuals who are eager to support the Academy with the learning of disaffected pupils. The successful applicant will have energy, optimism, initiative, flexibility and commitment to the learning and engagement of pupils at KS3 and 4.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information and/or to arrange an academy visit please contact [support@esteemnorthacademy.co.uk](mailto:support@esteemnorthacademy.co.uk) or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully

A handwritten signature in black ink, appearing to read "Julian Scholefield".

Julian Scholefield  
Chief Executive Officer



## About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of 14 academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want more mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice
- Our people are our most valuable resource. We invest in them by providing high-quality specialist training, and opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflects the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.



## Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the post of Administrative Assistant at the Esteem North Academy. I am very pleased that you are considering applying to work at our academy where we all work hard to ensure that every pupil 'achieves their full potential'.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in all Key Stages up to KS4, at sites located in Chesterfield and in the High Peak. Our primary aged site is located at Barrow Hill, Chesterfield and we have two KS3/4 sites, one in Hasland, Chesterfield and one in the High Peak.

Pupils may be permanently excluded or at risk of permanent exclusion from mainstream and therefore require a curriculum to help them re-engage in education. We have a full blended learning offer with work experience, off site alternative vocational provisions and some peripatetic teaching in pupil's homes to meet pupil need where required. We are undergoing many developments at this time and have a new leadership team to drive the academy forwards with our curriculum offer and quality of buildings. It is an exciting time to join us!

We are rapidly expanding and increasing pupil capacity; hence we have acquired an additional site on Pottery Lane West, Chesterfield. This site will also offer education to pupils in KS3 and 4. This post is to be based at the new site with a brand new team.

Every child deserves an education. Our primary aim is to support and re-engage young people, enabling them to think positively about their future pathway, and life after the academy, whether that be re-integration into mainstream, further education or employment. Our Vision: "Inspire, Achieve, Exceed"

Our Pupils will:

- Feel safe, valued and trusted
- Recognise and achieve their full potential
- Take responsibility for their behaviour, and make healthy lifestyle choices
- Be positive about themselves and their future
- Be tolerant of others, and of the beliefs and views of others
- Be successful learners, both independently and when working with others
- Be self-motivated and have high expectations



We will achieve this by:

- Creating a safe learning environment, free of stigma and negativity
- Celebrating the success and achievements of every member of the learning community
- Establishing nurturing and supportive relationships between staff and pupils
- Setting high expectations for behaviour and academic success
- Providing a broad, balanced and relevant curriculum that provides the skills, confidence and qualifications to access opportunities in life
- Innovating learning, to engage and inspire
- Promoting tolerance and mutual respect
- Providing opportunities for students, parents and carers to voice opinions which form part of the decision-making process
- Providing an inclusive programme of learning opportunities and experiences that promote engagement

If you are an inspiring, energetic, flexible and engaging individual with a passion for working with disaffected pupils and can contribute to a small staffing team with fresh new ideas then we may be the academy for you!

Further information about our academy can be found on our website at [www.esteemnorthacademy.co.uk](http://www.esteemnorthacademy.co.uk)

Yours faithfully

*Janine Dix*

Headteacher



## The advertisement

**Job Title:** Administrative Assistant

**Location:** Esteem North Academy – Pottery Lane West site, Chesterfield, S41 9BN

**Grade/Scale:** Grade 5 (Points 4-5) Actual Salary £19,876 - £20,663 (Pending NJC Pay Award 2024-25)

**Start date:** ASAP – based at our Hasland site for initial training

**Contract:** 37 hours per week, Term Time Only, permanent

Esteem North Academy provides programmes of education to students identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

We are eager to appoint an Administrative Assistant to provide effective and efficient reception and administrative support to the Headteacher and School Business Manager.

This role will be responsible for providing comprehensive administrative support, including operating relevant manual and computerised systems, in accordance with policies, regulations and procedures.

You will have excellent organisation and communication skills with experience in using IT software including Microsoft packages. The successful candidate will be formally accountable to the School Business Manager for the school and Headteacher.

Benefits include: LGPS Pension Scheme, Westfield Health membership, academy laptop.

For further information, please contact [support@esteemnorthacademy.co.uk](mailto:support@esteemnorthacademy.co.uk) or visit our website <https://www.esteeemat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: Friday 15 November 2024 (23:59)**

**Interview date: TBC**

**We reserve the right to interview suitable candidates upon application and may close the application process prior to this date**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



## Job description and person specification

### Job Description: Administrative Assistant Esteem Multi-Academy Trust

<b>Post Title:</b>	Administrative Assistant
<b>Location:</b>	Esteem North Academy – New site in the Chesterfield area
<b>Purpose:</b>	To provide effective and efficient reception and administrative support to the Headteacher and School Business Manager, including operating relevant manual and computerised systems, in accordance with policies, regulations and procedures.
<b>Reporting to:</b>	Line managed by the School Business Manager you will be formally accountable to the School Business Manager for the school and Headteacher.
<b>Responsible for:</b>	N/a
<b>Liaising with:</b>	Headteacher/SLT/School Business Manager
<b>Working Time:</b>	37 hours a week/39 weeks per year
<b>Salary/Grade:</b>	Grade 5 Points 4-5 <b>£19,876 - £20,663 (Pending NJC Pay Award 2024-25)</b>
<b>Disclosure level</b>	Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>	
<b>To achieve the above</b>	<ul style="list-style-type: none"> <li>• Check the daily attendance registers using Arbor (management information system), accurately recording any absence and reason for such absences.</li> <li>• Contact the parent/carer of any absent children to establish the reason for the absence.</li> <li>• Report any absence concerns to SLT.</li> <li>• Support SLT in the management of any persistent absences and lateness, including sending out letters to parents and carers under the direction of SLT.</li> <li>• Maintain electronic and manual filing systems, document management and record keeping and undertake associated tasks including data entry and scanning.</li> <li>• Arrange transport with DCC’s Specialised Transport department for pupils attending the academy and liaise with Specialised Transport and taxi providers.</li> <li>• Answer the academy telephone and respond to caller queries, including taking messages and transferring calls to the relevant staff member if needed. Log calls on the telephone logs</li> <li>• Contact parents and other stakeholders by letter, email, text and telephone as required.</li> <li>• Welcome visitors to the academy and ensure they sign in accurately, following all safeguarding procedures at all times.</li> <li>• To monitor and replenish stock levels.</li> <li>• Receive and sign for deliveries, check against orders and store/distribute as appropriate.</li> <li>• Receive and distribute correspondence, reply slips, emails, messages and internal mail and post outgoing mail.</li> <li>• Support in arranging site and equipment repair and maintenance with external contractors as requested by the Business Manager, including raising orders, obtaining relevant authorisation and ensuring work is completed and carried out within acceptable timeframes.</li> <li>• General office tasks such as filing, photocopying, scanning, shredding and office organisation including basic maintenance of photocopiers and printers and contacting of maintenance engineers.</li> <li>• Assist with organising, booking and administration of academy trips.</li> <li>• Provide general clerical support to staff at the academy.</li> <li>• Collate and provide meal numbers to the catering contractor.</li> <li>• Support the communication process to ensure smooth running of the academy site including face to face, email and minute taking with both internal colleagues and external agencies.</li> <li>• To compile statistics and information for use in management information reports.</li> </ul>



- Inputting of new pupils onto the management information system, ensuring accurate records are maintained
- Updating regularly, the pupil funding spreadsheet
- Entering and updating the agency spreadsheet, ensuring checks on DBS and ID are made and logged on the Single Central Register

**Finance Duties:**

- Assist with monitoring, maintenance and requisition of resources and equipment.
- To process purchase orders, good receipting, invoices, credit card statements and general finance processes.
- Managing the accounts email inbox, monitoring and processing invoices and queries
- Goods receipt orders on the computerised system.
- Managing the site petty cash, processing cash purchases and reconciling the cash in hand
- Managing site credit card reconciliations
- Assist with inventory audit.
- Reconcile number of paid dinners taken with the on-line payment system and follow up on any outstanding dinner money with parents/carers.
- Enable online dinner money and trip payments and extract reports as required via Parent Pay
- Uploading new pupils/staff to the Parent Pay system, logging meals taken and setting up new accounts as required
- Generate letters and texts to parents for unpaid dinner money and other payments, escalating to the Academy Business Manager where necessary.

**Other Generic Responsibilities:**

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

## Person Specification: Administrative Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• GCSE Maths and English (or equivalent – this could include basic functional skills )</li> <li>• Working in a fast paced office environment</li> <li>• Experience in using IT software including Microsoft packages</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• IT qualification eg ECDL</li> <li>• Word processing qualification eg OCR Stage II.</li> <li>• NVQ Level II in Administration or equivalent</li> <li>• Working in a school environment including communicating effectively with pupils, parents and carers.</li> <li>• Used to dealing with members of the public</li> <li>• Working with financial information.</li> </ul>
KNOWLEDGE AND ABILITIES	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Organisational skills including prioritisation</li> <li>• Communication skills both written &amp; oral</li> <li>• Listening skills</li> <li>• Ability to interpret information/data</li> <li>• Literacy &amp; Numeracy skills</li> <li>• Accuracy &amp; attention to detail</li> <li>• Ability to undertake all routine office practices</li> <li>• Ability to comply &amp; work with procedures &amp; policies</li> <li>• Good IT skills including word processing &amp; spreadsheets</li> <li>• To work effectively across teams and functions</li> <li>• To follow instructions &amp; complete work unsupervised</li> <li>• To exercise &amp; promote customer care</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Knowledge of Financial regulations &amp; payment systems</li> <li>• Knowledge of GDPR</li> <li>• Knowledge of policies &amp; procedures</li> <li>• Knowledge of Arbor – MIS system</li> </ul>



## Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2024' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the pupils as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practices, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.



## Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

Your skills and experience will be matched against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to interview and assessment must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

**Closing date for applications: Friday 15 November 2024 (23:59)**

**Interview date: TBC**

**We reserve the right to interview suitable candidates upon application and may close the application process prior to this date**

For further information please contact the Headteacher's admin team [support@esteemnorthacademy.co.uk](mailto:support@esteemnorthacademy.co.uk) or visit the Esteem website at <https://www.esteemmat.co.uk/vacancies>. Please contact the Headteacher's admin to discuss your experience before arranging any site visits. Use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.