



## **Administrative Assistant – Fixed Term to 31/08/2025**

**GRADE: C (Points 5-6)**

**ACTUAL SALARY: £8,230 - £8,368**

**CONTRACT: 15 hours per week, 39 weeks per  
year**

**START DATE: 04 September 2024**

## **CANDIDATE INFORMATION PACK**



## What's 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
- About Derby Pride 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). This Administrative Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

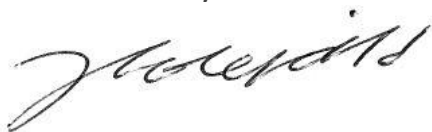
We are eager to appoint a dedicated practitioner who is passionate about enabling our students to access educational opportunities via an individualised curriculum, and, as much as possible, enabling and supporting them to be active citizens in the wider community.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Rachael Locker, Administration Officer, on 01332 349616 or via email to [r.locker@derbyprideacademy.co.uk](mailto:r.locker@derbyprideacademy.co.uk).

I wish you well in your application.

Yours faithfully



Julian Scholefield  
Chief Executive Officer

## About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen special, alternative provision and mainstream primary academies based in the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged.

Inclusion is at the heart of our culture and ethos, and we are ambitious about being one of the leading trust within the region for SEND expertise and outreach provision. Esteem Academies believe that through coloration, sharing expertise and supporting one another, we are 'Stronger Together!'

We are 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; including SEND expertise, to our academies and to other schools and local authorities

Our trust has three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

1. We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
2. We will deliver high standards and value for money from our support services, resources, estate and technology.
3. We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

We really value each school's unique identity, which reflects the diverse needs of the pupils and the community that each school serves. It is therefore important to us that our pupils feel they belong to their local community. This is why we believe that our schools need leaders and governors who are experts in understanding their local school 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. Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

Further information about Esteem can be found on the website at [www.esteemmat.co.uk](http://www.esteemmat.co.uk)

## Welcome from the Headteacher



*Mark Hatton, Headteacher*

Dear applicant,

Thank you for your interest in the post of temporary Administrative Assistant at Derby Pride Academy. It is with great pride that I welcome you to our school. There is something very special about Derby Pride Academy, and we are incredibly proud of our unique students, supportive parents, inspirational staff and forward-thinking governors, where we all work together to make our environment a safe, happy and

fun place to learn and prepare for adulthood.

We provide our students with a chance to engage in education whilst they prepare to regain a mainstream school, or specialist SEN place; students may find alternative placements supported by the academy or develop a range of skills to prepare them for employment, apprenticeship or other study routes beyond 16.

Take some time to have a look around our website, or better still, arrange a visit to see us in person. Please email Sarah Sawford on [s.sawford@derbyprideacademy.co.uk](mailto:s.sawford@derbyprideacademy.co.uk) to arrange this.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience to fulfil this role. The closing date for applications is 18 August 2024 at 23:59.

Interviews will be held during week commencing 19 August 2024 or before. I look forward to meeting you.

Kind regards

**Mark Hatton**  
**Headteacher**  
**Derby Pride Academy**

## About Derby Pride Academy

Derby Pride Academy works to engage and sustain learning for vulnerable and challenging young people. We work with our students to improve their attainment, behaviour, attendance, self-esteem, and confidence whilst providing skills to support development as responsible members of the community; we raise expectations and contribute to the well-being and cohesion of the community we serve.

We believe that provision based on teaching young people how to achieve in core subjects, in managing personal behaviours and in developing employability skills is vital to success.

We deliver Alternative Provision which recognises that students are all individuals with different strengths and weaknesses, acknowledging that mainstream education is not for everyone.

We provide our students with a chance to engage in education whilst they prepare to regain a mainstream school, or specialist SEN place; students may find alternative placements supported by the academy or develop a range of skills to prepare them for employment, apprenticeship or other study routes beyond 16.

Further information about our academies can be found on the websites at:

<https://www.esteemmat.co.uk/>

<https://www.derbyprideacademy.org.uk/>

## Advertisement

**Job Title:** School Administrative Assistant

**Location:** Derby Pride Academy, Orient Way, Derby DE24 8BY

**Grade:** Grade C (Points 5-6) £8,230 - £8,368

**Start date:** 04 September 2024

**Contract:** 15 hours per week, 39 weeks per year, Fixed Term to 31/08/2025

We are eager to appoint an Admin Assistant to provide effective and efficient support to pupils across the curriculum within Derby Pride Academy.

This role will be responsible for offering a high quality customer service to all stakeholders and provide admin support to support the school effectively.

You will have excellent organisation and communication skills with experience in supporting stakeholders. The successful candidate will be formally accountable to the Headteacher and Executive Business Manager.

Benefits include: LGPS Pension Scheme, Westfield Health membership and free parking.

For further information, please contact Rachael Locker, Administration/Exams Officer, via email [r.locker@derbyprideacademy.co.uk](mailto:r.locker@derbyprideacademy.co.uk) or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 18 August 2024 (23:59)**

**Interview date: WC 19 August 2024 or before**

**We reserve the right to interview and close the vacancy early if a successful appointment is made for the position prior to the closing 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: School Administrative Assistant Esteem Multi-Academy Trust

This job description may be amended at any time following discussion between the Executive Business Manager/Headteacher and member of staff and will be reviewed annually, if required. This role is temporary for about one year on a fixed contract from 4 September 2024 to 31 August 2025.

#### AREAS OF RESPONSIBILITY AND KEY TASKS

##### Main responsibilities

The postholder will demonstrate essential professional skills and characteristics, and in particular will:

- A keen eye for detail, with good accuracy levels
- Hold excellent customer service skills and a positive 'can-do' attitude
- Be organised and able to multi-task throughout the working day
- Build team commitment with all colleagues across the school
- Demonstrate empathy with an appreciation of the needs of our students

#### SAFEGUARDING

- Demonstrate a commitment to safeguarding and promoting the welfare of students and young people
- The work within the safeguarding and child protection policies of the school and act within the best interests of students at all times
- To undertake relevant training as set by the safeguarding team
- The post is subject to satisfactory references and enhanced DBS clearance



<b>Post Title:</b>		Admin Assistant – temporary fixed term contract to 31.08.2025
<b>Location:</b>		Derby Pride Academy, 20 Orient Way, Pride Park, Derby DE24 8BY
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>To provide clerical and administration support to Derby Pride Academy.</li> </ul>
<b>Reporting to:</b>		Executive Business Manager/Headteacher
<b>Responsible for:</b>		n/a
<b>Liaising with:</b>		All staff, governors, Esteem Trust, visitors, students
<b>Working Time:</b>		15 hours per week, 3 hours each day (12-3pm) Monday to Thursday, 11.30am – 2.30pm Friday), 39 weeks per year
<b>Salary/Grade:</b>		Grade C (5-6) Actual salary £8,230 - £8,368pa
<b>Disclosure level</b>		Enhanced
<b>PRINCIPAL RESPONSIBILITIES</b>		
<b>To achieve the above</b>		<ul style="list-style-type: none"> <li>Reception duties, answering and directing calls</li> <li>Welcoming visitors</li> <li>Inventory population and upkeep</li> <li>Support the Executive Business Manager with the admin of Health and Safety, risk assessments and compliance</li> <li>Process forms and returns including those to outside agencies</li> <li>Maintaining stock records of stationery</li> <li>Managing IT resources and point of contact for IT technicians</li> <li>Scanning and sending documents on behalf of the senior leadership team</li> <li>Organising the distribution of letters to stakeholders</li> <li>Communicates with other school support staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>Any other reasonable duties, within the overall function of the post, commensurate with the grading and level of responsibility of the job.</li> </ul>
<b>Other Generic Responsibilities:</b>		
<ul style="list-style-type: none"> <li>Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>To take and be accountable for all decisions made within the parameters of the job description</li> <li>Participate with performance management and training and activities that contribute to personal and professional development</li> <li>Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>Provide a high standard of customer service in all dealings internal and external to the MAT</li> <li>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</li> </ul>		

- 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

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

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

QUALIFICATIONS AND EXPERIENCE		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• C/4 grade GCSEs in Math and English Language</li> <li>• Experience of working in an office environment</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> </ul>
KNOWLEDGE AND ABILITIES		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Experience of using a range of IT packages including Word, Excel and Outlook</li> <li>• An awareness and understanding of confidentiality</li> <li>• Excellent communication and interpersonal skills</li> <li>• Experience of working as part of a team</li> <li>• Ability to communicate with parents, and colleagues in a positive manner</li> <li>• Ability to answer the telephone to external and internal calls in a professional and polite manner</li> <li>• The ability to prioritise and deal with multiple tasks whilst meeting deadlines</li> <li>• Can work effectively as part of a team but can also work independently using their own initiative</li> <li>• General administrative skills to a high level, including attention to detail</li> <li>• Friendly, flexible and enthusiastic personality</li> <li>• Seeks advice and support where necessary</li> <li>• Suitability to work with children (Enhanced DBS required)</li> <li>• Supports and demonstrates commitment to the vision of the school and MAT</li> <li>• Knowledge and awareness of equal opportunities policy and commitment to its implementation</li> <li>• Evidence of commitment to CPD</li> <li>• Patient, tactful and approachable</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Good sense of humour</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 student'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 2023' 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 students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, 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>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience 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 the interview and assessment day 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.

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