



Administrative Officer

Application Pack

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Welcome Letter

Dear Applicant,

Thank you for your interest in the position of Administrative Officer at Falcon Education Academies Trust.

Falcon Education Academies Trust was established as an academy trust in 2019, initially to pilot a new concept of “the turn-around trust”. Its aim was to take on and “turn-around” schools and academies with a complex range of challenges, in the then two RSC areas of Lancashire and West Yorkshire, and the North of England.

Unlike “standard operating trusts”, where schools join a forever family of academies, the primary objective of Falcon, is to provide support for a defined period of time in which to enable sufficient improvement, before then moving the school on to another trust.

Our purpose is to secure immediate, sustainable improvement in our academies, drawing upon the expertise of our trustees and senior leaders, working in conjunction with partner trusts and individual experts in their field. All of our partners have proven track records in improving schools in very challenging circumstances and are carefully selected according to the unique needs of the school.

Since opening, the pilot has been extended nationally, to cover all RSC areas and Falcon continues to focus on finding the best solutions for those projects it is asked to assist with.

Falcon Education Academies Trust is a Department for Education (DfE) approved sponsor multi-academy trust. Due to our focus on supporting in challenging circumstances, our academies will either be Ofsted Inadequate maintained schools that have been issued with an Academy Order by the Secretary of State or may be existing academies that the DfE believe would benefit from being part of our Trust.

We will continue to work closely with the DfE National Schools Commissioner and Regional Schools Commissioners to identify such schools and academies.

This is an exciting and very rewarding role, and we look forward to receiving your application.

Yours faithfully

Anne-Marie Holdsworth
Chief Executive Officer



Administrative Officer Falcon Education Academies Trust

Required: As soon as Possible
Location: Home and Office based (Oulton, LS26) with occasional travel with the UK
Salary Range: Band F – Grade 14-19 (£23,484 - £25,927)
Hours: Permanent / Full Time (37 hours per week) TTO will be considered
Reporting to: Compliance Manager and Executive Assistant

Falcon Education Academies Trust are seeking to appoint a Administrative Officer to join our central team as soon as possible.

You will provide clerical and administrative support to our highly professional, supportive and enthusiastic central team.

If you would like a conversation about this post then please call Clair Westbury-Knowles, Compliance and Executive Assistant at Falcon Education Academies Trust on 07783 880956 .

Falcon Education Academies Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

For further information and to apply for this position please visit our website at <https://falcontrust.co.uk>

Closing date: Monday 22nd August 2022, 12 noon.

Falcon Education Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.

Our vision

Our goals are:

- To transform lives in some of the most challenging circumstances in the country.
- To raise standards in schools where there is no other support available.
- To support communities which are in acute need of the quality educational provision that their children have the right to.
- To take on and work with any school that needs our support... no matter what the barriers are.

We recognise that there will be different issues in each school or academy, ranging from academic standards, pupil outcomes or quality of teaching through to school leadership, staff recruitment and retention or financial management.

Our aims are to:

- Ensure quality of opportunity for all students.
- Secure the raising of standards, emphasising the importance of outcomes for students.
- Develop and appoint experts to benefit the trust and the wider education system.
- Offer a broad and balanced curriculum which is knowledge rich and places literacy and numeracy at its heart.
- Achieve the transformation of life chances of the children within the schools and academies which the trust sponsors, by raising levels of achievement.
- Give young people important Employability skills.
- Provide a fully inclusive education in the belief that all local children should attend local schools.
- Collaborate ahead of competing, avoiding any actions detrimental to any young person, member of staff, or other school or academy within the local community.
- Adapt the implementation of a model which enables every individual academy and all academies collectively to raise standards.
- Create an encouraging environment which retains and develops any unique local community ties and character alongside the transformational systemic model.
- Organise capacity in advance of need at all levels so that newly acquired schools and academies may benefit quickly whilst ensuring that existing academies continue to perform.
- Maximise resource allocation and utilisation to best effect and always within budgetary constraints.

Job Description

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Location: Home and Office based (Oulton, LS26) with occasional travel with the UK
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Hours: Permanent / Full Time (37 hours per week) TTO will be considered
Reporting to: Compliance Manager and Executive Assistant

Purpose of the job:

To provide clerical and administrative support to the central trust team.

Duties & responsibilities:

- To provide clerical support to the central team e.g. photocopying, filing, emailing, and completing forms.
- To support team members, sharing learning and best practice in order to contribute to overall team effectiveness.
- Assist in the development, review and implementation of Trust process, policy and procedure across the Trust to ensure they remain current and comprehensive.
- Support central trust team members with various administrative tasks.
- Preparation and distribution of documents.
- Arrange cost effective accommodation and travel bookings for the central team.
- Assist in the maintaining of the Trusts central policy library and distribution of 'LIVE' policies across the Trust.
- Collate and submit timesheet information for any central staff to the finance team.
- To deputise for the Trust Executive Assistant including the diary management and meeting organisation for the Executive team.
- Assist with GDPR oversight and reporting across the Trust and its academies.
- Assist with the governance arrangements and the maintenance of governance records (e.g. Declarations of Interest, meeting attendance logs etc) to ensure they are accurate and up to date.
- Upload information to the Trust website as and when required.
- Ensure office administration duties are given timely attention, with an ability to manage that workload ensuring a high-quality service to the central trust team.
- To maintain manual and computerised records/management information system.
- Liaise with our schools, Trustees, external partners and all key stakeholders as appropriate to meet the requirements of the Trust.
- To undertake typing, word processing and other IT based tasks.
- To sort and distribute post.
- To be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To participate in training and other learning activities and performance development as required.
- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).

- To comply with the Trust and academy's policies and procedures at all times.

Additional Information

- The post holder will work across the trust and spend time at each of the schools, when required.
- To undertake any such duties commensurate with the grade of the post as directed by the Chief Executive Officer.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding and will be subject to an enhanced DBS disclosure.

Person Specification

	Essential	Desirable	MOA
QUALIFICATIONS			
GCSE Grade 4/C or above in English and Maths, or equivalent	*		A/I/C
Relevant work experience or vocational training with regard to reception/office work	*		A/I
NVQ Level 2 Administration, or equivalent		*	A/I/C
KNOWLEDGE & EXPERIENCE			
Working in a school or office environment		*	A/I
Familiarity with relevant school procedures, policies and guidelines		*	A/I
Knowledge of a range of standard computer packages e.g. Microsoft Office, Outlook email	*		A/I
Experience of using MIS systems		*	A/I
SKILLS			
Able to communicate clearly face to face, by telephone and in writing with a wide range of people	*		A/I/R
Able to work sensitively with confidential information	*		A/I/R
Able to work with a high level of accuracy	*		A/I/R
Able to work to demanding and often conflicting deadlines	*		A/I/R
Able to work with a minimum of supervision	*		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to self and team development	*		A/I
Able to maintain a safe, calm and happy ethos	*		A/I
A commitment to abide by and promote the Trust's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

Key: MOA= Method of Assessment, A= Application, I= Interview, and assessment, R = Reference, C= Certificate

How to apply

To apply, please complete an application form and Equality and Diversity Monitoring form which can be found on our website at <https://falcontrust.co.uk>

Your completed forms should be submitted to d.foster@falcontrust.co.uk by no later than noon, **Monday 22nd August 2022.**

Interviews are to be held on Tuesday 30th August 2022.

Thank you for your interest in Falcon Education Academies Trust