



MacIntyre Academies

Compassion - Ambition - Partnership

Candidate Pack

Apprentice

Receptionist/Administrator



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Welcome

Dear Applicant

Discovery Academy is an education environment like no other – we work on child centred approaches and don't sweat the small stuff! We are looking for the right person to join our team. We have recruited an amazing team of staff from many and varied experiences and backgrounds. They have taken to the role and challenges with enthusiasm, resilience and imagination. You may have mainstream (primary or secondary) or special education experience.

We work with children aged 9 – 19, and blend a Primary "Care" Model with a Secondary "Curriculum" Model and MacIntyre's Family Focus. We now have 105 children on roll. All our children have an EHC plan, often for Autism but also for SEMH. Simplistically as children get older they have more specialist teachers. Qualifications are tailored to need. The core curriculum is Maths, English, Science, ICT, Food and PE – supplemented by Thrive, PSHE, social skills and the core skills of Literacy and Numeracy. We are now seeking to expand the impact of the arts in our school to enable the development of learning skills, musicality and expression to support regulation in our pupils.

Your qualities are as important as your qualifications - we need staff who are non-judgemental, unconditionally accepting and resilient. Each day bring a fresh start, new challenges and many rewarding moments.

Teachers are currently working in 12 teams; usually 9 children with an HLTA and 1 TA (minimum). Off-site work is vital to our approach and success and this includes forest schools, farm visits, swimming, shopping, and a range of sports including archery, boxing and gymnastics. We also have a programme that keeps our students safe, and maintains learning as appropriate, when they are in times of crisis that all staff must be trained in and be ready and able to use to maintain safety if required.

If you would like to have an informal conversation about the opportunities please contact me at the academy on 024 77103370 or e-mail Tony.Leigh@macintyreacademies.org

I hope the information provided enables you to make an informed decision if this is the right opportunity for you to pursue. The "Family Feel" of Discovery and indeed all MacIntyre Academy Trust employees has cemented our determination to create an outstanding academy for the benefit of this group of children in and around North Warwickshire.

Thank you for your interest in Discovery Academy, I look forward to receiving applications by the deadline.

I look forward to reading your application and meeting you in person.

Best Wishes

Tony Leigh

Principal

Our Story So Far

MacIntyre Academies is a multi-academy special education trust for special schools and specialist alternative provision.

We are sponsored by the national charity MacIntyre and our school's benefit from 50 years experience of innovative approaches to supporting children with special educational needs and their families. Our philosophy is based on Macintyre's commitment to providing local personalised learning, support and care.

Our vision is for all learners to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Please see our Safeguarding page.

Putting children and families first

As our vision suggests, our learners and their families are at the centre of everything that we do. To achieve this we use person centred approaches and place a high value on working in Partnership with Families.

We want all learners to achieve their full potential and to develop in a way that makes sense to them. Each school has its own bespoke curriculum framework designed with holistic, flexible and ambitious opportunities. We work in collaboration with a wide range of partners including future destination providers for our learners.

We are proud of our Compassionate Curriculum which supports learners to become more resilient, and fosters positive relationships between learners and staff.

Our Sponsor MacIntyre's approach has informed and shaped our Core Values.

Our Strategic Objectives

- To grow the Academy Trust in a way that supports capacity building but ensures outcomes within existing academies are not compromised
- To create a culture of challenge, support and mutual benefit so that MAT academies are schools that learners, families and employees are proud to be identified with and others want to join
- To build a leadership culture that promotes the sharing of skills and expertise across academies and encourages school leaders to work in partnership and support others in their journey
- To be transformational, set and expect high standards and provide challenge/ support to improve outcomes for children in all schools joining the Trust
- To provide exceptional and differentiated interventions that support all schools to raise aspirations of learners and staff
- To provide outstanding governance and leadership that has high expectations and a rigorous process of scrutiny at every level
- To operate robust management systems and controls that support individual schools and promote efficient data analysis and sharing
- To use evidence based practice to continuously improve the offer, delivery and outcomes

Our people are at the heart of our success

- A competitive salary
- Excellent local government pension scheme
- Family Friendly policies
- Wellbeing, Bereavement and Menopause policies
- Enhanced Sick Pay
- Wellbeing initiatives in your setting
- Full induction
- Training and development and the support of a trained line manager and dedicated senior leaders
- Access to further professional development
- Cycle to Work Scheme
- Annual MAT Life Day to take for that special occasion
- Annual Flu Jabs
- Free eye tests through Specsavers
- An Employee Assistance Programme to Support your health and wellbeing and access to various perks including discounts Tesco, Cineworld, Go Ape and many more
- Death in Service
- Long Service Recognition
- Recommend a Friend Scheme - £100 Voucher
- Trained Mental Health First Aiders
- Enhanced DBS Certificate (Paid for by MacIntyre Academies)
- Self service portal to facilitate leave and amend personal information
- We have an active employee engagement programme which includes Termly 'You are Awesome' awards, an annual Employee Big Thank you Day, Annual CPD Trust wide conference.
- Access to Blue Light Card/ Discounts for Teachers which offers thousands of amazing discounts online and on the high street for social care staff/ Teachers and support staff

Our Core Values

Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

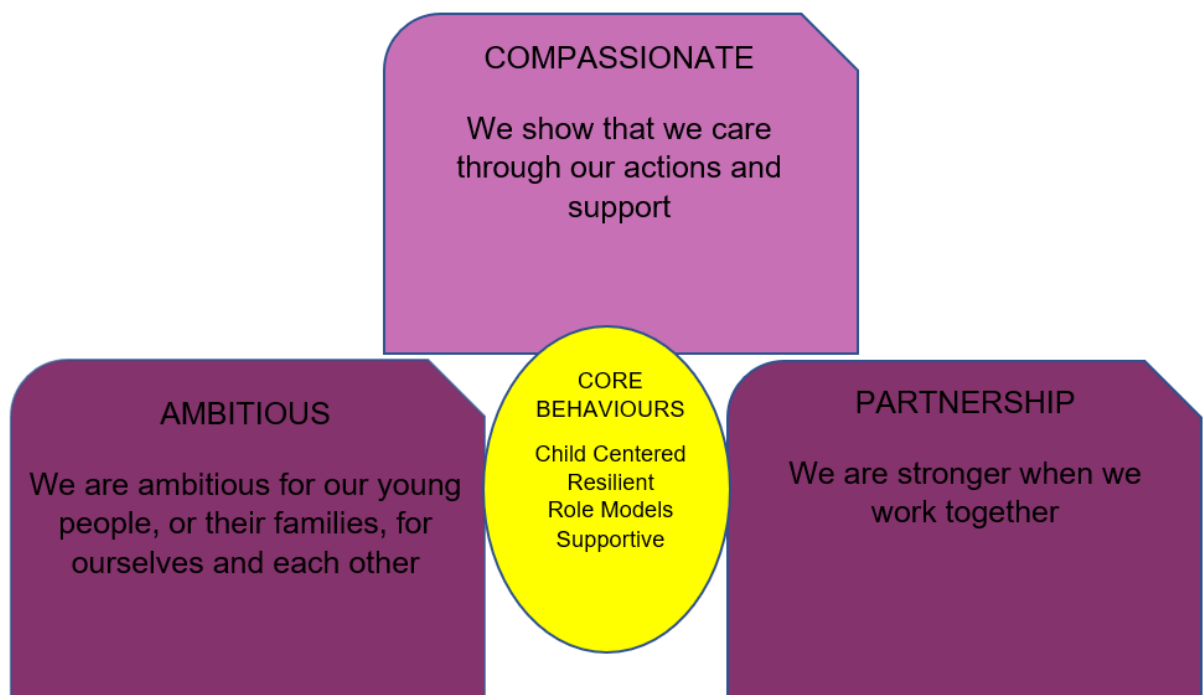
What is our DNA? Why is it important?

We don't just value what you do, but also how you do it. Our DNA defines who we are as individuals and as an organisation. It provides a defined way of working: how we do things around here, how we treat others and how we should expect to be treated.

Adhering to our DNA is also the key to delivering our vision, making MacIntyre Academies a great place to work and ensuring we provide high quality education and care to young people and their families.

What does the DNA mean for me?

Every colleague is expected to demonstrate behaviors which are consistent with our DNA. Whether you are applying for a job, you are a new employee or have been a colleague for many years, you will need to demonstrate our DNA in everything you do. This will be a key part in our recruitment, training and development and the appraisal processes.



Our Core Values

Our value: Compassion

- We are better together
- We will deliver success through teamwork and in
- partnership with families and other key stakeholders



Our value: Ambition

- We are ambitious for learners, for their families, for ourselves and each other
- We will set ambitious goals, seize every opportunity for learners to thrive and take personal accountability for everything we do.



Our value: Partnership

- By building safe, trusting, honest, kind and meaningful relationships
- We will focus on positives, create a safe environment and building trusting relationships to help learners overcome challenges day practices



Our Academies

Endeavour Academy, Oxfordshire

MacIntyre Academies' first school which opened in September 2014. Th provide 32 places for learners (aged 8 to 19) with autism and learning disabilities who are in need of specialist education, care and support.



Discovery Academy, Nuneaton

Discovery Academy opened in September 2015 in Nuneaton, Warwickshire for learners, aged 9 – 19 years who have an Education, Health and Care Plan for autism or a social, emotional or mental health need.

Quest Academy, Rugby

Quest Academy is for learners, aged 7 – 19 years who have additional needs associated with an autistic spectrum condition (ASC) or social, emotional and mental health (SEMH) difficulties.



Venture Academy, Henley-in-Arden

Venture Academy is a specialist school for learners aged 9 -16 years with autism and/or a social, emotional or mental health diagnosis. The school has capacity for 50 learners and is based in Henley-in-Arden, Warwickshire

Safeguarding

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of learners. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to learners and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK (www.gov.uk) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with learners and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2022 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.



Job Title: Apprentice Receptionist/Administrator

Reference No: DA BAA 1025

Salary: Applicable Apprenticeship rate

Location: Discovery Academy, Nuneaton

Hours of Work: Term Time only plus 1 week, part time 25 hours per week

Closing Date: 31st October 2025

Interviews: TBC

Start Date: TBC

Be part of the Academy Trust behind schools for children and young people with autism and/or additional needs.

About Us

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

In September 2015, MacIntyre Academies Trust opened a new Academy in Nuneaton, Warwickshire; catering for children and young people aged between 9 years (Year 5) and 19 years with an autism diagnosis and / or an underlying condition that has enabled them to receive an EHC plan for ASC or SEMH. MacIntyre Academies is sponsored by MacIntyre Charity, which over the last 50 years, has developed a strong reputation nationally, as a high-quality, person-centred organisation.

MacIntyre Academies benefits greatly from its sponsor MacIntyre, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centred organisation.

The Role

We are currently recruiting for a professional Apprentice Receptionist/Administrator to join this exciting school to provide a positive front of house experience for all visitors to the academy. In this role you will provide administrative support service to the school under the direction of Office Manager. This will include front of house management, including switchboard, greeting/welcome visitors and preparation of rooms for meetings. In addition, administration tasks including filing, photocopying, mail and goods receipting, stock maintenance, scanning and other general administrative duties. You will maintain student records on the relevant management systems; You will also provide a positive front of house experience for all visitors to the academy.

Please take a look at our website <https://www.macintyreacademies.org/> to find out more about us.

Previous experience is not required to apply for this role; however, you must be an effective, confident communicator and able to keep accurate records.

About You

You need to be an experienced Receptionist / Administrator with excellent key board skills and knowledge of all relevant Microsoft packages to include Word, Excel and Outlook. It is desirable that you have a relevant secretarial or administrative qualification such as an NVQ level 2 or equivalent and knowledge of school databases such as SIMS, however this is not essential as training will be provided. You need to be able to demonstrate excellent communication skills both written and verbal, be able to work well within a team and under pressure within tight deadlines.

Job Description

Reporting to:

Office Manager

Purpose:

To provide a comprehensive and confidential reception and administrative service for the Academy . The Receptionist/ Administrator sits at the heart of the Academy and will be a key contributor to our culture of respect, optimism, celebration and mutual support which promotes equality within, and values the diversity of, the Academy community. The post holder will be expected to promote the vision and values of the Academy with all stakeholders including parents, visitors and the local and wider community.

Key Responsibilities and Duties:

- To provide an efficient reception and meeting service both in person and on the telephone. Including checking documentation for visitors in line with safeguarding procedures.
- 2. To provide comprehensive support as required including calendar management, written and verbal communication with parents, social workers, external support staff. Maintenance of documentation required to comply with Ofsted standards.
- 3. To maintain a tidy and presentable reception area and ensure meeting rooms are prepared prior to bookings.
- 4. To ensure the office function provides an effective administrative service to fulfil the Academy and regulatory requirements in line with MacIntyre Academies' and Ofsted procedures.
- 5. To ensure that all communications and correspondence are dealt with in an efficient and effective manner.
- 6. To oversee the receiving and recording of incoming and outgoing mail and deliveries and goods in/out.
- 7. To construct, support and update databases using MS Word, MS Excel, MS PowerPoint and the school's management information systems as required.
- 8. To provide administrative support, as directed by the Office Manager, to the Senior Leadership Team in all areas as required.
- 9. To participate in team meetings.
- 10. To attend compulsory training and induction and identify your own specific training and development needs.
- 11. To be available for and make productive use of professional supervision and annual appraisals.
- 12. Any other administration tasks as requested by Office Manager, School Business Manager.

Job Description

Additional Duties:

- To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and child protection procedures and guidelines and to adhere to them at all times.
- To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
- To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
- To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.

This description is not intended as a total definition of the post, only an outline of the duties involved. The post-holder will be expected to carry out any other duties commensurate with the level of the post and which may reasonably be required by the Principal according to the normal practice of the Trust.



Person Specification

Receptionist / Administrator Person Specification

	ESSENTIAL	DESIRABLE
Education, knowledge and experience	<ul style="list-style-type: none"> GCSE Grade 4 or above in English & Maths. Demonstrative written and verbal communication skills. Knowledge of Outlook, MS Excel, MS Word Excellent communication skills at all levels. Excellent organisational skills and ability to set priorities. 	<ul style="list-style-type: none"> Experience of working in a school environment. Knowledge of SIMS. Knowledge of processes in a school office environment Knowledge of Ofsted standards Customer service experience
Personal Attributes	<ul style="list-style-type: none"> A belief that people with learning disabilities have the right to participate in making decisions about the services they receive and to access learning opportunities and wider curriculum. Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professionals as well as pupils. A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy Ability to maintain a flexible approach Enthusiasm for learning and willingness to ask questions 	
Special knowledge and Skills	<p>The Candidate must be able to demonstrate:</p> <ul style="list-style-type: none"> Excellent communication and facilitation skills with all stakeholders. A passion for working with pupils with SEN and their families. Ability to work flexibly to meet the needs of the academy. High level of resilience and determination. Commitment to and a genuine interest in the pastoral welfare of the school community. Calm and organised approach to work under pressure and the ability to inspire others. Ability to plan and prioritise workload in order to meet deadlines. Adopt a reflective approach to work. 	

How To Apply

Come join us!

Please visit:

<https://careers.macintyreacademies.org/vacancies/>

Or contact:

recruitment@macintyreacademies.org



macintyreacademies.org
endeavour-academy.org
thediscoveryacademy.org
thequestacademy.org
ventureacademy.org.uk



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