

# EXECUTIVE BUSINESS ADMINISTRATOR

## Application Deadline: 25<sup>th</sup> February 2025



Dear Colleague

Thank you for your interest in Edgar Wood Academy, a vibrant and growing school serving the communities of Middleton and Heywood. After opening in temporary accommodation in September 2021, we moved to a state-of-the-art permanent building in 2022, offering students stunning views of the local countryside.

Helping students realise their potential is at the core of everything we do. Through our values of Resilience, Empathy, and Responsibility, and a culture of mutual respect and compassionate rigour, we inspire and engage all pupils, regardless of their starting point or background.

By joining us, you will play a key role in shaping our school's ethos, values, and culture as we continue to grow. We strive to maintain a purposeful and calm environment that empowers teachers to teach and students to learn, fostering high standards and positive behaviour. Every student is valued as an individual with unique talents, which we nurture to help them develop personally and academically, preparing them for a fulfilling life and meaningful contribution to society.

We seek committed and reflective colleagues who are passionate about making a positive difference to young people. In return, we offer a supportive environment, tailored professional development, and the resources to succeed.

As part of the Altus Education Partnership, we benefit from collaboration across a thriving trust of four academies:

- **Rochdale Sixth Form College:** Opened in 2010 to address underachievement in A Levels, it is now nationally recognised as a centre of excellence, rated Outstanding by Ofsted, and was Sixth Form College of the Year 2021.
- **Edgar Wood Academy:** Opened in 2021 under Wave 13 of the free schools programme, the secondary school has a strong local reputation and is significantly oversubscribed for 2023-24.
- **Kingsway Park High School:** An Ofsted-rated Good school with a strong educational track record, it recently expanded with a new teaching block in 2023.
- **Bamford Academy:** A nurturing primary school rated Good by Ofsted, it is a popular choice for local families.

We are also delighted to welcome Caldershaw Academy into the Trust in July 2025.

The Trust's mission is simple but ambitious:

- To advance education in the borough of Rochdale, enabling young people to live happy, fulfilling lives and positively contribute to their communities and society.
- To create an inclusive and cohesive educational system that benefits all members of the local community.

If you have any questions or wish to visit our school, please contact the office on 0161 676 9620.

We look forward to receiving your application and thank you for considering this exciting opportunity.

Yours sincerely



**Paul Jones**  
Headteacher

## Making Your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

### Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to [recruitment@altusep.com](mailto:recruitment@altusep.com).

### Deadline

The deadline for the post is **25<sup>th</sup> February 2025** to arrive no later than 12.00 midday.

Interviews are due to take place **W/C 3<sup>rd</sup> March 2025**.

### Shortlisting

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

### Salary

School Support Staff Pay Spine points 19 – 24, currently £31,067 to £34,314 per annum full time. Actual for term time only + 2 weeks is £28,218 - £31,168.

### Start Date

As soon as possible

For an Application Form, contact: [recruitment@altusep.com](mailto:recruitment@altusep.com)

*Altus EDUCATION Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.*

*In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.*

## 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 195 places, with a total of 485 places being offered since in September 2021 within Years 7-9.

In our first year we were based in a temporary site in the grounds of Hopwood Hall College, Middleton Campus, whilst the new school was completed. From September 2022, Years 7, 8 and 9 students at Edgar Wood Academy have been able to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

### Altus Education Partnership

Edgar Wood Academy is currently one of four institutions in the Altus Education Partnership (a Multi-Academy Trust) alongside Kingsway Park High School, Bamford Academy and Rochdale Sixth Form College (*“TES 6th Form College of the Year 2021”* and *“Ofsted Officially Outstanding 2022”*). Edgar Wood Academy and the Trust have a very strong educational reputation in the local community and are in a financially robust position. The Trust works as a partnership of equals, where all Academies are distinctive institutions working together for the benefit of all students, within which, Headteachers and local Governing Bodies have delegated authority and associated autonomy. The Trust expects to expand further in the next few years, working with Academies in the Primary and Secondary phases to improve the quality of education across the borough.

Altus Education Partnership 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 like their students and demonstrate this through their daily conduct and interaction.

We promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

## Role Description

<b>Job Title:</b>	<b>Executive Business Administrator (PA to SLT)</b>
<b>Reports to:</b>	Systems and Operations Manager
<b>Remuneration:</b>	School Support Staff Pay Spine points 19 – 24, currently £31,067 to £34,314 per annum full time. Actual for term time only + 2 weeks is <b>£28,218 - £31,168</b>
<b>Contract:</b>	Permanent – 37 hrs per week – Term Time Only plus 2 weeks.  Working hours: <b>7:15am – 3:15pm</b> (May be negotiated for the right candidate)
<b>Start Date:</b>	As soon as possible

### Overall Purpose of the Post

To provide high-level executive, strategic, and operational administrative support to the Headteacher and Senior Leadership Team (SLT), ensuring the efficient management of the Headteacher's office. The postholder will play a pivotal role in supporting academy operations, coordinating key activities, and contributing to effective decision-making.

### Responsibilities

#### Point of Contact

- Act as the key liaison between the Headteacher, SLT, and external stakeholders.
- Manage communications with parents, carers, and other stakeholders, dealing with queries and correspondence professionally.
- Respond to complex enquiries on behalf of the Headteacher and SLT without escalation where appropriate.

#### Administrative and Strategic Support

- Provide high-level confidential administrative and business support to the Headteacher, and SLT.
- Draft, edit, and proofread correspondence, reports, and presentations.
- Develop and maintain administrative systems for managing information, documentation, and data securely.
- Oversee and manage sensitive records and documentation, ensuring GDPR compliance.
- Support strategic planning initiatives through the preparation of briefings and reports.
- Coordinate responses to data requests for the Trust or governing bodies.
- Develop and maintain detailed action logs to monitor SLT project and operational activities.

#### Diary and Schedule Management

- Proactively manage the diaries of the Headteacher, and SLT, scheduling appointments and ensuring efficient use of time.
- Lead the coordination and population of the academy calendar, ensuring the preparation of staff and leaders for key events.
- Arrange travel, accommodation, and logistics for meetings and events.
- Anticipate scheduling conflicts and provide forward-thinking solutions.

### **Email Inbox and Correspondence Management**

- Manage and prioritise the Headteacher's inbox, ensuring urgent correspondence is handled promptly.
- Filter, respond to, and delegate email enquiries as appropriate.
- Maintain professional correspondence with stakeholders, including drafting responses on behalf of the Headteacher.

### **Meeting Support**

- Prepare agendas, documentation, and minutes for meetings.
- Track and follow up on action points from meetings.
- Ensure meeting rooms are prepared and facilitate the smooth running of meetings, including welcoming visitors.

### **Event Management**

- Coordinate and manage events such as parents' evenings, new staff inductions, open days, staff development sessions, and other academy functions.
- Develop and maintain action plans to deliver events effectively.
- Manage event communication and logistics to ensure seamless execution.

### **Recruitment and HR Administration**

- Support recruitment activities, including coordinating job packs, interviews, schedules, and candidate communications.
- Manage pre-employment checks, including DBS, references, and other compliance documentation.
- Ensure adherence to Trust and academy HR procedures.
- Maintain up-to-date personnel records in collaboration with HR.

### **Marketing and Engagement**

- Collaborate with the Trust's marketing team to ensure consistency in communication strategies.
- Manage communications with parents and stakeholders through email, the MIS system, and other channels.
- Support the development and execution of engagement strategies aligned with academy objectives.

### **Single Central Record (SCR) Oversight**

- Support the maintenance of the SCR, ensuring compliance with regulations for agency workers, contractors, and volunteers.
- Conduct regular reviews and audits to maintain SCR accuracy.

### **Operational Support for the Academy**

- Maintain up-to-date knowledge of educational legislation and academy policies.
- Contribute to the strategic development of the academy by supporting SLT initiatives.
- Ensure adherence to health, safety, safeguarding, and confidentiality policies.
- Promote the vision and values of the academy in all activities.
- Manage key operational tasks related to procurement and contract administration.

## **Absence Management and Cover**

- Maintain accurate records of staff absences and update the absence management system (Arbor and SAM) accordingly.
- Coordinate the process for arranging cover for absent staff, ensuring minimal disruption to operations.
- Liaise with supply agencies and internal cover supervisors to secure appropriate staff cover.
- Prepare and distribute daily cover rotas, ensuring timely communication with all stakeholders.
- Maintain a clear log of cover arrangements, costs, and agency usage for reporting purposes.
- Support the HR team in tracking absence trends and generating reports as required.
- Provide confidential administrative support during return to works, informal absence meetings and other related processes.

## **Additional Duties**

- Assist with special projects as directed by the Systems and Operations Manager.
- Provide support for academy governance meetings, including documentation preparation.
- Maintain accurate records of academy compliance-related activities.
- Facilitate training schedules and manage records for professional development activities.
- Support budget management tasks, including processing invoices and financial tracking.
- Develop communication briefs for stakeholders as needed.
- Undertake other reasonable duties that support academy operations.

## **Creativity and Innovation**

To undertake work on own initiative, referring complex issues to the Headteacher where necessary.

## **General Requirements**

### **Safeguarding children and young people**

Altus Education Partnership is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

### **Health and Safety**

The postholder must carry out their duties with full regard to Altus Education Partnerships Health and Safety Procedures.

### **Work Demands**

The post holder will need to be flexible and will be directly accountable for meeting targets and deadlines laid down by the Headteacher and SLT.

### **Other**

- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.



The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

## Person Specification

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview
<b>QUALIFICATIONS AND EXPERIENCE</b>				
1	5 A*- C GCSEs or equivalent including English and maths	E	√	√
2	Business Management Qualification, minimum Level 3.	E	√	√
3	The post holder should be able to demonstrate literacy and numeracy competence through proven experience or academic qualification.	E	√	√
<b>SKILLS AND KNOWLEDGE</b>				
4	Strong understand and knowledge of the Education Sector	E	√	√
5	Knowledge of email and Internet and other IT packages i.e., word processing, spreadsheet, presentations	E	√	√
6	A good standard of written and spoken English and be able to communicate effectively with a range of people.	E	√	√
7	High level ICT skills	E	√	√
8	Experience of effectively working with the public/students/community environment/customer focused environment	E	√	√
9	High level of attention to detail	E	√	√
10	Excellent interpersonal skills	E	√	√
11	Calm and adaptable with an ability to work within a flexible and busy environment.	E	√	√
12	Excellent organisational, prioritisation and time management skills	E	√	√
13	Ability to anticipate and problem solve, high levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information.	E	√	√
14	An enthusiastic and effective team player	E	√	√
15	Excellent written and oral skills	E	√	√
16	Substantial PA experience	E	√	√

17	Evidence of independent work without direct supervision	E	√	√
18	Commitment to high standards & expectations – no accepting of second best in students and staff	E	√	√
19	Commitment to professional learning & institutional improvement	E	√	√
20	Determination to promote equality of opportunity	E	√	√
21	Commitment to enjoying work	E	√	√
<b>PERSONAL CHARACTERISTICS</b>				
22	Willingness to demonstrate commitment to the values and behaviours which flow from the Altus ethos.	E	√	√
23	Ability to work under pressure.	E	√	√
24	Hold a clean driving licence.	E	√	√
25	Commitment to safeguarding and promoting the welfare of children and young people.	E	√	√
26	Willingness to undergo appropriate checks, including enhanced DBS checks	E	√	√
27	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
28	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√

# EDGAR WOOD

academy



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