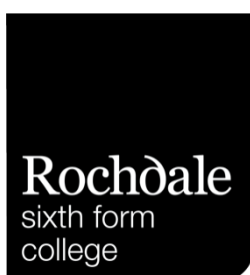


Executive Business Administrator

Application Pack

BRINGING EDUCATION TOGETHER



Dear Colleague,

Thank you for your interest in the post of Executive Business Administrator at Altus Education Partnership.

Altus Education Partnership was formed in 2017 out of Rochdale Sixth Form College, an Ofsted Outstanding provider and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The college is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.
- Edgar Wood Academy is a secondary school opened in a new build in 2021 under Wave 13 of the free schools' programme. The school has already established a strong reputation in the local community and is significantly over-subscribed for 2023-24.
- Kingsway Park High School is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The school will soon benefit from a new teaching block opening at the end of 2023.
- Bamford Academy is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.

Altus is now on the cusp of significant and quite rapid growth, with a high number of schools indicating an interest in joining the Trust, with seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 490 staff in four academies and the central Trust team, within three years this could easily increase to around 10,000 students, 1000 staff and ten or more schools.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a memorandum of understanding with Hopwood Hall College around the curricula the two colleges offer and to support transition of students to post-16 education.

The role of the Executive Business Administrator will be to deliver project management, administrative and business support to the CEO and Executive and will be the first point of contact for them with people from inside and outside the organisation. Please refer to the job description for further details.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact our HR team on recruitment@altusep.com.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronsley
CEO

Making your application

I hope that when you read this 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 side of A4 which should address the criteria in the person specification.
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is Tuesday 10th December at midnight.
Interviews expected to take place on Tuesday 17th December.

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

Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience, points P20 – P24, currently £34,391 - £38,353 per annum.

Start Date

ASAP

For an Application Pack

1. Visit www.altusep.com or
2. Contact: 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.

It is also Trust policy to contact at least 1 reference prior to interview.

Altus Education Partnership Vision, Mission and Values

Our Vision & Mission

To create and successfully run a family of inclusive academies from early years to 18 that enables all students, regardless of background, to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Our Values

- **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.

Job Description

Job Title:	Executive Business Administrator
Reports to:	Chief Executive Officer (CEO)
Contract:	Permanent / Full time
Hours:	37 hours per week. The role will require a flexible approach to working. Time off in lieu will be given in accordance with current policy.
Disclosure Level:	Enhanced
Salary:	Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience, points P20 – P24, currently £34,391 - £38,353 per annum.
Start Date:	ASAP

Overall Purpose of the Post

To deliver project management, administrative, and business support to the CEO and the Executive. The post holder will provide executive administration support and assistance to the CEO and be the first point of contact for them with people from inside and outside the organisation. The post holder will manage the central Trust business function and office and provide project management support for the individual members of the Executive.

Responsibilities

Operational

To provide support to the Chief Executive Officer (CEO) and Executive Team concerning the management of strategic and operational responsibilities relating to the Executive.

- To alert the CEO to key issues affecting the efficient running of any of the Academies or the central Trust services. To liaise with senior members of the academies and central team colleagues to address these issues on behalf of the CEO as appropriate.
- To consistently demonstrate solid understanding of priorities and proactively support the executive office to reflect this
- To manage policy compliance through monitoring of the required policies per academy and to advise the Executive on operational policy calendar requirements
- To manage website compliance across the Trust
- To manage the compliance of Trust wide policies in line with DfE legislation

- To manage the Register of Business Interests across the Trust
- To support the management of GDPR Legislation and policies across the Trust.
- To monitor and manage Complaints and the Implementation of the Complaints Policy across the Trust
- To demonstrate the ability to remain flexible, embrace change and manage uncertainty, all while thriving in fast-paced environment.
- To ensure the smooth, effective and professional running of the central team office.
- To demonstrate strong skills in short term planning, analysis and problem-solving with a high attention to detail and ability to multi-task with demanding timeframes.
- To manage incoming correspondence and prioritise competing requests.
- To brief, provide advice and feedback to the CEO and executive on key issues as appropriate in preparation for meetings.
- To effectively manage relationships in a cordial and professional manner.
- To demonstrate strong interpersonal, verbal, and written skills.
- To maintain high-level discretion and confidentiality and comply with relevant deadlines.
- To provide administrative support for the Chief Executive Officer (CEO) and executive team to include liaison with outside agencies and staff, and management of appointments.
- To understand the policies and procedures necessary so that appropriate decision-making protocols are followed.
- To co-ordinate Trust SLT meetings, Altus Heads Meetings, Education and Quality Meetings and TPA School meetings ensuring that all actions are recorded. From time to time to provide support for the Trust Board.
- To organise and maintain the CEO's diary and make appointments for the CEO and all other agreed aspects of their work.
- To deal with correspondence, preparing letters and taking dictation and minutes on behalf of the CEO.
- To produce documents, reports and presentations as requested by the CEO.
- To attend meetings as requested by the CEO and ensuring the CEO is well prepared for meetings.
- To travel with the CEO as agreed to provide general assistance, to take notes, identify priorities and contribute where relevant.
- To meet the organisational needs of the CEO, including, but not exclusive to, arranging meetings/rooms, booking travel and hotel rooms, organising conference calls, processing expenses, and ensuring the smooth and professional running and presentation of their office.
- To effectively liaise on behalf of CEO and ensure appropriate interaction with all other internal and external partners.

- To support the CEO in the delivery of key projects.

Strategic

- To be responsible for co-ordinating the Trust Operational Calendar that details all strategic and operational activities across all Academies and the central trust.
- To liaise with all stakeholders on annual basis to ensure that all streams of activities are coherently planned a year in advance to ensure the smooth running of the organisation.
- To produce, maintain, and update a regular business cycle for meetings that ensures a smooth and proactive approach to Trust business and activities.

Creativity and Innovation

- To undertake work on own initiative, referring complex issues to the CEO 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 CEO.

Working Conditions

Normal office surroundings

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

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

18.	Evidence of independent work without direct supervision	E	✓	✓
PERSONAL QUALITIES				
19.	Willingness to demonstrate commitment to the values and behaviours which flow from the Altus ethos.	E	✓	✓
20.	Ability to work under pressure.	E	✓	✓
21.	Hold a clean driving licence.	E	✓	✓
22.	Commitment to safeguarding and promoting the welfare of children and young people.	E	✓	✓
23.	Willingness to undergo appropriate checks, including enhanced DBS checks	E	✓	✓
24.	Willing to be accountable and to take personal responsibility for own actions.	E	✓	✓
25.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	✓	✓



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