



LAWN MANOR
ACADEMY

RECRUITMENT PACK



ASCEND
LEARNING TRUST

Welcome, from the Head

Lawn Manor Academy is proud to be part of the Ascend Learning Trust.

We were the first school to join the Ascend Learning Trust in September 2017 and we enjoy close links with all Ascend Learning Trust schools. We believe that within each child there is a real potential to achieve and that, as teachers, it is our job to ensure that this potential is met through their academic studies and high expectations.

Lawn Manor Academy is an all-ability school and we place great emphasis on inclusive education. We have an excellent pastoral care system to support pupils and the community. We offer a rounded curriculum to suit children of all abilities with excellent facilities to support this. We take pride in the focus we give to each child as an individual and how we help them to develop and grow to achieve well and be a good citizen.

We have an ambitious vision for our school with a robust strategy for achieving it. Our I Learn values are at the heart of our strategies for success.

Working at Lawn Manor Academy is both rewarding and inspiring. We are an inclusive environment that celebrates diversity and different cultures daily. We are committed to extremely high standards of behaviour and have fostered an environment where the relationships that exist within the school, and the polite and respectful atmosphere that we enjoy, are commented on by all who visit our school.

By teaching our pupils how to demand the best of themselves, we will send them out into the world ready to embrace the challenges they will meet; whether they are in the boardroom, on the stage, in the lab or on the sports field at home or abroad. A positive mind-set is important at Lawn Manor Academy.

We take pride in “Inspiring and Creating Futures for All”.

Sandra Muir
Headteacher

Band / Salary / Hours

Grade: F-G (DOE)

Salary: £23,194-£26,845 (DOE) FTE

Actual Salary: £19,949-£23,090 (DOE) pro rata

Contract: Permanent, full time, term time only

How to Apply

To apply please ensure you complete an application form available from the Trust website www.ascendlearningtrust.org.uk or complete the online application. Applications should be submitted via recruitment@ascendlearningtrust.org.uk

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail the areas which will be assessed at both Application and Interview. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

Job Description

Reports to: Headteacher

Key Accountabilities:

- Liaise with the Headteacher daily regarding events of the day and follow up resultant actions. This will include undertaking tasks with minimal supervision that require in-depth understanding of the methods, systems and processes, act as trouble shooter for referred problems.
- To manage the Headteacher's diary, organize and schedule meetings, book courses arrange travel and book accommodation. To develop and distribute agendas and prompt actions from meetings, maintaining timely deadlines.
- To receive the Headteachers incoming communications, responding to queries and providing general information about the Academy as appropriate. This aspect of the role requires above average level of courtesy and effectiveness in dealing with difficult people. You will need to ask questions, seek clarification and exchange information using tact and diplomacy.
- To provide a full range of secretarial services for the Headteacher including letters, taking dictation, minute taking, setting up systems and filling.
- To support the Senior Leadership with enquiries and work with their admin support staff.
- Drafting letters and correspondence including production of a high-quality newsletter, you will need high literacy skills and an eye for detail.
- Lead on the annual whole school calendar and ensure it is kept accurate throughout the course of the year.
- Lead on school electronic data storage, maintenance, retrieval, and communications with the school MIS (Arbor).
- Responsible for managing the school Census returns to the DfE.
- Ensure that all administrative data is held and processed in line with GDPR requirements and actively work with the Ascend Learning Trust Data Protection Officer.
- Maintaining the school archive system (electronic and hard copies) and annually archiving and safe disposal in line with GDPR regulations.
- Managing the school local policies, ensuring they are accurate, in date, in place and on the correct website either LMA or Trust. This will also include working with the relevant Senior Leadership and the Clerk to Governors.

- Receive visitors for the Headteacher and ensure that appropriate arrangements are in hand. To ensure refreshments and facilities are ready for internal meetings/external visitors as and when required.
- Work independently as directed by the Headteacher to take responsibility for the preparation and compiling of formal correspondence, reports, emails, mail merges, spreadsheets, data bases and presentations.
- Prepare the Headteacher for meetings, ensuring documentation information/instructions are obtained prior to any meetings.
- Draft reports/communication for the Headteacher as required.
- Oversee the Academy website, ensuring staff are trained on the system and ensure the website is up to date.
- Assist with Lawn Manor Academy marketing activities.
- Work with members of the SLT to ensure smooth and efficient planning of events with the Academy (parents evening, presentation evenings).
- The post holder will be required to work flexibly and carry out duties with regard to the Academy's policies and Code of Conduct.
- The candidate will acknowledge the need for and practice confidentiality in regard to handling sensitive data pertaining to students, staff or Academy related matters.
- Assist with recruitment and interview processes.
- Administer first aid to students (and employees if required) including liaising with families. Ensure accurate records are maintained.
- Provide cover on Main Reception as required.

Person Specification

- A high standard of written communication. Capable of minuting discussions effectively, accurately, and appropriately, given the sometimes-sensitive subject matter
- Effective personal organisational and good time management skills; with the ability to meet statutory deadlines in good time
- Knowledge of school MIS
- Able to manage conflicting work pressures and organise priorities
- A high standard of verbal communication
- A high level of personal responsibility and confidentiality
- A good record keeper
- An effective team player
- Fully conversant with IT and competent user of word processing, email, spreadsheet and applications
- Proven experience in office administration and management tasks
- Mathematics and English GCSE grade C and above or equivalent
- High degree of I.T. competence
- Relevant qualifications in office administration
- Knowledge of School policies and procedures
- Requirement to hold a current First Aid at Work certificate (or willing to undertake).

About the Ascend Learning Trust

The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.

The values of Compassion, Respect and Ambition are those which are essential in the Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

We offer Compassion – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

We seek and offer Respect for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting both staff as they progress their careers in school and pupils on leaving school.

We seek and hold Ambition for our Ascend Learning Trust community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

Work for Us

As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:

Professional Development

The North Wiltshire School Centred Initial Teacher Training is part of our Trust training new entrants to the profession. We lead a Challenge Partner Hub of around 30 schools and are 1 of only 13 Designated OLEVI Centres in the country.

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom. In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

Benefits

We also offer an excellent staff benefit package which include discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 30 days (+ 8 bank holidays per year)

Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Carefirst we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school. **This includes:**

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained mental health first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required,

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online safety checks
- Health checks

Ascend Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References and online safety checks will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.