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**Inclusion Administrative Assistant**

**Full time; 37 hours per week, Term time plus 2 weeks;**

**NJC Scale 2-6 (£18,374 - £19,745 actual pay, per annum)**

We are seeking to appoint a candidate with drive, energy and enthusiasm to join our busy Inclusion team. The successful applicant will provide Clerical, administrative and first aid support to the school.

Candidates will contribute to the school’s vision, values, ethos and culture to secure high standards and expectations in all aspects of school life.

**Derby Moor Spencer Academy**

Derby Moor Spencer Academy is an oversubscribed, 11 - 18, multicultural school with 1,680 on roll. We are a thriving community offering our students a range of opportunities that ensure they become successful, well rounded adults when they enter the world of work.  At Derby Moor we are rightly proud of the excellent progress that all our students make. Our approach can be summed up in our school motto: “Together we succeed”. This motto is underpinned by our four values

**Achievement** – we believe that every student, regardless of background or personal circumstance can achieve.

**Aspiration** – we believe that strong achievement is grounded in the best teaching and learning experience which ensures that all students will aspire to be the best they can be.  We are committed to continuing professional development so that all staff members are supported to be the best they can be.

**High Expectations** – we have high expectations of students, both in terms of achievement and behaviour.

**Community** – we create and support a sense of belonging so that all members of the school community feel valued and are kept safe.

At Derby Moor we take great pride in the facilities that we offer our students. Our school was re-built in 2013 and now features a welcoming entrance plaza, state of the art technology and a diverse range of learning spaces and sports facilities.

**We are seeking to appoint an individual:**

* To participate in efficient, effective and proactive organisational and administrative support for the Inclusion team.
* To provide support for the welfare and behaviour of students, promoting positive student attitudes and behaviour in and around school and mutual respect for members of the school community.
* To promote positive relations and ensure excellent communication across the school community and with external agencies.
* To be part of the cover / buddy rota for First Aid provision (training will be provided) in the absence of the Primary First Aider.

**In return, as part of the Spencer Academies Trust, we can offer you:**

* A GOOD school (OFSTED 2012, 2017, 2022)
* A friendly, supportive and professional team of staff
* A commitment to provide Continuing Professional Development

**Spencer Academies Trust**

The Spencer Academies Trust is a multi-academy trust with schools across the East Midlands, and with a strategic focus on Nottinghamshire and Derbyshire.

A high performing regional MAT with a national reputation for excellence, Spencer Academies Trust schools include primary, secondary and sixth form provision. Our academies work across highly diverse city and rural communities, including a strong presence in Derby and Nottingham. Standards and expectations in trust schools are high – and the trust focus on rapid improvement on the journey to outstanding education delivery.

Spencer Academies Trust is an educational charity, Multi-Academy Trust and Sponsor of Academies. We have approaching 18000 children and young people in our academies and employ more than 2200 teachers, leaders and educational support professionals across the East Midlands. We aspire to be a leading regional high performing Trust, with a national reputation for excellence.

We currently have 17 primary academies, 8 secondary academies and one primary aged special school in our family of schools. All of our schools benefit from the collaboration and added value that being a member of our Trust offers, and share our values and beliefs. Spencer Trust academies share an ambition to deliver results that compete with the very highest performing schools in the country, and deliver a curriculum for students that is underpinned by breadth, opportunity and quality: one that seeks to give young people the opportunity to develop into well rounded global citizens that believe they can influence positive change in the world

Mission – Our Mission is to deliver the best possible outcomes for children and young people.

Vision – Spencer Academies Trust is an exceptional Trust, providing an outstanding education for local children.

We Believe:

* All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.
* Schools are stronger when they work in collaboration with each other, operate within a ‘family’ and are open to a true sense of partnership.
* We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

If you would like to discuss the role, or have any queries, please contact the HR office on hr@derbymoor.derby.sch.uk

Applications for this post must be submitted on our online application form, which can be found at <http://satrust.com/sat-vacancies/>, or by clicking the “apply now” link.

**Please ensure you submit a cover letter with your application. This can be done by either submitting this with the online application on Every, or by submitting via email on either** **hr@derbymoor.derby.sch.uk** **or** **info@derbymoor.derby.sch.uk**

In line with safer recruitment policies references will be called for prior to interview.

Closing date for applications: Friday 23rd June 2023 @ 09.00am

Interviews: TBC

**We reserve the right to close the vacancy at any time, once we have received sufficient applications.**

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children’s barred list checks and completion of Level 2 safeguarding training.**

**Spencer Academies Trust is a Disability Confident Committed Employer.**