

*'Flying high...creating success together'*



## **OFFICE ASSISTANT (PART-TIME)**

# **RECRUITMENT INFORMATION PACK**



**JULY 2024**



Endeavour Schools Trust  
The Bungalow  
The Vaynor First School  
Tennyson Road  
Redditch B97 5BL  
Tel: 01527 402031  
[office@endeavourschools.org](mailto:office@endeavourschools.org)

Dear Candidate,

Firstly, thank you for considering joining the team at Endeavour Schools Trust.

Our Multi Academy Trust was established in 2013 and is rooted in the principles of school to school working, high quality professional development for staff and in “going further and being better than we have ever been before,” so that all members of our Trust community are truly “inspired to excel.”

I joined Endeavour Schools Trust (formerly Redditch West School Trust) in October 2016 having made a very conscious decision that it was an organisation I would be proud to work for. This is because I passionately believe in the core value of the Trust encapsulated in the words of Helen Keller “Alone we can do so little: together we can do so much.” Collaboration, learning together, aspiration and retaining the unique character of each school within our Trust underpin our values and these resonate with our leaders, governors and staff so that Endeavour Schools Trust is a forward thinking, vibrant place to be.

Fundamentally, we are all driven by the same sense of purpose –to provide our children with the very best opportunities for them to thrive and achieve.

I do hope you find this pack informative and I look forward to hearing from the Head Teacher of the Academy about your application. You will be joining a family that can offer you many opportunities to progress and make a difference to our communities.

Yours sincerely

N J Wright (Mrs)

Executive Head Teacher/CEO



Dear Applicant,

Thank you for showing an interest in Crabbs Cross Academy; I am delighted that you are considering our school.

We are looking for a passionate and committed individual to join our strong team of practitioners.

Crabbs Cross Academy is part of a small Multi Academy Trust, Endeavour Schools Trust, based on the edge of Redditch, Worcestershire. We are proud of our location, enjoying views across the county of Worcestershire to the Malvern Hills. We are also the oldest first school in Redditch; there has been a school on the site since 1877 and we value our school's long history. Alongside this pride in our heritage runs a strong awareness of the need to ensure Crabbs Cross Academy competes with confidence in our rapidly changing society.

Our school vision is 'Flying high...creating success together' and this is at the very heart of everything we do. As a school, we pride ourselves on the relationships we build with both our children and our parents.

Endeavour Schools Trust ambition for all children at Crabbs Cross Academy is that they will be:

- inspired to learn
- inspired to excel
- inspired to be a good friend and person
- inspired to have clear aspirations in life....

We firmly believe in meeting the needs of all children and all staff strive to ensure that our school provides a safe, caring and dynamic environment which encourages all learners to achieve their potential. Working in partnership with parents and our locality we aim to grow from 'Good to Great' and to make the school one which is a school of first choice for our community.

Do come and visit us to experience life at Crabbs Cross Academy for yourself.

Yours sincerely,

*Sallyanne Dunstan*

Headteacher

## **ENDEAVOUR SCHOOLS TRUST**

All staff across the Trust enjoy the support and challenge offered through cross school working. Colleagues regularly visit and work with their counterparts in other schools and seek out innovative ideas that are making a difference within other areas of the Trust. The numbers of schools in our Trust offers opportunities for career progression for our staff, whilst still remaining small enough for each member of staff to remain a valued individual personally known by our CEO.

### **STAFFING Crabbs Cross Academy**

Number of Teachers - 14

Number of Teaching Assistants - 14

Other Support Staff – 8

### **STAFF IN OUR TRUST**

Number of Teachers - 47

Number of Teaching Assistants - 46

Other Support Staff - 46

### **ACCOMODATION AND RESOURCES**

The Trust is well resourced and is continually using its healthy finances to develop and improve the school accommodation and resources.

### **PUPILS**

We are most fortunate in the skills, talents and qualities our children possess. Their responsive nature, and willingness to learn and succeed, provide an inspiring teaching and learning environment. The support that classroom staff, and the children receive from our specialist support staff is second to none, with several of our schools achieving national recognition for their innovative strategies to support pupils and families who have found accessing school more challenging.

## JOB DESCRIPTION

Job Title	OFFICE ASSISTANT	School/Trust	Crabbs Cross Academy
Pay Band	SCALE 2 Points 3-4	Responsible To	OFFICE MANAGER & HEADTEACHER
Salary	£22,737 - £23,114 FTE	Responsible For	N/A
Trust/School Values and Mission			
Our ambition for the Trust is to "go further and be better than we have ever been before" and our Trust vision statement "Inspired to excel" encapsulates this. The aim that underpins this is our driver, which is "from good to great."			
Main Purpose of the Post and features of this role.			
<ol style="list-style-type: none"> <li>1. To support the Office Manager/Senior Administrator in providing an efficient and effective administrative support function to the School.</li> <li>2. Work is largely regulated by laid down procedures, but needing occasional creative skills to deal with routine problems</li> <li>3. Contact with other people relates to well established matters but sometimes involves dealing with issues where the outcome may not be straightforward.</li> <li>4. Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives Responsibility for the accurate handling and security of smalls sum of cash, cheques or financial resources.</li> </ol>			
Specific Responsibilities and Tasks			
<ol style="list-style-type: none"> <li>1. Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors in line with security and safeguarding protocols.</li> <li>2. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc and recording first aid statistics.</li> <li>3. Carry out photocopying, filing, emailing and complete routine forms and data returns.</li> <li>4. Maintain manual and computerised records/management information systems such as Arbor.</li> <li>5. Maintain the online payment system, setting up payment options, eg school lunches, and trips, monitoring income, chasing outstanding payments, providing reports to the Headteacher</li> <li>6. Complete Banking alongside the Office Manager/Senior Administrator.</li> <li>7. Produce lists/information/data as required.</li> </ol>			

8. Record and maintain attendance data and liaise with the Educational Welfare Officer.
9. Produce reports on attendance data and others as requested.
10. Maintain and collate pupil records.
11. Maintain and collate pupil reports.
12. Undertake typing, word-processing and other IT based tasks
13. Respond to routine correspondence including school emails in line with school procedures.
14. Organise after school clubs and manage registers, ensure providers paperwork is in place including insurance documents.
15. Support teachers to organise school trips and off site activities by obtaining quotes, costing and booking transport .
16. Assist with arrangements for visits by school nurse, photographers etc.
17. Sort and distribute mail, prepare outgoing mail
18. Liaise with the trust finance team to aid the administration of purchase orders and deal with queries
19. Check all deliveries are correct against orders before they are distributed to staff.
20. Maintain stock and supplies such as photocopying resources and stationery for office use.
21. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this grade.
22. To undertake health and safety duties commensurate with the post and /or as detailed in the School's Health and Safety policy.
23. To maintain strict confidentiality and work to safeguard our pupils at all times.

#### Notes

The Trust reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.

Endeavour Schools Trust and the schools within the Trust are committed to a number of principles and adhering to legislation which include the Safeguarding of Children, Health and Safety, Data Protection, Confidentiality and employment legislation. Policies relating to these and other subjects are available on the Endeavour Schools Trust Team Site in Office 365 and it is expected that you will familiarize yourself and adhere to these policies.

Academic Year of Review	
Signature of Line Manager	Signature of Post Holder
Date Signed	Date Signed

## OFFICE ASSISTANT GRADE 1 and 2

### PERSON SPECIFICATION

	Essential	Desirable	For Interview Panel Use Only	
			Where evidence to be sought	Score 1 for evidence met
<b>Professional Qualifications</b>	Excellent literacy / numeracy skills. GCSE Grade A – C Maths & English or equivalent	Recent appropriate training Administration qualification	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Original documents at interview</li> </ul>	Essential Score =  Desirable Score =
<b>Experience, Skills, Abilities and Competencies</b>	<p><b><i>The candidate <u>MUST</u> be able to demonstrate that they have the experience and/or ability to deliver the following:</i></b></p> <ul style="list-style-type: none"> <li>• Fluent in Spoken English</li> <li>• Ability to undertake basic numeracy</li> <li>• Ability to understand and comprehend with work instructions (written and verbal)</li> <li>• Be committed to the ethos and values of the school</li> <li>• Be able to encourage children to achieve the vision and values through keeping to the school's behaviour code</li> <li>• Develop good appropriate relationships with staff</li> <li>• Communicate positively and effectively to children and listen to them</li> <li>• Actively contribute to a happy, safe and supportive play environment</li> <li>• Demonstrate the ability to comply with policies and procedures relating to child protection, health and safety, security, data protection and equal opportunities.</li> <li>• Be aware of, and able to maintain the confidentiality aspects of the job</li> <li>• Ability to access and read emails</li> </ul>	<p><b><i>The candidate <u>MAY</u> be able to demonstrate that they have the experience and/or ability to deliver the following:</i></b></p> <ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Experience of working within a team</li> <li>• Experience of working in a school</li> <li>• Ability to use the IT offered in the school e.g., Arbor, Office 365</li> <li>• Able to offer other languages spoken in the local area to the school.</li> <li>• Experience of administering first aid and be willing and able to deal with minor first aid (training can be arranged if necessary)</li> <li>• Knowledge of safeguarding processes</li> <li>• Have assisted with single central record</li> <li>• Holds First Aid Qualification and willing to be a school first aid</li> <li>• Practical experience of organising trips, events and clubs</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>•</li> </ul>	Essential Score =  Desirable Score =

	<ul style="list-style-type: none"> <li>• Confident use of Windows programme and to be trained in the use the IT offered in the school e.g., Arbor, Office 365</li> <li>• Ability and Willingness to take First aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of attendance/absence reporting and procedures</li> <li>•</li> </ul>		
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Sympathetic</li> <li>• Enthusiastic</li> <li>• Patient</li> <li>• Resourceful</li> <li>• Confidence to provide verbal and written advice and guidance to staff, pupils, parents and others involved in school life</li> <li>• Well organised</li> <li>• Methodical</li> <li>• Proactive and takes initiative</li> <li>• Recognises when to seek advice/support</li> <li>• Ability to analyse and evaluate information and produce reports/ information/data as required</li> <li>• Works collaboratively</li> <li>• Team Player</li> <li>• Self-Motivated</li> <li>• Patient with others</li> <li>• Welcoming, always has a smile</li> <li>• Calm</li> <li>• Has drive and determination</li> <li>• Will always ensure confidentiality</li> <li>• Has creativity and vision</li> </ul>	<ul style="list-style-type: none"> <li>• Can persuade, motivate and negotiate</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Essential Score =
<b>Other</b>	Willingness to undertake a full DBS Check	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Essential Score =



## **CONTINUITY OF SERVICE (please see below an extract from the Trust's pay policy)**

**19.1** For purposes of establishing statutory employment rights, e.g. relating to probationary period or dismissal, the date of continuous employment will be the start date with the Trust. Where a member of staff takes additional roles/contracts with the Trust, the start date of these contracts will apply as the date of continuous service for establishing statutory employment rights.

**19.2** Previous unbroken continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) Orders (as amended) (which covers local authorities and related bodies) will be included in calculating redundancy entitlements. For the purpose of Annual Leave, Occupational Sickness Scheme and Occupational Maternity Pay Scheme, the date of continuous employment will be the start date with the Trust.

## **CONTRACT**

This is a permanent position

## **SALARY**

Scale 2 pts 3-4 Full time salary £22,737 - £23,114 pro rata term time only + 5 TEDS,

Actual salary based on 22.5 hours £12,145 to £12,346

## **WORKING DAYS**

The working days on commencement will be Monday to Thursday 8.30am to 12.15pm and Friday 8am to 4pm.

These arrangements may change, and you will be advised of any changes. You should note that there is no guarantee that you will be able to work the same day or days or periods throughout the contract however this will be discussed with you at the time.

## **START DATE**

The closing date for the position will be Monday 15<sup>th</sup> July 2024 and we are looking to recruit the new candidate as soon as possible. Please note this is subject to pre-employment clearances including a satisfactory enhanced DBS having been completed.

## **MAKING AN APPLICATION**

Applicants should complete the Trust's application form, which includes the names and telephone numbers of two referees. These documents should reach Hayley Cromwell, Office Manager no later than 9am on Monday 15<sup>th</sup> July 2024. Late applications and applications not on the Trust's application form will not be accepted. There will be an opportunity for short listed applicants to review the school (subject to COVID-19 restrictions).

Applications can be posted or delivered in person to Crabbs Cross Academy or emailed to [officemanager@cca.endeavourschools.org](mailto:officemanager@cca.endeavourschools.org)

Applicants should consider whilst completing their application form that the details they provide will be used for shortlisting. You should therefore ensure that you have given examples of your experience and knowledge that demonstrate your ability to undertake the requirements of the job description and, in particular, at least all attributes in the essential column of the person specification. This information will help the Trust to ensure that equality of opportunity is extended to all applicants.

## **REFERENCES**

References given in respect of posts in education are exempt from GDPR and are requested in confidence. Applicants should be aware that as such, no references will be shared with applicants however, these references will be used to verify information from your application and any anomalies followed up at interview.

## **RECRUITMENT MONITORING**

Within the application form is a link to an online form where the Central Team of Endeavour Schools Trust collate information for recruitment monitoring including ethnicity, age, disability and the advertising medium that you became aware of the post you are applying for. This information will be collected by the Central Team for reporting to the Trust Board annually and then destroyed. No member of the interview panel will be aware of any information that you give in this form. Whilst completion of this form is voluntary we would urge you to complete this to be able to truly report information to the Trust Board without bias.

## **RETENTION OF APPLICATION INFORMATION**

Any information that you supply as part of your application and any documents that are created by the School as part of the recruitment process may be kept in hard copy and electronically for 6 months from the date of interview. All records for unsuccessful applicants will be destroyed after that time.

## **POLICY STATEMENT ON RECRUITING APPLICANTS WITH CRIMINAL CONVICTIONS**

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore applicants shortlisted for interview will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

For further information on filtering please refer to Nacro [guidance](#) and DBS [website](#).

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying

## **INTERVIEW ARRANGEMENTS**

All applications will be reviewed on receipt and shortlisted candidates will be notified. Interview will take place on Wednesday 17<sup>th</sup> July 2024. Please note, we reserve the right to interview prior to this date should it be suitable for all parties. Due to the high volume of applications that the Trust receives only shortlisted candidates will be contacted. If we do not shortlist you, we wish you every success in the future.

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:

- A) An enhanced DBS disclosure;
- B) Checks of professional status (EWC; QTS etc.)
- C) Confirmation of professional qualifications
- D) Receipt of strong references (if not already received by the time of interview); and
- E) Medical clearance

2. We only accept applications completed on the application form you have received along with this statement. Please do not send CVs or open testimonials/references.

3. Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The Referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

***We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.***