



Guilsborough Academy

Guilsborough Multi Academy Trust



PE Administrator

Candidate information pack

Letter from Mr Simon Frazer, Principal

Dear Colleague

Thank you for taking an interest in our Academy and particularly in the post of PE Administrator.



I know how important it is to make the right decision when deciding whether to apply for a new post. It is important to find out as much as you can about us, so I would encourage you to visit our website, www.guilsborough.northants.sch.uk, where you will find lots of information, including our recent newsletters.

We will be making tours available to prospective candidates as I believe it is important to get a feel for the academy and our values. If you would like a tour of the academy we would be pleased to arrange this. Please contact Ellie McFall our HR Officer, on hr@guilsborough.northants.sch.uk.

Our Ofsted report can be found [here](#), which is another source of information for you and which highlights ‘the positive learning environment in which lessons take place’ and ‘good behaviour’ of our pupils.

While most staff at Guilsborough are long serving members of staff, I joined Guilsborough as Principal in September 2020. I was made to feel extremely welcome. Colleagues’ support for our students, and each other, has been a highlight as we tackle the many challenges facing education during the global Coronavirus pandemic. The messages of support from our parents/carers, examples of which are on our website, have also been heartening as we work hard to make sure our students continue to make the progress we know they can. Long serving colleagues say that they stay because of the pupils, their colleagues, and the training and career development opportunities they are able to access.

My personal belief is when we attract fabulous staff, look after their welfare and give them an environment where they can flourish, we continue to give our pupils the high-quality education that they deserve.

If you feel that Guilsborough Academy could be the right school for you then we would welcome your application.

With best wishes for the future.



Simon Frazer
Principal of Guilsborough Academy

About Guilsborough Multi-Academy Trust

We are a small MAT located in Northwest Northamptonshire close to the border of Northamptonshire, Leicestershire and Warwickshire. We are presently comprised of two academies: Guilsborough (11-19) Academy and Naseby Church of England Primary (4-11) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust with our partner primary school, Naseby Church of England Academy in 2014.

The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 4-19 Education for the benefit of our pupils, staff, parents/carers and the wider community.

The GMAT Strategy

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others.

We value our relationship with church colleagues and the expertise they bring to our Trust.

We recognise and encourage the individuality of our academies, and the need for them to reflect the character of the communities that they serve. Success and excellence warrant a greater autonomy.

The Trust values the work of our Academy Governors to hold their Academies to account and to constructively monitor school progress. Intervention must come where and when it is needed and in proportion to the identified area of development.

The Trust provides a set of centralised services to support our academies and help them remove distracting administrative duties from our education leaders. Through the centralisation of support services we can align centres of excellence in our back office, which in turn help create savings that we can direct into the classroom to continually drive up education standards.



Our member academies:

- ❖ Keep our pupils and staff safe
- ❖ Make the achievement of learning goals enjoyable
- ❖ Encourage pupils to appreciate the value of education and the opportunities it can create; and
- ❖ Prepare our pupils to be active and valued members of society.



Welcome to Guilsborough Academy

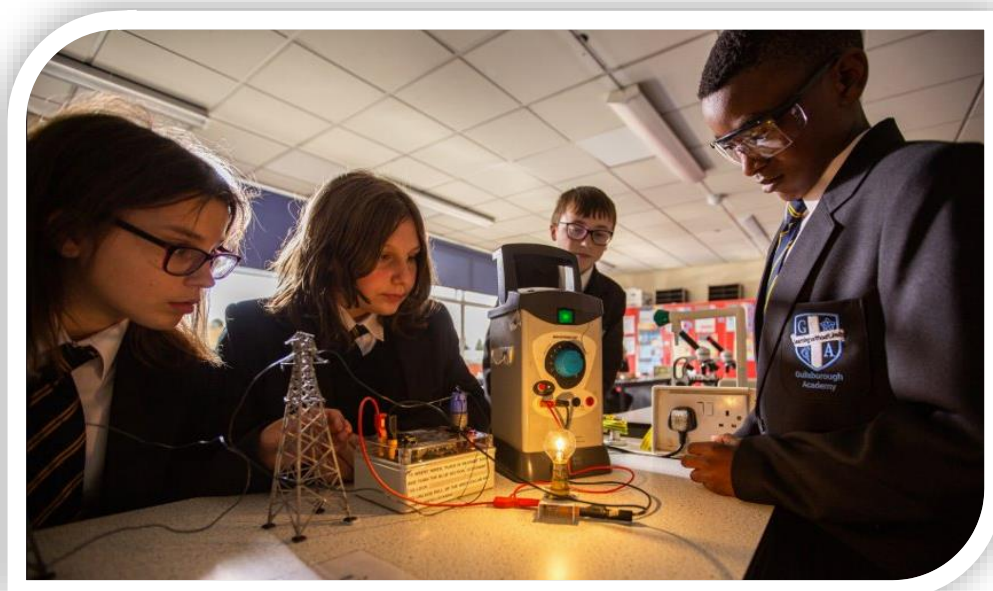
At Guilborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills and commitment of our staff and the enthusiasm and hard work of our pupils, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for pupils of all abilities. Our pupils' excellent academic achievements can be seen in the national league tables. Every year our most able pupils achieve very highly; we encourage and support pupils to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme. We also hold the prestigious CEIAG award (Career Education, Information Advice and Guidance).

Guilborough Academy is committed to a comprehensive intake and accepts pupils of all abilities. We are an extremely popular choice for parents/carers and we are over subscribed for September 2021. An inclusive school community, our pupils come from a wide variety of different social and cultural backgrounds, and we support pupils with special educational needs. Our aim is to challenge all our pupils to reach their full potential and celebrate their successes. We ensure that those pupils who have special learning needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our pupils are encourage and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the school, but also to the wider community. Pupils' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and pupils. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

Continuous staff development, supported by a research led focus on Teaching and Learning forms the basis of our professional work. The most recent Teaching and Learning pack may be found [here](#).



PE Administrator

Hours of Work: 22 hours per week, 39 weeks per year

Salary: Grade D, (Point 3-4), starting point 3, Salary £18,887 FTE, Actual Salary £9,616

We are seeking to recruit an enthusiastic and motivated administrator to support our fantastic PE department. The ideal candidate will possess excellent administration skills and be well organised with the ability to work as part of a team.

Main responsibilities involve supporting the teaching of the PE department by preparing equipment for lessons and extracurricular, manage the fixtures calendar, produce teaching resources, complete necessary administrative tasks and support staff and students daily.

Applications are welcomed from those who are energetic, enthusiastic and have a genuine interest in working with young people. Administration experience in a similar role would be advantageous, however full training will be provided.

Visits to the Academy are most welcome, please contact Miss Ellie McFall, HR Officer on hr@guilsborough.northants.sch.uk to arrange a suitable time.

Closing date: Thursday 30th June 2022

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We are also committed to meeting the requirements of disability discrimination and other legislation.

www.guilsborough.northants.sch.uk

JOB DESCRIPTION

JOB TITLE: Subject Administrator
RESPONSIBLE TO: Head of PE

Job Purpose

To support the delivery of lessons, extra-curricular sport and teaching & learning across PE
To assist with organising and running extra-curricular clubs
To support the PE staff with promoting physical activity and healthy, active lifestyles within lessons and extra-curricular sport

Responsibilities

- Organise, prepare, and maintain equipment for use in lessons and extracurricular.
- Provide administrative support for events (such as Sports Awards, Trips, sporting events and extracurricular).
- To provide practical and administrative support including but not limited to the making of resources, assisting with cover distribution, typing of letters, minutes, reports, worksheets etc
- To co-ordinate the ordering of PE resources and undertake stock check as required. Manage the stock and access to different summer and winter equipment
- To organise the fixtures calendar, other sporting activities and events including booking coaches, minibus/driver etc.
- To carrying out monthly health and safety checks and complete minor repair work, appropriate to the level of skill held by the post holder.
- To organise the annual health and safety checks with external bodies.
- Organise, maintain, and clean team kits and spare kit.
- To assist with customer service queries, ensuring that all enquiries from parents, students, outside agencies and the wider community are dealt with efficiently and effectively, whilst promoting the ethos of the school.
- When required, video some PE lessons and take team photos – training to be given
- When required, supervise students who are not taking part in PE
- To carry out any task deemed viable by the Head of Department if required.

As a term of your employment, you may be called upon to perform other duties that the Principal considers reasonable, that are commensurate with the grading and designation of the post.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

Person Specification

Subject Administrator	Essential	Desirable
Educated to GCSE standard with good grades in English and Maths	✓	
Passion for sport and healthy living		✓
Willing to be flexible and adaptable	✓	
Ability to plan effectively and work to tight deadlines	✓	
Highly organised and able to work independently, use initiative but take direction.	✓	
Ability to communicate effectively and relate well to students, staff and parents	✓	
Ability to work as part of a team	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	✓	
Willingness to contribute to extra-curricular activities	✓	
Good sense of humour		✓
Experience of working with children in an extra-curricular context or voluntary basis		✓
Previous experience as a PE Technician or within a school environment.		✓
Evidence of working effectively under pressure		✓
Strong ICT skills	✓	
MIDAS minibus qualification		✓



Support for our staff

At Guilsborough Multi-Academy Trust we value our staff. We are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our Academy. Without your energy, drive and enthusiasm, the Academy would not be in the successful place it is today or as prepared to face new challenges in the future.

The benefits, support, health and wellbeing initiatives included in this bulletin are a summary of what is already available to us as well as an introduction to a few new offers and ideas.

- **Staff working party for Wellbeing**
- **Dedicated and talented staff who are keen to build on our high expectations**
- **Great students who are enthusiastic and motivated.**
We have a very positive ethos and excellent staff/student relationships
- **A developmental and supportive culture for continued professional development.**
The school strives to deliver personalized pathways and opportunities in order to enhance the growth and development of all staff members.
- **A good working environment with good resources.**
- **Supportive parents and carers.**
- **A fabulous location.**
We are based in Guilsborough, Northampton on a large and beautiful site.
- **HR Services on site**
Confidential advice and guidance on HR policies and procedures including: Maternity, Paternity, Adoption leave. Accessing staff services such as occupational health and counselling. Flexible working. Long term and short-term absence support.
- **Eye Tests**
Visual Display Unit (VDU) users are entitled to a free eye test.
- **Free Flu vaccinations for all staff.**
- **Multi-Gym – due to be completed during the Autumn half-term.**
All employees have access to the multi-gym and this is available for staff only use: Mon-Fri 7.30-8.30am and 4.30-5.30pm. Staff showers are available.
- **Pension Schemes**
GA offers a defined benefit pension scheme which is supported by school contributions as well as those of the employee. GA has two pensions schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.
- **Healthy Eating**
Our in-house catering firm Caterlink offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.
- **PTA**
We have a very active PTA group that all staff can get involved in if they wish.
- **Additional Training Days**
Additional training day for curriculum development
- **Extended breaks**
- **Library - Book Club**
- **Friday night staff sports club**

Guilsborough first opened its doors over 60 years ago. Our newest building opened in September 2021. We value our strong history and are excited about our bright future.



*We look forward to receiving your application
and welcoming you to our
GUILSBOROUGH family.*