



Enquire Learning Trust Application Pack

School Administrator Apprentice Level 3

Reference Number: ELTOCT2501

Roseberry Academy
Roseberry Crescent
Great Ayton
Middlesbrough
TS9 6EP

Contents:



1. The Enquire Learning Trust Visions, Values and Mission



2. Academy Information



3. EAP Programme



4. Job Advert



5. Job Description



6. Person Specification



The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

Roseberry Academy

We are a caring village school with a dedicated and committed staff, supportive Governors and parents, an active PTA and happy children! As an Enquire Learning Trust Academy, we strive for the highest standards and have a clear vision for the future.

At Roseberry Academy, we strive to enable our children to become effective and successful learners. We provide an environment with positive and confident attitudes and encourage mutual respect. Children are inspired and enthusiastic about their learning, which is engaging and objective led, building upon previous knowledge and developing new skills.

We believe that children learn when they are engaged and enthused and we aim to provide a range of exciting, high quality learning experiences for all. A variety of teaching and learning pedagogies are used with ongoing assessment to ensure progression. This, in turn enables us to help our children develop as enquiring, reflective, independent learners with high expectations for themselves and their learning.

Our Vision

Roseberry Academy is based upon a belief system which values individuals equally. Staff know children well and equal importance is given to academic, social and emotional development and, consequently, relationships within the community of the academy are strong.

Pastoral care is given the highest of priorities with the recognition and understanding that children come from a diverse range of backgrounds and experiences which impacts upon their development. We believe that relationships are key! Warmth, humour and mutual respect are shared behaviours which are evident throughout the school and they, along with high expectations and ambition for all, form the basis upon which foundations for learning are built. The curriculum at Roseberry is enquiry led and children are encouraged to lead their own learning and are seen to be enthused and engaged throughout lessons which inspire them.

Children who leave Roseberry Academy at the end of Year Six do so with a toolkit for life: confidence in themselves as individuals- their understanding of their place in the world, their achievements and aspirations; a love of learning and thirst for knowledge, as well as pride in their academic achievement; a clear understanding of how to reach their aims; a readiness for their next stage in learning; the ability to persevere and find solutions through the development of their emotional intelligence and their own set of values which they are confident to articulate and share.

Our most recent, successful Ofsted inspection (2023) graded our school as good with EYFS provision as outstanding.

EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

School Administrator Apprentice Level 3
Reference Number: ELTOCT2501

Working Hours: 37 per week

Working Weeks: 39 weeks per year (Term time only plus 5 training days)

Salary Scale Range: Apprentice minimum wage

Contract Type: Temporary

Start Date: ASAP

Location: Roseberry Academy, Roseberry Crescent, Great Ayton, Middlesbrough, TS9 6EP

Roseberry Academy are looking to appoint a friendly, caring, highly motivated and organised School Administrator. Successful candidates will complete the School Administrator Level 3 Apprenticeship while working as part of our busy School Administration team.

About the role

- To handle enquiries from parents, staff and members of the community via face-to-face interaction, phone calls or emails.
- To undertake general administrative support e.g. photocopying, filing and routine correspondence
- To use a variety of different IT based systems and carry out a range of IT based activities and data entry.
- To assist with the monitoring, maintenance and distribution of stock and the ordering of supplies as necessary
- To assist with general financial administration e.g. Raising Purchase orders, ordering stock, receiving and checking off deliveries.
- To show a duty of care and take appropriate action to comply with Health & Safety requirements at all times

What we are looking for

- A friendly, helpful, caring and flexible approach
- Excellent interpersonal and communication skills
- Self-motivated with the ability to work as part of a team and alone, on own initiative
- Ability to plan and organise
- Ability to recognise and identify problems
- Ability to record and pass on information accurately
- The ability to work under pressure and multi-task
- Ability to maintain confidentiality in all school matters
- Willingness and ability to attend appropriate meetings and training
- Excellent punctuality and attendance
- Knowledge of MS Office (Word, Excel and Outlook).
- 5 GCSEs grades A*-C/9-4 or equivalent (including English Language and Maths)

What we can offer

Opportunities for development and progression
Employee Assistance Programme provided by Health Assured
Cycle to Work Scheme
Octopus EV Scheme
Lifestyle savings

Working arrangements

8.00am – 4.00pm – Monday – Thursday

8.30am – 4.00pm - Friday

For more information, please contact *Mrs J Taylor, Business Manager*, 01642 722883

Visits to school are welcome please contact the school office on 01642 722883

How to apply

You can apply for this position by visiting [The Enquire Learning Trust](#)

Closing date and time: Wednesday 7th January 12noon

Interview Date: Tuesday 13th January

DBS/Safeguarding Statement

The Enquire 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. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an Enhanced Disclosure from the DBS.

Job Description - School Administrator Apprentice Level 3

Purpose of the Role:

To support the smooth and efficient running of the school office by providing high-quality administrative and general support to staff, pupils, parents, and visitors. This apprenticeship offers a valuable opportunity to gain hands-on experience in a busy school environment while working towards a recognised qualification with the LMP Group (School Administrator Apprenticeship - LMP).

Key Responsibilities

Administration

- Undertake reception duties including: answer telephone calls, take messages, and respond to enquiries in a polite and helpful manner
- Maintain effective administration systems in line with Academy procedures
- Provide general clerical and administrative support including photocopying, filing, typing, emailing, completing forms, and responding to routine correspondence
- Maintain the school's email inbox and ensure timely responses
- Assist the Administrator with afterschool club/wraparound care bookings and payments
- Support the administration of paperwork and booking processes for special events, school trips, visits, and residential
- Assist with maintaining manual and computerised records through appropriate management information systems, including dinner registers, recording absences and late pupils
- Administer all Academy post
- Word-process letters and produce reports as required
- Assist with the management of the school calendar
- Effectively use the Academy MCAS system to relay messages and information to parents

General Support

- Provide a welcoming and professional reception service to all visitors, pupils, and staff
- Ensure that front-line enquiries from staff, pupils, parents, and visitors are dealt with promptly and effectively
- Keep the general office and reception area tidy and organised, ensuring paperwork and data are filed securely and appropriately
- Maintain confidentiality and follow school safeguarding procedures at all times

Training and Development

- Work towards a nationally recognised qualification as a School Administrator Apprentice (Level 3) - School Administrator Apprenticeship - LMP
- Receive on-the-job training and mentoring from experienced staff
- Participate in regular reviews to support progress and development

Apprenticeship Summary

- You will work towards your Level 3 School Administrator qualification across a total duration of 16 months.
- Training provider: LMP Group: <https://lmp-group.co.uk/>
- All online/remote learning, no classroom or college day release
- An allocated tutor will support you throughout the apprenticeship.

Apprenticeship Overview

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

- **Milestone 1.** The Organisation - (Aims, Values, Policy)
- **Milestone 2.** IT Skills - (Systems, Record and document production, Financial processes and Professionalism and productivity).

- **Milestone 3.** Communication – (Verbal, Digital, Social Media, Stakeholder Management, Problem Solving, Integrity and Productivity)
- **Milestone 4.** Continuous Improvement – (Processes, Coaching and Developing others, Decision Making, Quality and Responsibility).
- **Milestone 5.** Project Management – (Project Lifecycle, business fundamentals: Finance, Change, PESTLE, leading a project).
- **Milestone 6.** Preparation for End Point Assessment

Person Specification

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> GCSEs (or equivalent) in English and Maths (Grade 4/C or above) Willingness to undertake a Level 3 School Administrator Apprenticeship 	<ul style="list-style-type: none"> Additional IT or administration-related qualifications First Aid or Safeguarding training (can be provided in post)
EXPERIENCE:	<ul style="list-style-type: none"> Experience of working as part of a team (e.g. through school, volunteering, or part-time work) Experience using Microsoft Office applications (Word, Excel, Outlook) 	<ul style="list-style-type: none"> Experience in a customer-facing role
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> Basic IT skills and willingness to learn new systems Good written and verbal communication skills Ability to follow instructions and complete tasks accurately Awareness of the importance of confidentiality 	<ul style="list-style-type: none"> Understanding of school environments or education settings Familiarity with email systems and calendar management
PERSONAL AND PROFESSIONAL ATTRIBUTES:	<ul style="list-style-type: none"> Friendly, approachable, and professional manner Reliable and punctual Willingness to learn and take on feedback Able to work independently and as part of a team Positive attitude and commitment to personal development Flexible and adaptable approach to work 	

Roseberry Academy
Roseberry Crescent
Great Ayton
Middlesbrough
TS9 6EP

Principal: Mrs S Anderson
Telephone: 01642 722883
Email: office@roseberryacademy.org

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations