



School Business Assistant

GRADE: 5 (Points 04-05)

ACTUAL SALARY: £17,459 – £20,663 per annum

(Pending NJC Pay Award 2024-25)

**Contract: 32.5 - 37 Hours (negotiable), 39 weeks
per year (Term time only)**

Start Date: ASAP

CANDIDATE INFORMATION PACK



What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher
- About Esteem Valley Academy
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The School Business Assistant role presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

Esteem Valley Academy is seeking a flexible, committed, enthusiastic and highly skilled administrator to work alongside our Operations Manager and Executive Business Manager in providing appropriate administrative support for our school.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Alex Pawlitta, Executive Business Manager, on 0115 850 0826 or via email to apawlitta@esteemvalleyacademy.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of 14 academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.



Welcome from the Headteacher

Welcome to Esteem Valley Academy (previously Amber Valley & Erewash Support Centre) and thank you for showing an interest in our academy.

The Esteem Valley Academy is an AP academy that provides education to students who are at risk of permanent exclusion or who have already been permanently excluded from mainstream education. Our provision caters for students in Key Stages 2, 3 and 4, at sites located in Ilkeston, Kirk Hallam and Sawley.

Whilst the majority of our students have been permanently excluded, we work closely with local school clusters and the local authority to provide education opportunities to young people who are at risk of exclusion. Such placements have been highly successful in preventing numerous permanent exclusions in Derbyshire.

We are committed to working in partnership with young people, their parents and carers, their schools and other agencies to re-engage them and enable them to become successful learners and responsible citizens. Where students are able to demonstrate positive behaviour and a desire to achieve, we aim to help them transition back to mainstream school. For those who require a more alternative approach, we provide a balanced and varied curriculum, delivered through high quality teaching and learning.

Whilst for many, an AP Academy may seem to be the end of one's academic career, we see it as merely a change in direction and this could be exactly that for you and your career. If you are an inspiring, energetic, flexible and engaging person with a passion for working with disaffected pupils and can contribute to a staffing team with fresh new ideas then we may be the academy for you! Further information about our Support Centre can be found on the website at www.avesc.derbyshire.sch.uk

We look forward to welcoming you.

Yours sincerely,

Kevin Wildrienne
Headteacher

The advertisement

Job Title: School Business Assistant

Location: Esteem Valley Academy – Based at Sawley site (Mikado Road, Sawley, Long Eaton, NG10 3GN) but visits to other sites (Cotmanhay DE7 8PF, Kirk Hallam DE7 4HD) may be required

Grade/Scale: Grade 5 (Points 04-05) £17,459 – £20,663 per annum (Pending NJC Pay Award 2024-25)

Start date: ASAP

Contract: 32.5-37 hours (negotiable), 39 weeks per year (Term time only)

Esteem Valley Academy is a vibrant, stimulating and specialist community in which pupils and staff value themselves and others. We aim to challenge, motivate and empower individuals with the skills and knowledge for a life beyond school. We want the students and staff of Esteem Valley Academy to be both aspirational and inspirational.

We are seeking a positive, flexible, caring individual who are willing to contribute fully to the life of the school and who are committed to safeguarding and promoting the welfare of children and young people.

Benefits include: LGPS Pension Scheme, school holidays, Westfield Health membership and free parking.

For further information, please contact Alex Pawlitta, Executive Business Manager, on 0115 850 0826 or via email to apawlitta@esteemvalleyacademy.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 03 November 2024 (23:59)

Interview date: TBC

Esteem Valley Academy reserves the right to interview suitable candidates upon application and may close the application process prior to this date

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers, and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: School Business Assistant Esteem Multi-Academy Trust

Post Title:	School Business Assistant
Location:	Esteem Valley Academy – 3 Sites (Kirk Hallam, Cotmanhay & Sawley)
Purpose:	<ul style="list-style-type: none"> To provide clerical and administration support.
Reporting to:	Operations Manager & Executive Business Manager
Responsible for:	n/a
Liaising with:	All staff
Working Time:	5 days per week (32.5 - 37 hours per week) 39 weeks per year, Mon-Fri
Salary/Grade:	Grade 5 Points 04-05 £17,459 – £20,663 per annum (Pending NJC Pay Award 2024-25)
Disclosure level	Enhanced

PRINCIPAL RESPONSIBILITIES

To achieve the above	<ul style="list-style-type: none"> Complete the daily attendance registers using Arbor and accurately recording any absence and reason for such absence. Contact the parent/carer of any absent children to establish the reason for the absence. Report any concerns to SLT. Support SLT in the management of any persistent absence and lateness, including sending out letters to parents/carers. Maintain electronic and manual filing systems, document management and record keeping and undertake associated tasks including data entry and scanning. Arrange transport with DCC's Specialised Transport department for pupils attending the Academy and outside providers and liaise with Specialised Transport and taxi providers. Reception duties, answering and directing calls. Welcoming visitors and ensure they sign in correctly. Recording staff absences. Processing of order requisitions. Processing of invoices. Inventory population and upkeep. Process forms and returns including those to outside agencies. Maintaining stock records. Managing IT resources and point of contact for IT technicians. Communicates with other school support staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. Any other reasonable duties, within the overall function of the post, commensurate with the grading and level of responsibility of the job.
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Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description.
- Participate with performance management and training and activities that contribute to personal and professional development.
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: School Business Assistant Esteem Valley Academy, Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • C/4 grade GCSEs in Math and English Language • Experience of working in an office environment
Desirable	<ul style="list-style-type: none"> • Experience of working in an educational setting
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Experience of using a range of IT packages including Word, Excel and Outlook • An awareness and understanding of confidentiality • Excellent communication and interpersonal skills • Experience of working as part of a team • Ability to communicate with parents, and colleagues in a positive manner • Ability to answer the telephone to external and internal calls in a professional and polite manner • The ability to prioritise and deal with multiple tasks whilst meeting deadlines • Can work effectively as part of a team but can also work independently using their own initiative • General administrative skills to a high level, including attention to detail • Friendly, flexible and enthusiastic personality • Seeks advice and support where necessary • Suitability to work with children (Enhanced DBS required) • Supports and demonstrates commitment to the vision of the school and MAT • Knowledge and awareness of equal opportunities policy and commitment to its implementation • Evidence of commitment to CPD • Patient, tactful and approachable
Desirable	<ul style="list-style-type: none"> • n/a

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2024' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken. Online checks may be carried out as part of the shortlisting process. The Trust has considered its duties under the Equality Act 2010 as well as good practice in recruitment and can confirm that the sole purpose of any such online checks will be for the purposes of compliance with Keeping Children Safe in Education. In the event that any issue identified as a result of the online check were to mean that an offer was not potentially made to an applicant, they would be given the opportunity to address any concerns arising out of this.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 03 November 2024 (23:59)

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For more information on the school itself please visit www.esteemvalleyacademy.co.uk.