



SCHOOL BUSINESS ASSISTANT

GRADE: 5 (Points 04-05)

**ACTUAL SALARY: £10,744 - £11,169 (Pending NJC
Pay Award 2024-25)**

**CONTRACT: 20 hours per week, Monday-Friday
08:15 – 12:15, Term Time Only – 39 weeks per
annum**

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 Headteacher
- About Holbrook School for Autism
- About Esteem Multi-Academy Trust
- 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 position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Holbrook School for Autism is a successful school and is proud to meet the educational and social needs of students aged 4 – 19 with ASD, SLD and who have challenging behaviour as a result of their communication difficulties and their lack of social understanding. We also have a primary provision for students with autism and average ability

We are keen to appoint an enthusiastic, flexible, reliable and hardworking person to join our admin team to perform a full range of reception and administration duties at our Belper sites on John O' Gaunts Way. The successful candidate will be able to drive and have access to a vehicle.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information or arrange a visit to school, please contact Sarah Broadhurst on 01332 880208, via email to sbroadhurst@holbrookschoolforautism.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>.

I wish you well in your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julian Scholefield'.

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

Dear applicant,

Thank you for your interest in the post of School Business Assistant at Holbrook School for Autism. I am very pleased that you are considering applying to work in a successful, fun and innovative special school.

Every autistic child and young person at Holbrook has individual needs and abilities. As a staff team, we are passionate about working with students with autism, enabling our students to overcome challenges and make the most of life's opportunities by preparing and supporting each one of them to be active citizens in the wider community.

As Headteacher, I am committed to promoting emotional wellbeing and positive mental health, we embed a culture which values the happiness and emotional welfare of all our students, staff, parents, and stakeholders.

As well as making a positive contribution to the lives of our students, we can offer you:

- a supportive, collaborative, and friendly staff environment the lives of Holbrook School for Autism's students.
- generous pension schemes (LGPS Pension Scheme)
- A range of health and wellbeing services through Westfield Health
- Free, on-site car parking
- A commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience to fulfil the role. The closing date for applications is Sunday 20 October 2024. I wish you well in your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Sam Bayliss'.

Sam Bayliss
Headteacher

About Holbrook School for Autism

Holbrook School for Autism provides specialist education and care for students with a diagnosis of autism aged 4-19, split over two sites in Holbrook and Belper; there are currently 157 students on roll. We also have a residential facility based at the Holbrook site that provides accommodation for up to 28 students a week, 7 per night, Monday to Thursday term time only.

The main cohort of our students have autism with profound learning difficulties and can present extremely challenging behaviour. The academy practices 'Team Teach', a holistic approach to behaviour support and interventions.

In addition to the main school, we support primary aged students with autism who can be working at age-related expectations. These students are currently unable to access mainstream school due to complex needs and behaviours and may have additional mental health needs.

Based in a rural area, Holbrook site has expansive grounds housing specialist climbing equipment, trampolines and outdoor gym equipment. It also has access to a wooded area enabling us to provide Forest Schools.

The Belper site accommodates six classes of students aged 14-19 across two buildings. The town location allows for community cohesion, work experience opportunities and has good access links enabling students to participate in travel training.

We provide a personalised curriculum, designed to address the holistic needs of our students. Students have identified differentiation as part of their 'My Plan' and individual timetables as appropriate, as well as working on the key skills of literacy, numeracy, and all the national curriculum subjects.

Situated in Derbyshire, most of our students live within the county including a significant number from Derby City. We also accept a small number from Staffordshire and Nottinghamshire.

Further information about our academy can be found on the website at <https://www.holbrookschoolforautism.co.uk/>

The advertisement

Job Title: School Business Assistant

Location: Holbrook School for Autism, John O’Gaunts Way, Belper, DE56 0DB

Salary: Grade 5 (Points 04-05) Actual salary £10,744 - £11,169 (Pending NJC Pay Award 2024-25)

Start Date: ASAP

Contract: 20 hours per week, Monday – Friday 08:15 – 12:15, 39 weeks per year

Holbrook School for Autism is a successful school for children and young people with autism and learning difficulties, aged 4 – 19. Our students, may at times, display challenging behaviour related to their communication, social interaction and/or sensory processing difficulties. Therefore, the successful candidate will have a positive approach to behaviour support.

We are looking for a positive, friendly and highly organised individual to provide clerical administration at our post 14 site in Belper. Working alongside School Business Assistant, the successful candidate will act as first port of call for reception, phone calls, attendance, meal ordering, resources, IT queries and absence requests for the students and staff in the 6 classes located at the Belper site. The successful candidate will have a key role in the wider admin team and be overseen and supported by the School Business Officer and Business Manager. Visits to the school are warmly welcomed. For more information, please contact Sarah Broadhurst on 01332 880208.

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

For further information, please contact Sarah Broadhurst, via email to sbroadhurst@holbrookschoolforautism.co.uk, on 01332 880208, or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website.

Closing date for applications: Sunday 20 October 2024 (23:59)

Interview date: WC 21 October 2024

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:	Holbrook School for Autism, John O'Gaunts Way, Belper, DE56 0DB
Purpose:	<ul style="list-style-type: none"> To provide reception and administration support to our Belper Site.
Reporting to:	Senior School Business Assistant/Business Officer/Business Manager
Responsible for:	n/a
Liaising with:	All staff
Working Time:	20 hours per week 39 weeks per year, Mon-Fri 08:15 to 12:15
Salary/Grade:	Grade 5 (4-5) Actual salary £10,744 - £11,169 (Pending NJC Pay Award 2024-25)
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To achieve the above	<ul style="list-style-type: none"> Reception duties, answering and directing calls Welcoming visitors Recording student attendance & meal requirements Maintaining stationery stock records Managing IT resources and point of contact for IT technicians Scanning, photocopying, maintaining spreadsheets and online systems Communicates with other school support staff and teachers, senior leadership team, students, 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.
Other Generic Responsibilities:	
<ul style="list-style-type: none"> 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 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.

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 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.

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Interview date: WC 21 October 2024

For further information, please contact Sarah Broadhurst, via email to sbroadhurst@holbrookschoolforautism.co.uk, on 01332 880208, or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website.