



Consilium
Evolve

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Senior Administrator



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Senior Administrator at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Welcome from Headteacher

Welcome to Consilium Evolve.

As Headteacher of Consilium Evolve, it gives me the great privilege and pleasure of welcoming you to our school.

Consilium Evolve is a specialist Alternative Provision Academy which caters for secondary age students who experience emotionally based school avoidance. But our academy is so much more than that. We nurture each student to encourage them to take their place in the world, whatever that might be, despite any barriers they have encountered.

We want Evolve to be a physically and emotionally safe and secure place for our students, so that they feel able to improve their previous school attendance. Our curriculum is delivered in a way that encourages students to be brave and creative in their learning and achieve well. Our academy is a calm and supportive environment underpinned by strong and respectful relationships between staff, students, and their families.

Mr R Bell

Headteacher



About the Academy

Consilium Evolve is an Alternative Provision Academy which caters for secondary age students who experience emotionally based school avoidance. As such, we focus on the wellbeing of our students which then allows them to achieve.

A Culture of Excellence.

Our school builds a cultures of respect, responsibility, courage, and kindness, where students and adults are committed to the quality of their craft and are brave in new challenges.

All members of our community ensure that each student is *known* and *cared* for, student leadership is nurtured, and contributions to the school and world are celebrated. Students and staff are supported to do better work and be better people than they thought possible.

Classroom Lens

Our classrooms are alive with *discovery, inquiry, critical thinking, problem solving*, and *collaboration*. Teachers talk less. Students talk (and think) more. Lessons have an explicit purpose, guided by learning targets for which students take ownership and responsibility, to bring out the best in them.

Our approach to curriculum makes standards come alive for students by connecting learning to real-world issues and needs. Academically rigorous, project-based learning expeditions, case studies, projects, fieldwork, and service learning inspire students to think and work as professionals, contributing high-quality work to authentic audiences beyond the classroom.

Show up and Be Seen,

At a very basic level we are built for love and belonging, human connection and learning. It is our job as practitioners to ensure our 'Lens' is truly focused on how our practices meet the needs our community. By bringing our best self (showing up), as practitioners , we will work rigorously to understand the mechanisms necessary to allow our students to thrive. Our students will learn to 'Be Seen', developing personal confidence, and the ability to take autonomy over their future steps.

Our Leadership

Leadership in our school goes beyond a single person or team; it's a role and expectation for all.

Leaders build a cohesive school vision focused on student achievement and continuous improvement. They align all school activities with that vision. Leaders use data wisely, boldly shaping school structures to best meet student needs, celebrate joy in learning, and build a school-wide culture of trust and collaboration.

At Consilium Evolve we are ambitious for all our students and staff, and we look forward to welcoming you to our school.

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focussed on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

- Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.
- Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.
- Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.

About the Role

Job Title: Senior Administrator

Start date: September 2022

Hours: 36 hours per week, term time plus 4 weeks

Contract: Permanent

Salary: Grade 6 (NJC scale points 13 – 17), actual salary £21,871 - £23,674

We are looking to appoint a Senior Administrator to join our team at Consilium Evolve.

As the Senior Administrator you will provide administrative and general support for the whole school providing excellent customer service to all. The Senior Administrator will be responsible for a wide range of administrative functions including, word processing, data input and maintaining the schools SIMS system.

The successful candidate should be supportive of the ethos and values of the school and the Trust. We are looking for someone who is hardworking and has excellent interpersonal skills. The successful candidate will present the best possible example of professional standards to colleagues.

If you feel you share our values, have the vision and drive for excellence and committed to ensuring that students fulfil their potential, then we would like to hear from you.

It is a very exciting time to join Evolve. The role represents a great opportunity within a friendly, positive and professional environment.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to HR@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 6th June 2022.

Interviews will take place on a date to be confirmed.

Visits to the Academy are available upon request. Please contact Rob on 07714733536

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Senior Administrator
Reports to:	Headteacher
Grade:	Grade 6 (NJC scale points 13 – 17)

Main purpose of the Role

- To provide clerical support service across the Academy and assist with student services.
- Support parents, pupils, visitors to the office or on the telephone.
- To ensure the smooth running of the office.
- To provide administrative service to Evolve Academy.

Core Responsibilities & Tasks

Administration Management

- Lead and manage the school's administration services, including staff recruitment, induction and training.
- Manage administration functions to ensure efficiency and effectiveness in order to meet the needs of the whole school, including dealing with enquiries from parents and members of the public.
- Design and implementation of effective, safe administrative systems and procedures for the administration
- Manage cash banking and supporting administration
- Responsibility for the production, implementation, evaluation and annual review of Administration related policies and risk assessments, ensuring compliance with Data Protection.
- Ensure archive records are maintained in accordance with current legislation.
- To organise cover for absent colleagues as and when required within the remit of the role
- To provide administrative and general support for whole school activities and provide excellent customer service to all.
- Update the school website
- Policy display management
- Manage complex administrative whole school procedures
- Manage, support and maintain administration functions and procedures linked to SEN, safeguarding and Governance.
- Ensure records are kept up to date for statutory returns such as the workforce Census.
- Recording and processing of complaints as directed by the school's Complaints Policy.
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate
- Attend staff briefing and the production and distribution of the minutes, when required.
- Recruitment administration including assisting with DBS checks as and when required.
- To arrange refreshments for training, meetings and major events.
- Management of First Aiders, rotas and medications on site
- To create and maintain processes to support External Visits
- Assist in maintaining the schools SIMS system for staff records
- To work collaboratively with teaching staff on pupil records, school transfers, new admissions and waiting lists.
- Attend and take minutes of meetings as and when required including Local Board, Pupil Exclusions and confidential meetings
- Assist with preparations for school events, including the production of promotional literature, invitations, flyers etc and be in attendance when required.
- Support of the ID Manager software to record pupil / staff biometric information for the print manager software and cashless catering system.
- Assist parent /carers with online appointment booking for Parents Evenings.
- Support in the administration of Parent Pay, dealing with queries from parents.

- To assist with fixed term/permanent exclusion letters and documents when required. Updating pupil records with exclusion information.
- Other reasonable duties as may be required by the Headteacher.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

Person Specification

Qualifications and CPD	Essential	Desirable
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid qualification or willing to train	X	
Experience, Knowledge and Skills	Essential	Desirable
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	X	
Good time management, with the ability to remain calm under pressure and work to deadlines	X	
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	X	
Good typing/word-processing skills	X	
Confident user of common ICT applications e.g. spreadsheets, email, internet, database input	X	
Sufficient literacy and numeracy to write clear messages and to keep statistical records	X	
Clear spoken English	X	
Excellent telephone manner	X	
Previous secretarial/administrative experience supporting a team	X	
Previous experience of working in a complex, busy, service-driven environment		X
Experience of working in a school environment		X
Experience of dealing with the public face to face and on the telephone		X
Experience of operating a switchboard		X
Personal Attributes	Essential	Desirable
Able to work within established procedures but without close supervision	X	
Ability to work flexibly as part of a team	X	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	X	
Understanding of the importance of confidentiality	X	
Systematic in approach to tasks, with attention to detail	X	
An enjoyment of working with and being in the company of young people	X	
Consilium Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	X	
English Fluency		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	X	