



## **Job Application Pack Sixth Form Senior Administrator**

Hours of Work: Permanent, Full Time, Term Time Only + 2 Weeks

Salary: Grade 7, Points 12-19: £26,421- £29,777 (FTE)

Actual Salary: £23,886- £26,920 per annum

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high-quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith-based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and are excited to be opening Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Community School, Alvaston Moor Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale**  
Academy  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy’s vision of ‘Together We Make a Difference’ underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school’s motto ‘Lead, Believe, Create, Succeed’ was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, ‘Ambition, Manners and Achievement’. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



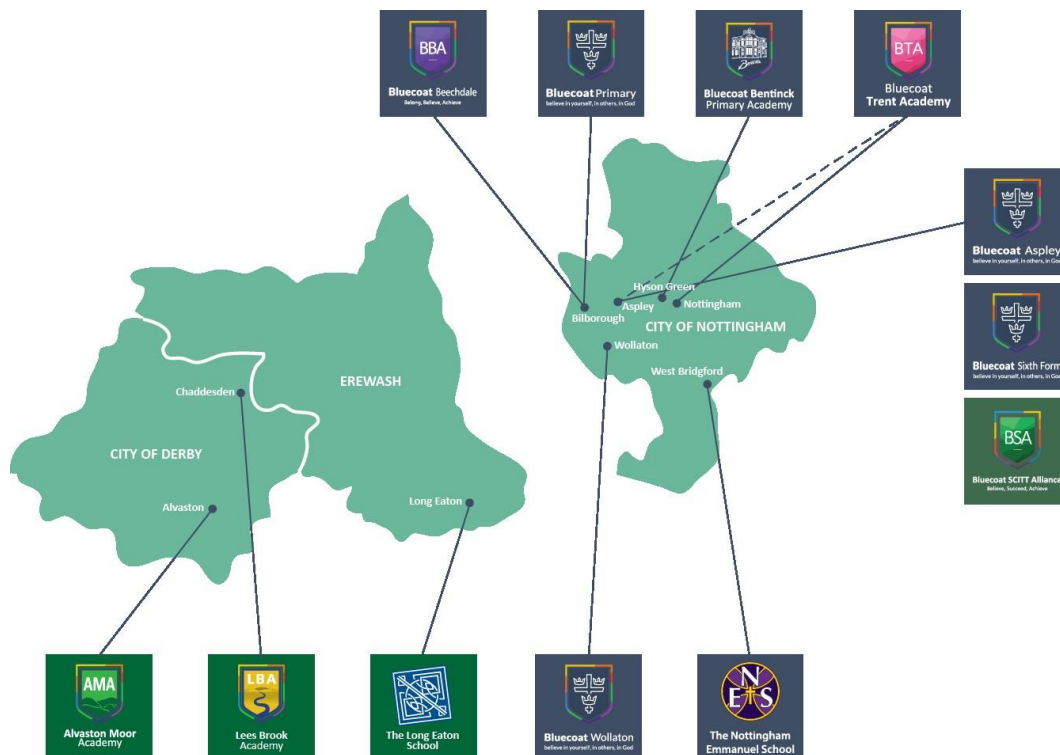
Alvaston Moor Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations





## Welcome from the Principal



The Nottingham Emmanuel School opened in 2002 and moved to our current building in late 2008. The £25 million site is located near the banks of the River Trent in West Bridgford. The school is a diverse community, serving families and students from every academic, social, faith and ethnic background.

At The Nottingham Emmanuel School, we strive for excellence in all elements of school life. We are entirely focused on delivering the highest standards of teaching and also insist on the highest standards of conduct amongst our students. As a result, we can be confident of the very best outcomes for our students: excellent examination results which enable them to take the next step in their lives.

We believe that education is a vehicle to transform lives and provide each child the opportunity to not only learn and grow, but also to develop aspiration and character. The Nottingham Emmanuel School has developed an inclusive and supportive environment where students and staff feel secure and valued. Within the school we continue to develop the 'whole child', ensuring that students achieve academic greatness alongside becoming resilient, hardworking and community-focused individuals, who are prepared to go the extra mile to serve and support others. Our Christian service to the local community and our students is motivated by the desire to remove any barriers that are preventing students achieving or reducing aspiration.

What sets The Nottingham Emmanuel School apart is its determination to set the highest academic standards alongside strong, inclusive Christian values and ethos. We know that every member of the school community is not a finished product; we all can learn and grow from one another. At Nottingham Emmanuel School our school motto is 'Together to learn, to grow, to serve'. We want to ensure that our students not only achieve great examination results, but also become great citizens who want to serve their local community. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school. The name of the school 'Emmanuel' means 'God is with us' a theme which permeates throughout the values of the school.

I have been in post as Principal of Nottingham Emmanuel School since January 2021. Having lived in Nottingham City all of my life, growing up in council estates in a single parent Christian family; I feel that I have been called to serve the Nottingham Emmanuel School community. As the first member of my family to attend university, I also want to ensure that all students are made aware of all the different life pathways and opportunities available to them. I am delighted to lead a school which exemplifies such high standards and high ideals, and I look forward to welcoming you here.

A handwritten signature in black ink that reads "S Stapleton". The signature is written in a cursive, flowing style.

**Sandra Stapleton**  
Principal

## The Vacancy

The Nottingham Emmanuel School is seeking to appoint an experienced Senior Administrator for our ever growing Sixth Form. This is an exciting opportunity for a candidate who possesses excellent administration, prioritisation, time-management, communication and interpersonal skills and has the ability to work well in a busy office environment.



The post holder will be required to provide a range of administrative support services. The nature of the role means that no one day is the same and there is always something new to do and learn.

The post holder will ensure that these services are provided in a professional, timely manner and to an excellent standard. The ideal candidate will be personable, have experience in a customer facing role and enjoy dealing with people, both in person and on the telephone.

The successful candidate will have experience in administrative systems and working within a team.

The successful candidate must be:

- Organised, flexible and has a 'can do' professional approach to work.
- Have excellent IT skills and be able to produce formal documents
- The ability to be proactive to assist all staff, students, parents and visitors
- Happy to work alone or as part of a team.

## Applications

For more information about The Nottingham Emmanuel School and the vacancy, please visit [www.emmanuel.nottingham.sch.uk/vacancies](http://www.emmanuel.nottingham.sch.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

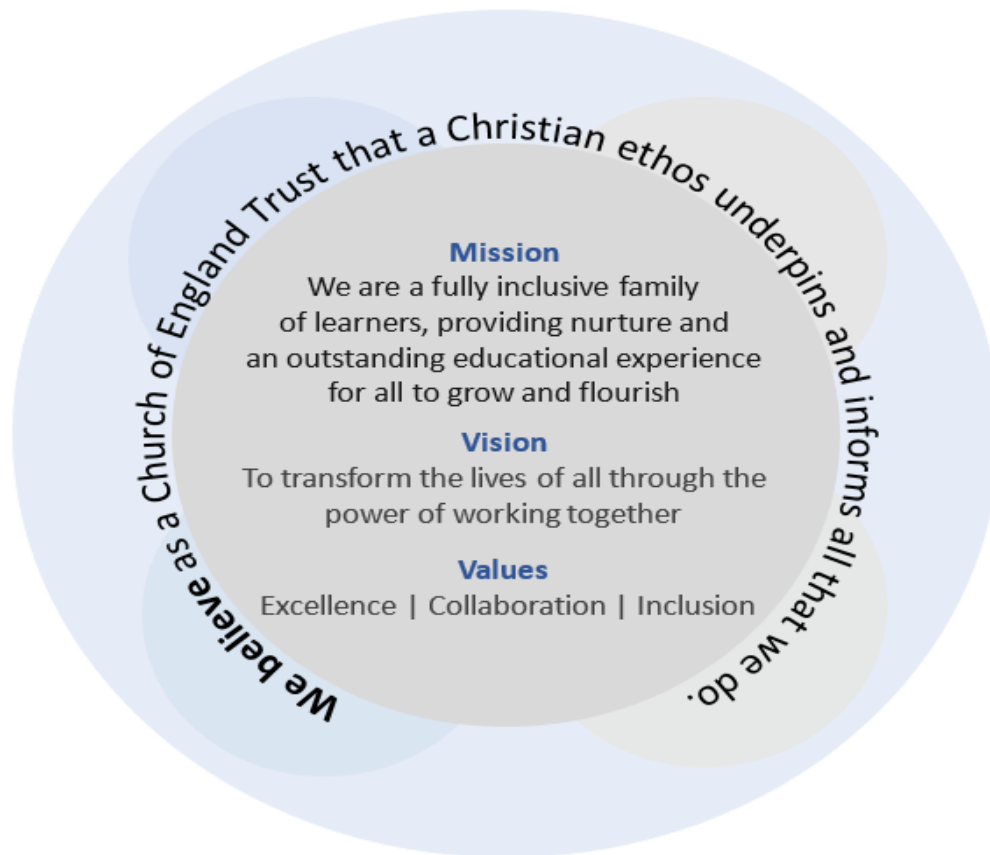
**Closing Date:** 9am, Thursday 11<sup>th</sup> July 2024

**Interview Date:** Monday 15<sup>th</sup> July 2024

If you have any queries, wish to discuss the role informally or undertake a visit to Nottingham Emmanuel School, please do not hesitate to contact us via email [recruitmentnes@archwaytrust.co.uk](mailto:recruitmentnes@archwaytrust.co.uk) or telephone 0115 977 5380.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## *Working Together, Transforming Lives*

### Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Checks

## Job Description

**POST TITLE:** Sixth Form Senior Administrator

**GRADE:** 7

**RESPONSIBLE TO:** Office Manager

### JOB PURPOSE

This post holder will work under the supervision of the Office Manager to ensure that an efficient and effective service is provided to all students/staff and to provide administrative support for the Academy.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

#### Admissions / Transition

- Coordinate all student admissions into The Nottingham Emmanuel School Sixth Form in line with the Sixth Form's entry criteria.
  - o Administrative preparation for the open evenings and events
  - o Act as the initial contact advising, promoting and supporting prospective applicants
  - o Arrange visits, tours and meetings
  - o Support the student admissions process by requesting references, undertaking an initial screening exercise of applications and arranging invitations to admissions interviews.
  - o Provide an effective administrative service to support the induction and enrolment of new students, including all personal, registration, academic information, course memberships and nomination of prefects and officials each year.
  - o Dealing with any enquiries in relation to student admissions
- Assist in the transition and induction processes in close liaison with the Head of Sixth Form.
- Assist with induction meetings and induction days including the preparation, monitoring, communication and collation of all information relating transition and induction.
- Record and monitor admissions applications in order to provide comprehensive information for the Head of Sixth Form Manager in curriculum planning.



- Manage an effective system for recording student retention, leavers and destination information for analysis reporting.

### **Bursary and Census**

- Support the Academy Manager to compile, maintain and ensure the accuracy of statistical information as required by the DfE in the Post 16 census.
- Support the Head of Sixth Form and Academy Manager to keep abreast of changes to the funding formula to ensure that funding is maximised for the Academy.
- Managing the 16-19 Bursary Fund budget and to continually develop and maintain a system of assessing, recording, and making payments and other associated payments to eligible students regarding the Academy's 16-19 Bursary, ensuring accountability for audit purposes. Offer support and advice to students and parents/carers in relation to these schemes.
- Responsibility for ensuring accurate monitoring of budgetary expenditure throughout the year to assist in bidding for budget allocations.
- Ensuring that for each Academy Census, we are up to capacity to maximise funding.
- To support with Option blocks, enrolment planning, and curriculum changes in the timetabling software.

### **Marketing and Communications**

- Lead on website design and content updates, including providing comments for improvement where applicable.
- Responsible for the collation and design of internal and external communications
- Responsible for liaison with external suppliers of printed and electronic marketing materials.
- Responsibility of the Sixth Form's social media platforms, ensuring items are promoted accordingly using own initiative.

### **Attendance**

- Maintain accurate records of student attendance, monitoring absences through G4S and responding to attendance issues according to Sixth Form policies and procedures.
- Undertake first day absence calls/texts and log information effectively.
- Be responsible, daily, for regular communication with relevant members of the Sixth Form team and other teaching staff regarding attendance issues, absence statistics and individual patterns of attendance.
- Communicate with parents / carers, both by telephone, email and in formal letters, regarding matters of student attendance. Ensuring that records are routinely kept up-to-date and concerns shared with relevant members of the Sixth Form team.
- Be responsible for enquiries relating to attendance and punctuality by students, parents/carers and staff.
- Reporting late students, recording and reporting students who require permission to leave during the day.
- Review, on a regular basis, the systems in operation to record and monitor attendance, in order to make recommendations to further improve existing systems and overall levels of attendance.
- Develop specialist knowledge of attendance and punctuality issues and best practice and provide advice and guidance to the Head of Sixth Form & SLT on matters relating to attendance and punctuality.
- Produce and provide meaningful and accurate reports on student attendance and punctuality on weekly, termly and annual basis to the Year Leader, Head of Sixth Form and other stakeholders for regular monitoring and to support effective strategic decision making.
- Responsible for all administrative functions relating to the processes and procedures to daily student attendance, supporting the implementation and organisation of attendance and punctuality.

### **Pastoral Admin**

- Supporting the Head of Sixth Form and Year Leader with any administration tasks required. This will include minute taking, managing calendars, organising meetings or preparing letters.
- Be proficient and responsible for using the Academy behaviour monitoring software (Go4Schools) and providing meaningful and accurate reports on student behaviour on a daily, weekly, termly and annual basis to support with the rewards and sanctions for the Sixth Form.

- Supporting the Academy with events such as Parents Evening, Open Evenings and Celebration of Success. Ensuring the event is advertised appropriately, chasing responses (including a log for Parental Engagement), catering is provided and rooms are booked. You will also be required to attend on the Evenings to ensure the event runs smoothly.
- Engage with parents/carers to increase use of Go4Schools and WEDUC.
- Leading on Student Consent, ensuring it is recorded appropriately, providing information or where consent has been given and gaining consent where required.

### **General Administration**

- Work cooperatively as part of the Academy administrative team, covering absence, vacancies and supporting colleagues at times of heavy workload.
- Provide a comprehensive reception service including; greeting visitors to the Academy and ensuring relevant safeguarding checks are made; welcoming parents and students' queries and dealing with general enquiries face to face, by telephone or email; taking messages or referring matters to the appropriate person and to support other reception desks as required.
- Monitor and respond to queries and tasks in the Sixth Form email inbox.
- Enter and retrieve data relating to students onto the SIMS.net database and other software packages as directed. Produce statistical reports from SIMS.net and other database packages.
- Provide general administrative support and be proficient in using Microsoft packages.
- Order office and Sixth Form stationery and ensure the office is well equipped at all times.
- Provide first aid assistance as and when required to students, staff and visitors.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Assist in the process to ensure that student records are archived annually.
- Provide general administrative support e.g. photocopying, filing, faxing, complete standard forms and respond to routine correspondence.
- Assist with student welfare duties, looking after sick students, liaising with parents/carers and staff.

### **STAFF CONDUCT**

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

### **DRESS CODE**

- At the Trust we expect staff to wear professional business clothes not casual clothes.

PERSON SPECIFICATION – Sixth Form Senior Administrator		
	Essential	Desirable
<b>Education and Training</b>		
NVQ 3 or equivalent qualification or experience in Business Administration or relevant discipline		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
<b>Experience</b>		
Previous experience of busy reception areas or administrative offices, requiring the ability to prioritise a busy and varied workload.	*	
Previous experience of working at a Senior Administrator level		*
Previous experience of working within an educational setting.		*
Previous administrative / clerical experience.	*	
Previous working knowledge of SIMS.net database		*
An interest in office processes and systems	*	
Willingness to identify and develop own IT skills	*	
Ability to create and analyse complex data	*	
Have experience of Post 16 administrative systems including enrolment, the bursary fund and attendance monitoring.		*
<b>Professional Skills</b>		
Communicate effectively verbally, in writing and through IT to a wide range of internal and external audiences.	*	
Basic use of ICT packages	*	
Strong organisational and administrative skills	*	
Good interpersonal skills	*	
Good time management skills	*	
<b>Personal Qualities</b>		
Confidence and independence	*	
Ability to work flexibly (hours and work load) as part of a team understanding school roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the trust.	*	