

# Senior Administrator



## RECRUITMENT PACK



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Proud member of Impact Education Multi Academy Trust



## Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to The Whitley AP Academy. We are an Alternative Provision Academy serving the Calderdale area and we are based in Illingworth, Halifax.

We are commissioned by Calderdale Council to provide eighty places for young people across Key Stages 2, 3 and 4. The Academy is part of Impact Education Multi Academy Trust, a Trust dedicated to improving the life chances of children and young people.

Our vision is for The Whitley AP Academy to be a school that works hard to develop confidence, a love of learning, resilience and kindness in our pupils. We have high expectations, which support the individual needs of all of our pupils, whilst placing an emphasis on positive attitudes to learning, building effective relationships and developing a strong moral compass.

Mr Phillip Hannah  
Headteacher



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The Whitley AP Academy, The Whitley Phoenix Centre,  
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## Job Description

<b>Post:</b>	Senior Administrator
<b>Overview:</b>	The primary focus of the role is to provide high quality administrative support in the Academy; this includes being responsible for the day to day operations of the Main Office in the Academy, alongside the Administration Assistant.
<b>Salary:</b>	Scale 5 (SCP 12 – 17)
<b>Contract:</b>	Permanent, Term Time only - plus five days, 35 hours per week
<b>Responsible to:</b>	School Business Manager

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## Key Duties and Responsibilities

- To coordinate the day to day provision of effective administrative support which includes maintaining databases, recording attendance, exclusions, correspondence, reports, etc. using Microsoft Office, SIMS and any other systems as required
- To assist in the provision of an effective, flexible and responsive administrative service which is provided to the Headteacher and wider Leadership Team.
- To ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately. Accurate and timely documents are produced as required by the Headteacher and wider Leadership Team.
- To be a point of contact for all enquiries, phone call, appointments and visitors, arranging meetings, co-ordinating the Academy diary.
- To provide a friendly and professional reception service to all visitors and callers.
- To ensure all office equipment is used proficiently, taking into account any health and safety requirements, copyright legislation, and effective stock management are maintained.
- To ensure inventories of equipment and stock are maintained relating to all aspects of office equipment / resources, reprographics and everyday classroom resources etc.
- Liaise with Calderdale Transport and support pupils and their parents / carers with applications for bus passes.
- To support the School Business Manager in implementing Academy finance systems, this includes -but is not limited to, placing orders, receiving deliveries and processing invoices.
- To assist with developing and maintaining accessible filing systems to support the work of the Headteacher and wider Leadership Team.
- Ensure standards of support across this area is effective and in line with current processes.
- Report to the School Business Manager towards agreed targets and perform other relevant tasks as directed by senior leaders.
- Demonstrate excellent time keeping and keep to all deadlines set.
- Work in partnership with, and across, other Academies across Impact Education Multi Academy Trust, as required.

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Senior Leaders.

***Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.***

## Person Specification

**Post Title:** Senior Administrator

**Post Grade:** Scale 5 (SCP 12 – 17)

	Criteria – Essential (E) / Desirable (D)	How Identified
<b>Experience</b>	<p>Proven experience of significant administrative duties. (E)</p> <p>Experience of working with computer packages e.g. Microsoft Word and Excel, SIMS and CPOMS. (E)</p> <p>Experience of working in an effective team. (E)</p> <p>Experience of working in a school setting with parents, other schools and support agencies. (D)</p> <p>Experience of working with Primary and Secondary aged pupils with special needs including emotional and behavioural difficulties. (D)</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
<b>Knowledge &amp; Skills</b>	<p>Understanding of the basic principles of customer care and providing an effective service. (E)</p> <p>Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the post. (E)</p> <p>Ability to relate well to pupils and adults, and an ability to work as part of a team. (E)</p> <p>Ability to take responsibility and work autonomously within agreed boundaries and expectations. (E)</p> <p>Ability to remain calm under pressure. (E)</p> <p>Demonstrate good co-operative, interpersonal and effective listening skills. (E)</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>

	<p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (D)</p> <p>Awareness of safeguarding issues. (D)</p> <p>Awareness of child development. (D)</p> <p>Good communication skills. (E)</p> <p>Good numeracy / literacy skills. (E)</p>	
<b>Qualifications / Training</b>	<p>GCSE English and Maths or equivalent e.g., Adult Literacy / Numeracy at Level 1. (E)</p> <p>Business &amp; Administration NVQ 3, or equivalent qualification or able to demonstrate equivalent skills. (D)</p> <p>Other relevant qualifications relating to the post. (D)</p> <p>Evidence of further training / development and / or willingness to participate in further training and development opportunities. (E)</p> <p>A full driving licence. (E)</p>	Application Form



## Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consist of seven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

### Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.

### CEO Message

I am proud to welcome you to Impact Education Multi Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust **Where Hearts & Minds Connect**; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff.

Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection.



We believe that collaborative leadership and strong partnership development can lead to a significant positive impact on the quality of education through sharing the best collective practice.

Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Best Wishes,  
Mick Kay, Chief Executive Officer & Accounting Officer



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## Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have fully funded access to a suite of 63 courses with Every e-learning including safeguarding and safer recruitment training modules. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported, e.g. Finance qualifications.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website:

[www.i-mat.org.uk/working-for-us/](http://www.i-mat.org.uk/working-for-us/)

## How To Apply

Please download and complete the application form online and send it to the HR team at

[hr@i-mat.org.uk](mailto:hr@i-mat.org.uk).