

Senior Administrator and Finance
Support

Recruitment Pack



Nurturing inclusive learning communities

CEO WELCOME

Dear Applicant,

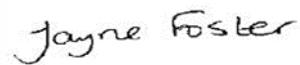
Thank you for your interest in the Senior Administrator and Finance Support post at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for these positions.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

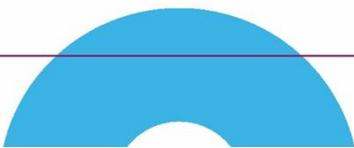
We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We already have four academies within the Trust and we are delighted to be opening the brand new Elements Academy in Rotherham in September 2022.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster
CEO, Ethos Academy Trust



EXECUTIVE HEAD / HEAD TEACHER WELCOME

Dear Applicant

Elements Academy is a new special school opening in September 2022 in Rotherham, South Yorkshire. It will offer 135 places for Key Stage 2 – 4 pupils (aged 7-16) who have an Education, Health and Care Plan (EHCP) where Social, Emotional and Mental Health (SEMH) is identified as the primary need.

Ethos Academy Trust has a long-standing reputation for achieving outstanding outcomes with vulnerable pupils. Our nurture-based philosophy underpins our practice. At Elements Academy, we will provide a caring, stimulating, safe and welcoming environment where learning is enjoyable, and teaching is personalised to the needs and interests of individuals. Pupils will be supported to fulfil their academic potential whilst developing the long-term confidence and skills required to succeed in post-16 education, employment or training.

Our outstanding staff teams are skilled at working with young people with needs across the SEMH range. In partnership with parents, carers and other professionals, we will take a holistic approach to ensuring a young person's needs are identified and met throughout their journey at Elements Academy, preparing them for the next stage of their lives.

At Elements Academy, you will find strong, hardworking and dedicated members of staff. We believe in investing in our staff team and all staff have the opportunity to access high quality internal and external professional development. Working within Ethos Academy Trust is extremely rewarding; making a difference to vulnerable children and young people, knowing that the work you do has a genuine, long-term impact on a young person's education and life chances.

We are seeking to appoint a Senior Administrator and Finance Support to join our new team. The successful applicants must be dedicated to supporting our young people to reach their full potential. We would like to thank you for your interest in Elements Academy and we look forward to receiving your application.



Rebecca Smith
Executive Head Teacher



Vicky Woodrow
Head Teacher



TRUST MISSION

Our vision at Ethos Academy Trust is to create **nurturing inclusive learning communities**.

To enable us to achieve this, our mission is that Ethos Academy Trust will draw upon the expertise of our specialist staff and wider partners to provide timely, personalised support, intervention and provision in order to maximise the life chances of all children and young people, informed by a thorough understanding of their strengths and needs.



Leading

with integrity

- Championing honesty and transparency
- Building trusting relationships



Encouraging

freedom and responsibility

- Working collaboratively
- Investing in effective partnerships



Thinking

innovatively

- Finding creative solutions
- Meeting individual needs



Improving

continuously

- Raising standards
- Developing strong and effective leaders



Celebrating

achievement

- Improving academic progress
- Enriching personal development

ETHOS
ACADEMY TRUST

Nurturing inclusive learning communities



WHY WORK FOR THE TRUST?

Ethos Academy Trust is currently based in West and South Yorkshire with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Sheffield, Rotherham, Huddersfield and Bradford. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for young people.

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants.
- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trusts on a local or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.



I started working for Ethos College around eight years ago, as a grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then I have not looked back!! I am now working in a leadership position, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being a part of the transformation of the lives of our young people is an absolute privilege.

EMMA GANNON, TEACHER





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust eleven years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification and, most recently, training to become a SENDCo. I am currently the Deputy SENDCo for Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

SARAH SIMMONDS, DEPUTY SENDCO - REACH ACADEMY



During my 6 years of employment within Ethos Academy Trust, I have been supported to access a number of professional development opportunities. I gained my PGCE over a 2-year period and, after securing a teaching role two years ago, I am now a middle leader within Ethos College and currently undertaking the NPQSL, in order to further enhance my leadership skills, understanding and practice

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

JACK GHEE, TEACHER - ETHOS COLLEGE





ADVERT FOR SENIOR ADMINISTRATOR AND FINANCE SUPPORT

Grade/Salary: Band E7-11, £20,444 - £22,129 (per annum, pro rata)

Hours: 37 hours per week, Term time only including 2 inset days + 1 week to be worked during school holidays

Applicants

Do you want to make a real difference in the lives of vulnerable pupils? Do you want to work in an inclusive, nurturing school? Do you want to be part of a Trust that supports career progression? If so, this is an exciting opportunity to join Elements Academy, our brand new special school for children with social, emotional and mental health needs in Rotherham (S25) as it opens its doors in September 2022.

We are looking to appoint a highly skilled administrator who will provide business and administrative support to the Academy SLT, business and finance functions. You will work as part of the business support team taking responsibility for key activities linked to finance, exams/data and general office administration.

You will be qualified to NVQ Level 3 or equivalent in business administration or equivalent and have a good level of English and Maths (including excellent spoken and written English). You will possess experience of working with children ideally in a school environment and have the ability to relate well to children and adults.

This role presents an excellent opportunity for a candidate who may wish to potentially gain experience to progress into school business management more generally or for those who aspire to work within the area of Social and Emotional Mental Health. We are ambitious for growth and the development of our staff members and pupils and as such, there will be opportunities for progression within the Trust for the successful candidate.

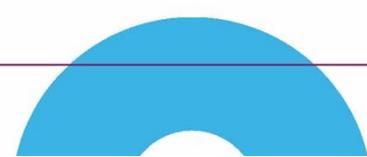
In return, we are able to offer a welcoming Trust with supportive management and a strong programme of staff development. You will receive exceptional support through our outstanding staff teams who are skilled at working with young people with needs across the SEMH range.

If you have any questions about the role, please contact our recruitment team at recruitment@eat.uk.com. You can also visit <https://www.eat.uk.com/about-ethos/a-day-in-the-life/> for a day in the life of working at Ethos.

About Ethos Academy Trust

Ethos Academy Trust is located within Kirklees and Wakefield, West Yorkshire, expanding in September 2022 into Rotherham, South Yorkshire. The overarching aim of the Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.





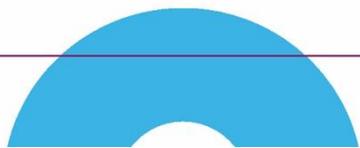
In addition to our five academies (Ethos College, Reach Academy, Engage Academy, Evolve Academy and Elements Academy), the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

How to apply:

To apply, please sign in and apply via the purple button below.

Closing date: 9am on Wednesday 31st August 2022

Interview dates: TBC

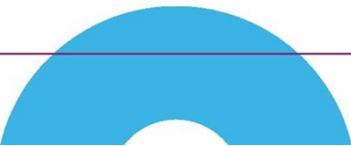


SENIOR ADMINISTRATOR AND FINANCE SUPPORT JOB DESCRIPTION

Job title	Senior Administrator and Finance Support
Location	Elements Academy
Hours	37 hours per week, Term time only including 2 inset days + 1 week to be worked during school holidays
Reports to	School Business Manager
Staff responsible for	N/A
Closing Date	9am on Wednesday 31 st August 2022
Salary/Grade	Band E7-11, £20,444 - £22,129 (pro rata)
Job Purpose	To provide highly skilled business and administrative support to the Academy SLT, business and finance functions. You will work as part of the business support team taking responsibility for key activities linked to finance, exams/data and general office administration

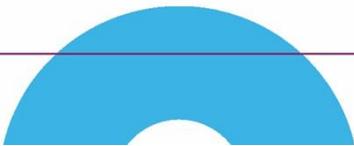
KEY OBJECTIVES AND ACCOUNTABILITIES



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- To provide high quality, confidential personal support to SLT team.
 - To undertake secretarial work for the SLT members including word processing, document publication and assistance.
 - Be the point of contact for the Head and SLT, dealing with third parties and taking calls and receiving visitors relating to the Head.
 - To provide reception and hospitality for school visitors.
 - To work with the Head and SLT organising and preparing for school events.
 - To provide admin and finance support to the School Business Manager.
 - To support Exams & Data Officers in organising work scrutiny and lesson observations.
 - To cover reception duties, answering routine telephone and face to face enquiries and signing in students and visitors, along with arranging the reception cover when main receptionist is fulfilling other duties (eg: break cover and weekly half day rota cover). Arrangement of reception cover to be made with all other admin support staff.
 - Provide routine clerical support e.g. photocopying, filing, emailing, sort and distribute post.
 - HR – To work with the School Business Manager in all aspects of staff recruitment for the Academy.
 - Take charge of all school uniform orders etc for the Academy.
 - To take charge and ensure that all GDPR policies and rules are up to date and adhered to at all times.
 - To take charge of Magic Breakfast orders, deliveries and paperwork.
 - To be lead First Aider for the Centre and complete and submit all relevant paperwork relating to students and staff.
 - Prepare information for external agencies as and when required.
 - To organise all transport bookings for students (Rowan and Bespoke)
 - Comply with and assist with the development of policies and procedures for the Academy.
 - Attend meetings as and when required by Head/SLT. Preparing agenda's and supporting documentation and taking and producing minutes, briefing notes and action sheets as required.
 - Take charge of Single Central Register and ensure that it is always up to date.
 - Take charge in overseeing all school lunch orders, maintaining registers and collecting monies.
 - Maintain electronic schedules, diaries and calendars for Head.
 - To take control and keep updated on a regular basis the following task:
 - Academy Policies for both on and off site
 - Weekly room bookings
 - Archive filing
 - Weekly Data/MIS checks
 - Weekly Scan folder check
 - Continuous check on Server folders and amend accordingly
 - Staff Training folder information to be kept up to date
 - Weekly recording of school lunches and monthly dinner monies submission
 - Work with Admin & Data Assistant to ensure the Fire Safety procedures/policies are up to date and to organise the fire evacuation procedure. Linking with the Site Manager accordingly
 - Other duties as and when required to support the Academy
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General

- To be familiar and comply with all relevant legislation, policies and procedures including those relating to:-
Health and Safety, Management of Risk, Data Protection, Standing Orders and Financial Regulations and Child Protection.
 - To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
 - To ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
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PERSON SPECIFICATION – SENIOR ADMINISTRATOR AND FINANCE SUPPORT

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	Experience of working within an education environment	D
	Experience of working as Personal Assistant to a Senior Manager	D
	Experience of Management Information systems	D
	Using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, internet and email	E
	Setting up and maintaining filing and storage systems	D
	Diary management and servicing regular meetings eg agendas and minutes	D
	Experience in dealing with finance duties including Petty Cash, Dinner Money and Procurement systems	E
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Current Driving Licence	E
Qualifications	A good level of education including GCSE qualifications in Maths and English and excellent written and spoken English.	E
	Level 3 or equivalent qualification in Business Administration	
Communication	Communicates effectively on a 121 basis about everyday issues	E
	Providing a first point of contact in reception for telephone enquiries and welcoming pupils, parents/carers and other visitors to the school	E
	Makes relevant contribution to discussion with others	D



	Produces straightforward written information to internal guidelines and in standard formats	D
	Experience in dealing with sensitive and difficult situations in a diplomatic and professional manner	E
Decision Making	Uses initiative and decides the order in which own daily tasks are to be carried out	E
	Deals with everyday issues in own job	E
Problem Solving	Gathers enough relevant information to understand specific problems, issues and events	E
	Uses factual information to identify problems and draw logical conclusions	E
	Makes own judgement about situations and plans ahead	E
General Attributes	Excellent attention to details	E
	Flexibility and willingness to work additional hours where needed	E
	Commitment to keep up to date with policy changes and procedures	E
	Excellent team player with good sense of humour	E
	No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustment)	E

Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children’s Barred List) and past employment references.

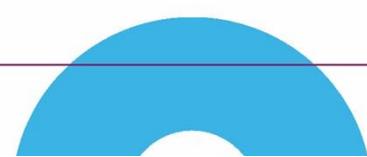
Applicants are required, before appointment to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.



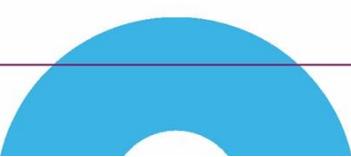


Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

GDPR

A copy of our Privacy Notice is available via our website.

www.eat.co.uk





Nurturing inclusive learning communities

Ethos Academy Trust
c/o Reach Academy
Field Hill Centre
Batley Field Hill
Batley
WF17 0BQ

