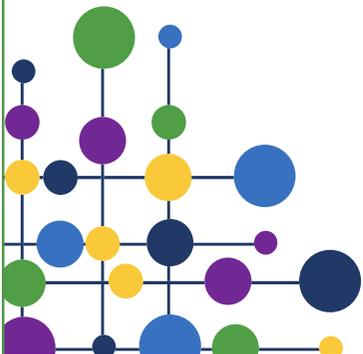
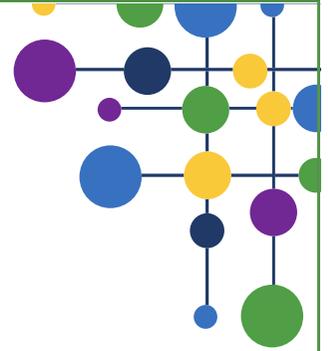




Admin Support Officer Application Pack





Welcome from the CEO

Academic Year 2021/2022

Thank you for taking an interest in the Admin Support Officer vacancy based at Thornhill Community Academy. I hope the materials enclosed in this pack give you a good sense of what makes the Trust a special place to work and provides the information you need about the post. It is with regret that in the current climate we cannot offer you a visit to our academies but please do not hesitate to contact us if you need additional advice.



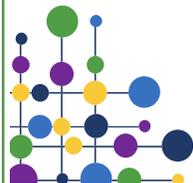
Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

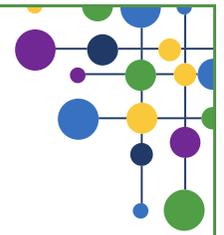
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Thornhill Community Academy, Dewsbury; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Cowlersley Primary School, Cowlersley; Royds Hall Community School, Beech Primary School and Luck Lane Primary School, Huddersfield.

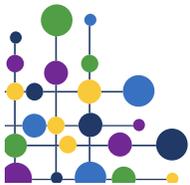
We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.



Information about Thornhill Community Academy



Dear Applicant,

Thank you for your interest in the vacancy of Admin Support Officer, a role we are excited to be recruiting to.

At Thornhill Community Academy our rules are very simple: be nice, and work hard. We believe in the power of *clarity*; we believe in doing a *few* things which have a genuine impact, but doing them *exceptionally*. We have a firm commitment towards achieving our goal of becoming an outstanding Academy, and we are proud to serve the community that we do.

We are also proud to be a part of SHARE Multi-academy trust and Green Light Teaching Alliance, meaning we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are 'A School, A Family, A Community', and our mission is to improve the life chances of every single one of our students. We are proud of the excellent teaching and learning which happens on a daily basis, which is supported by exceptional standards of behaviour within a safe and inclusive environment.

Before applying, I encourage you to come and visit us, speak to our brilliant staff, meet our wonderful students, and see what goes on every period of every day. If you have any questions about this post, please do get in touch and ask us.

I look forward to meeting you, and to you joining our school, family and community.

A handwritten signature in black ink, appearing to read 'MCB', with a stylized flourish at the end.

Mr Matthew Burton
Headteacher

Thornhill Community Academy

Thornhill Community Academy....

We are part of the SHARE Multi-academy trust and Green Light Teaching Alliance. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to all the children/young people. Together they assess pupils/student progress and achievement discussing to ensure each learner's self -confidence and self -esteem rise quickly, developing their thirst for learning.

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.



Admin Support Officer

Role Title	Administration Support Officer	Reporting to	Administration Manager
Section	Administration		
Contract type	Fixed Term Until 31 st Aug 2022	Band	Band C

Part A – JOB DESCRIPTION

Overall purpose of role	Working within the school administration team to deliver a comprehensive, professional and customer focused reception and administrative service. Also providing a confidential administrative service to the Headteacher/Executive Headteacher; displaying a high level of administrative, interpersonal, communication and organisational skills.
Safeguarding Requirements	This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

Key Outputs

General admin

1. Ensure confidentiality and compliance with statutory and non-statutory requirements at all times.
2. To support the Administration Manager and Officer to deliver an effective and efficient administrative service across the school, ensuring staff can focus on teaching and learning by supporting the administration needs of the curriculum, educational visits and other activities within school.
3. To deliver a reception service, receiving visitors and phone calls.

4. To ensure all correspondence and communications are produced to the highest standard within appropriate deadlines.
5. To assist the Administration Manager to ensure queries and concerns of parents are dealt with promptly and professionally and logged appropriately.
6. To assist with the administration of trips and visits.
7. To assist with the administration of lost property.
8. To collate news stories which can be shared and celebrated with all staff, students, parents and visitors. To assist in the regular update of displays and notice boards around school.

Finance Administration

1. With direction from the Administration Manager, to carry out the following duties, ensuring timely and accurate completion:
 - overseeing the input of purchase order requisitions
 - financial transaction requests
 - debt collection –catering
 - handling of petty cash

Dimensions (*Financial/Statistical/Mandates/Constraints/No. of direct reports*)

- Range of teachers and support staff approximately 125 across the academy.
- Range of pupils approximately 900, the number of SEN pupils varies.

Work/Business contacts

Internal: All teachers and support staff including liaising with other MAT staff as required;

External: Parents/Carers, Agencies.

Responsibilities

- For People – the job holder works closely with parents/carers and students;
- For Policy Development - the job involves no direct responsibility for policy development, however all staff are expected to be involved in policy consultation;
- For Student Outcomes - The job involves substantial impact on the educational outcomes of students;
- Financial and physical responsibilities – nil, however all post holders should ensure all work is carried out cost effectively;
- As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

<i>Expertise in Role Required (At selection - Level 1)</i>	Essential or Desirable
• Good knowledge and use of IT systems including word, excel, PowerPoint and Outlook.	Essential
• Ability to carry out general administrative skills and to deal with a variety of tasks such as filing, typing, distribution of post and dealing with inbound and outbound telephone calls	Essential
• Experience of working in a busy environment and of meeting tight deadlines.	Essential
• Ability to comply with strict regulations about confidentiality and behave according to the appropriate protocols.	Essential
• Ability to demonstrate strong organisational skills, prioritise own workload; and the ability to work to deadlines and under pressure.	Essential
• Excellent Communication skills both written and verbal.	Essential
• GCSE English and Mathematics (Grade C or above).	Essential
• Excellent IT skills.	Essential
• An understanding and commitment to equality and diversity.	Essential
• Experience of education sector.	Desirable
<i>Other (Physical, mobility, local conditions)</i>	
• Is willing to travel around the MAT area, if required.	Essential
• Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings.	Essential
• Has a full current UK/European Driving Licence.	Essential
• Has access to a motor vehicle and is prepared to use it for business purposes.	Desirable

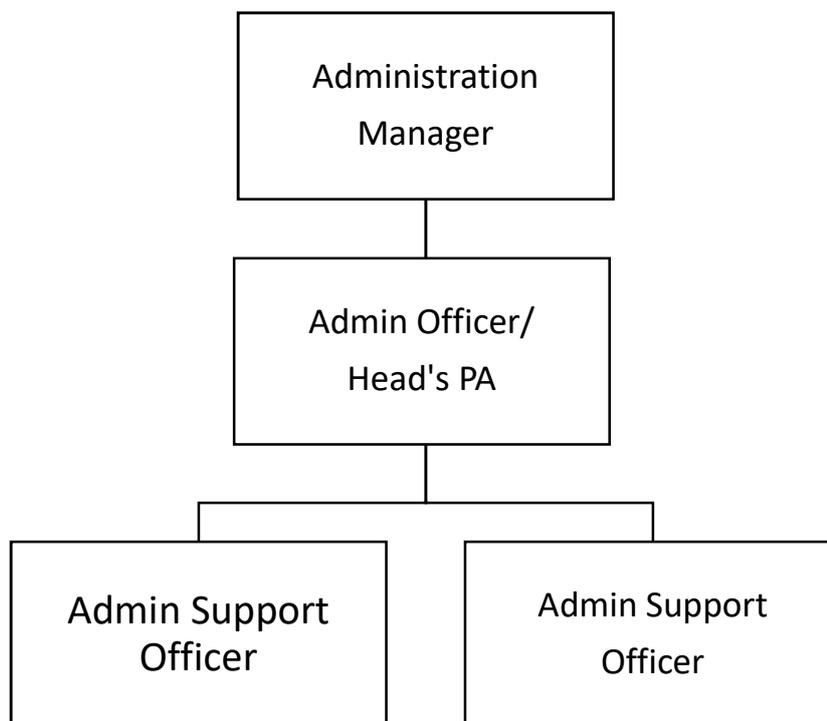
Characteristics of Post

The employment checks required of this post are:

- Evidence of entitlement to work in the UK;
- Evidence of essential qualifications;
- Two good references demonstrating suitability to work with children;
- An Enhanced DBS Disclosure;
- Confirmation of medical fitness for employment as required;
- Registration with appropriate bodies (where applicable).

This is a description of the job as it exists at present; all academy job specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Structure

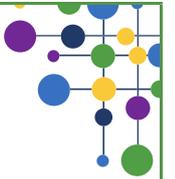


Signatures

Signature of Post Holder:

Date:

Revised July 2021



To apply, please complete an application form on the TES website, which can be found on our career site here: <https://www.tes.com/jobs/employer/-1082675>

or

Please request an application form by emailing Julia Wood, Administration Manager on julia.wood@sharemat.co.uk

Closing date: 12pm Friday 1st October 2021

