



Inspire Learning Trust



Administrator - Academic and Pupil Support

Closing Date: Thursday, 30th November 2023 at 12noon

Interviews: Week beginning 4th December 2023

Responsible to:	Lead Academic Officer – Data and Pupil Support
Responsible for:	Academic Administration for all Learning Zones including organising support for teaching and learning activities, resource generation and other requests from Learning Zones. Support for Reception duties including pupil support and main reception cover.
Salary:	Band D+ Actual Salary £21,362 to £22,455 (FTE Salary £23,500 to £24,702) depending on experience
Working hours:	37 hours per week, Monday to Friday, term time at 192 days including Insert days plus 10 directed days (directed days subject to review)

Inspire Learning Trust is a Multi Academy Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School and Thomas Rotherham College.

Oakwood High School is an oversubscribed 11-16 High School with a strong emphasis on respect for all; we are a 'well led', 'good' school where 'pupils enjoy attending' and 'the vast majority of parents would recommend'.

We are looking to appoint an experienced and well-qualified candidate to join an enthusiastic, supportive and successful school as an Administrator – Academic and pupil Support.

- As a member of the Academic Support Team, the successful candidate will have good administrative skills, able to efficiently prioritise and multi-task within the busy school environment.
- You must be caring, positive, able to remain calm under pressure and willing to adapt your day creatively to support the needs of pupils, staff and parents to ensure the school runs efficiently.
- Excellent communication and organisational skills and a proactive attitude to problem solving are essential.

The successful candidate will be truly committed to supporting the pupils to achieve, have high aspirations for pupil's success and the success of the school in its move to outstanding.

We Offer:

- A supportive and successful school where staff work in a way that encourages a positive work environment that is solution focused and proactive for all.
- A school with a way of working that encourages a positive work environment that is solution focused and proactive for all.
- And a positive working environment, we care about our pupils, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

As a Trust we are truly community based and committed to developing a set of shared values through every aspect of our work. These values are the development of respect, responsibility, resourcefulness, resilience, reflection, risk taking and relationships.



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Closing date for receipt of applications is **Thursday, 30th November 2023 at 12 noon. Interviews will be held week commencing 4th December 2023.**

Applicants are required to apply via our online application form which is available on our website:

<https://www.inspiretrust.uk/vacancies/>

This post is to start as soon as possible and permanent subject to successful probation.

PLEASE NOTE: we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.

Inspire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and

expects all staff, other workers and volunteers to share this commitment. The Trust is an equal opportunities employer and operates a no smoking policy in all its workplaces. We undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Our safer recruitment processes include online searches which will be done as part of due diligence checks ahead of the interview. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.



Inspire Learning Trust



Inspire Learning Trust is committed to... Educational Social Responsibility
We are committed to a value led educational provision.

Inspire Learning Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Learning Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Learning Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- "Inspiring lives, creating possibilities, shaping futures" - Sitwell Junior School
- "Inspired to achieve" - Oakwood High School
- "A tradition of achievement - a future of opportunity" - Thomas Rotherham College
- 'Everyone succeeds' - Winterhill School

Underpinning this ethos, Inspire Learning Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,
Reflection, Risk taking and Relationships***



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Job Description and Person Specification

Main Purpose of Job

The post holder will carry out a range of administrative duties as set out below. All posts include cross school duties.

All post holders at Oakwood High School and the Trust are required to work at their designated level to support the implementation of all policies and procedures to achieve key targets. These targets are reviewed annually and adapted to meet the needs of our pupils.

The post holder will be a key member of the team in the Academy and will work positively and proactively.

The post holder will work in collaboration with a range of staff across the School and Trust in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the Academy and wider Trust.

All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. We are all aiming for operational excellence.

**Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community.
We build upon our strengths – together!**

For the purposes of this Job Description and Person Specification, Trust is Inspire Learning Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.



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Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).

A = Accountability (which means being responsible for something to somebody)

L = Leadership (guide, direct and influence the outcomes of)

O = Operational (day-to-day management and control of these activities)

1.	Support for the Curriculum	A	L	O
1.1	Use ICT effectively to generate learning resources and distribute as required.	✓	✓	✓
1.2	Organise trips following approval from SLT: <ul style="list-style-type: none"> • Liaise with the trip leader on when/how many/why. • Book the venue and transport requirements. • Liaise with the finance team regarding costs. • Construct a trip letter via ParentPay and send the relevant in touch messages. • Liaise with the trip leader regarding risk assessments and completion of the Evolve process. • Set up trips on ParentPay and collect medical consent details during the process; (paper copies of the consent medical form only given on request) and collate everything - medical forms, passports, permission slips, letters of confirmation. • Check ParentPay for outstanding payments/deposits and chase as required. • Check trip numbers and confirm when it's full. • Liaise with the trip leader and organise parent meetings and invites. 	✓	✓	✓
1.3	Advise on the appropriate deployment and use of specialist aid/ resources and equipment.	✓	✓	✓
1.4	Job requests are sent by email, identify and prioritise work relating to teaching and learning, ILEs and Assessments.	✓	✓	✓
1.5	Use GO 4 Schools year group explorer reports to produce the pupil progress postcards for the Learning Zone tracking boards - liaise with the Head of Learning zone to confirm the data which is required.			✓
1.6	Establish constructive relationships with outside providers to ensure a smooth organisation of trips/events	✓	✓	✓
2.	Support for Pupils	A	L	O
2.1	Provide support for pupils throughout the day and break times as part of a rotated team for the Pupil reception and uniform store.	✓		✓
3.	Support for Teachers	A	L	O
3.1	Work with teaching staff to develop learning and teaching resources and standards.	✓	✓	✓
3.2	Create/amend the displays in learning zones and corridors liaising with the subject teacher.	✓	✓	✓
3.3	Organisational activities to support the whole school and learning zone calendars - ILEs, open events, careers events, etc			✓



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3.4	Send communications to parents and pupils as and when required via Go4Schools, letter, phone call.	✓	✓	✓
3.5	Manage and complete the requests for classroom resources - laminating, booklet making, creating worksheets, etc.	✓	✓	✓
3.6	Provide support for whole school events - parents evening, tutor review day, Awards events, Discos, School photograph day etc.			✓
4.	Support for School	A	L	O
4.1	Ensure the school calendar is updated with trips - work with Trust Internal and External Communication Officer.			✓
4.2	Liaise with staff regarding coach or minibus bookings for extracurricular events.			✓
4.3	Provide cover for the main school reception			✓
5.	General			
5.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.			
5.2	All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include Basic First Aid (training will be provided).			
5.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.			
5.4	Participate and contribute to Talent Development and Service Frameworks and other plans.			
5.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal / external Training, Networking, Updating and other such events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.			
5.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.			
5.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.			
5.8	Establish constructive relationships and communicate with others (inside and external to the Trust).			
5.9	Organise and support Academy and Trust events as requested.			
5.10	Any other reasonable and appropriate duties as directed by Trust or Academy Senior Staff.			
5.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff.			



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Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

Key to abbreviations: MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

1.	Experience	Essential	MoA
1.1	Some knowledge/experience of working with young people or in a school setting	✓	AF / I / R
1.2	Experience in a similar administrative role	Desirable	AF / I / R
1.3	Ability to work as part of a team and understand team values	✓	AF / I / R
1.4	Having a flexible approach to day-to-day working and responding to the needs of the academy	✓	AF / I / R
1.5	Strong communication skills and the ability to follow instructions	✓	AF / I / R
2.	Qualification and Training	Essential	MoA
2.1	GCSE A* - C in English and Maths	✓	AF / I / CQ
2.2	Good level of IT skills and general understanding of Microsoft office software and packages (including word processing, excel)	✓	AF / I / R
2.3	Appropriate knowledge of First Aid.	Desirable	AF / I / R
3.	Special Skills and Knowledge	Essential	MoA
3.1	Must evidence the ability to follow instructions and ensure accurate document storage and record keeping.	✓	AF / I
3.2	Must have evidence of an ability to prioritise.	✓	AF / I
3.3	Skills and knowledge to support the delivery of the tasks of the post.	✓	AF / I / R
4.	Personal Qualities	Essential	MoA
4.1	A genuine enjoyment of working with young people.	✓	I / R
4.2	An ability to stay calm and controlled in stressful situations.	✓	I / R
4.3	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.	✓	I / R
4.4	A commitment to the provision of anti-discriminatory and anti-oppressive practice.	✓	I / R
4.5	Conscientious, honest and reliable	✓	AF / I / R



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5.	Mandatory Requirements	Essential	MoA
5.1	A DBS check at an enhanced level (formerly CRB check) must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	CQ
5.2	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF
5.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF
6.	Physical Requirements	Essential	MoA
6.1	Health and physical capacity for the role.	✓	I / R
6.2	A good attendance record in current employment, (not including absences resulting from disability).	✓	I / R

7. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

7.	Effective Behaviours	MoA
7.1	Seeing the Big Picture: Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work.	AF / I / R
7.2	Changing and Improving : Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.	AF / I / R
7.3	Making Effective Decisions: Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively.	AF / I / R



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7.4	Leadership: Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.	AF / I / R
7.5	Communicating and Influencing: Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.	AF / I / R
7.6	Working Together: Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.	AF / I / R
7.7	Developing Staff and Others: Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.	AF / I / R
7.8	Managing a Quality Service: Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high-quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.	AF / I / R
7.9	Delivering at Pace: Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.	AF / I / R

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Learning Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy we have contracted with the Education Support Partnership and they provide us with an Employee Assistance Programme to support all staff on a range of issues. Our recent Staff Wellbeing survey shows that we are in the top 10% of educational providers in the country in respect of how our staff view their wellbeing experience at work (all ratings are out of 5). We will continue to work with our staff body to improve and ensure that we remain a really good place to work, in line with this ethos the Trust became an Accredited Living Wage employer as of September 2022.