

Candidate Pack

Receptionist / Administration Assistant

Grade 2, point 2 to 4 (Actual £15,555 to
£16,184)

Required 01 November 2021

Apply for something different | Apply to make a difference

Apply to work with The Evolve Trust

"The Evolve Trust aims to create a family of academies in the Mansfield region and beyond, enabling an increasing number of children and young people to fulfil their potential and providing them with greater access to a diverse range of opportunities when they leave school"

We are committed to providing exceptional learning opportunities and outstanding educational outcomes for all our pupils in the Mansfield locality and beyond. Our aim is for every child and young person to benefit from a world class education, one which inspires our schools' communities to achieve more than they thought possible. Our commitment to these aims is evident through our working practices, which focus on making the difference to the life chances of all our pupils and students.

Academy staff and students work and learn together as our practice is continuously improved to bring about the changes required to deliver on our ambitious aims. As a Trust, we prioritise achievement and inclusion by valuing individuals. We meet these priorities by excelling in putting in place, for both students and staff, personalised learning pathways and pastoral care that seeks to address barriers to learning experienced by anyone.



Claire Marie Cuthbert - CEO for the Evolve Trust

"To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life".

"The Harlow Academy, which is part of the Evolve Trust is an amazing special school with an innovative 21st century curriculum and inspiring learning environments."

Dear Candidate,

The Harlow Academy, which is part of the Evolve Trust is an amazing, oversubscribed special school in Nottinghamshire with an innovative 21st century curriculum and inspiring, immersive learning environments. Our school provides an extremely ambitious and exciting environment for students, with excellent learning opportunities both indoors and outside.

We believe that an outstanding education develops our young people academically, socially and morally, providing them with the skills needed to be successful in whatever they choose to do once they progress beyond our academy.

Furthermore, we feel it is crucial for the wider development of our young people that they be provided with high-quality experiences outside of the classroom and we offer a wide range of enrichment and extra-curricular opportunities to help prepare our students for the next stage of their education, training or employment.

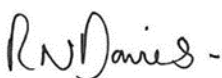
As a 'Values' driven Multi Academy Trust, everything we do is centred around these core principles and our fundamental beliefs. To support in the pursuit of our vision, our young people aspire to display the following 5 core values every day, in all of their activities:

- **Ambition:** Fulfil your potential
- **Integrity:** Be honest & trustworthy
- **Inclusivity:** Respect for everyone
- **Endeavour:** Always work hard
- **Resilience:** Never give up

We believe that education represents a major stage in the life of each young person and we aim to work effectively together with parents, carers, governors, agencies and the local community to support our young people; enabling them to develop and grow within our community and to build a real sense of identity within The Harlow Academy as part of the Evolve Trust.

At Harlow Academy, we cater for young people with a range of profound and multiple learning disabilities (PMLD) and recognise the equal value of each individual young person. Furthermore, we work tirelessly on a daily basis to provide the highest quality, enriching learning experiences for our young people.

As the Principal of the Harlow Academy, I am proud to recommend it to you unreservedly and we look forward to welcoming you to our community.



Mr Neil Davies– Principal for the Evolve Trust

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The Evolve Trust are seeking to appoint a new member of staff to join a supportive team, who are strongly focused upon raising standards for students.

A career with Evolve has unlimited opportunity. We are passionate in supporting staff with their professional development and believe that the more we invest in our staff the more successful we will become as a Trust.

This post is a superb career opportunity within a multi-academy trust that has:

- A generous Government supported pension scheme.
- National Living Wage Employer working towards accreditation.
- Been Ofsted rated Good and has already made strides towards achieving Outstanding in all our academies.
- Students who are willing and eager to learn.
- A track record of innovation and development.
- Is recognised for improving the quality of education in other schools.
- A proven track record for developing staff, securing good outcomes, good behaviour and good leadership.
- An excellent staff wellbeing scheme.

As part of The Evolve Trust the successful candidate will have the opportunity to:

- Benefit from CPD through Trust academies as well as opportunities to work with colleagues from primary and special education backgrounds.
- Access CPD through our membership of 2 Teaching Alliances, benefitting from accredited leadership development programmes as well as extensive training suitable for all career stages.
- Work in an environment where staff can trial new educational innovations and share best practice.

Receptionist / Administration Assistant

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Working Hours 37 hours
(Monday to Friday, Term Time Only)

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org.

Applications can also be submitted by post, for the attention of the HR Department, to the following address:

Human Resources,
The Evolve Trust
c/o The Beech Academy,
Fairholme Drive,
Mansfield,
Nottinghamshire,
NG19 6DX

Application forms

These can be downloaded from the Evolve Trust website www.evolvetrust.org. Wherever possible, please complete these forms digitally and please provide email addresses for your referees.

Closing Date/Interviews

Please ensure your application arrives by the post's closing date, which can be found at www.evolvetrust.org/vacancies.

Interviews *may* take place online in the first instance, and if successful, you will be invited to a formal interview on site.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.

Job Description

Post: Receptionist / Administration Assistant

Salary/Grade: Grade 2, point 2 to 4 (Actual £15,555 to £16,184)

Contract: Permanent

Reporting To: Anita Buffrey

Responsible for:

Job Purpose

The provision of routine clerical, administrative and financial support to the school as directed.

Key Responsibilities

1. To perform routine clerical tasks including receiving & making telephone calls, checking and verifying information, greeting visitors, providing directions and advice and information to basic enquiries, typing straightforward letters and documents (including minutes from meetings)
2. To undertake general office support work including filing, photocopying, routine data input and retrieval including updating pupil records
3. To prepare and process routine orders including completion of pro-formas, placing orders, receiving and matching delivery notes with orders/invoices
4. To receiving and processing incoming and outgoing mail, including parentmail.
5. To undertake cash collection duties including simple recording as required
6. To collect and process attendance data
7. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
8. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
9. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

General Responsibilities

1. Work within the framework of the school's agreed policies and procedures
2. Participate in training and courses
3. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
4. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
5. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
6. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

Personal Specification

	Essential	Desirable
Ambition – desire to fulfil your potential	✓	
Integrity – honest and trustworthy	✓	
Inclusive – Respect for everyone	✓	
Resilience – never give up	✓	
Endeavour – Always work hard	✓	
GCSE (or equivalent) English and Maths Grade C or above.	✓	
Ability to maintain records and data	✓	
Ability to work as part of a team	✓	
Ability to manage own workload and complete efficiently with limited direction or support	✓	
Ability to communicate with a range of professionals.	✓	
Ability to deal with challenging and emergency situations	✓	
Desire to engage with CPD opportunities and keep skills, knowledge and practice up-to-date	✓	
Confident IT skills (Word and Excel)	✓	
Good clerical skills	✓	
Understanding of GDPR		✓
Administration qualification		✓
Administration experience		✓
Customer service experience		✓
Experience of working as part of a team.		✓
Knowledge and understanding of school IT systems including SIMS		✓
Experience working in a school or educational environment		✓
Experience of working in an office environment		✓
Understanding of safeguarding policy and practice		✓