



## Administration Assistant Recruitment Pack



*‘Innovative Education - Transforming Lives’*



## Table of Contents

Exceed Learning Partnership .....	3
Mission Statement .....	3
What are our Key Values for Learning? .....	3
Principles Underlying our Academies .....	4
Our Core Goals for our Academies .....	4
Letter from the Principal .....	5
ABOUT CARR LODGE ACADEMY .....	6
CURRICULUM STATEMENT .....	7
JobDescription&PersonSpecification.....	8
JOB DESCRIPTION.....	9





## Exceed Learning Partnership

### Mission Statement

At Exceed Learning Partnership, we are committed to improving the life chances of all children. Where we have the capacity to make a difference, we are morally bound to do so.

We believe every child deserves the best possible start in life - a world class education aimed at helping the children in Exceed Learning Partnership schools become successful learners, confident individuals and responsible citizens.

Our mission is to help every young person in our schools to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood. Members of the Trust strive together for excellence in partnership, so that our children, staff and communities benefit from excellent teaching, learning, leadership and opportunities.

**Motto: 'Every Child, Every Chance, Every Day!'**

The child will always be at the centre, with personalised learning as our starting point, making the challenges of 'Helping children achieve more' a reality. Each child will be encouraged to develop a greater understanding of themselves as a learner, what their strengths are, how they can share these with others and their next steps in their continual learning journey. Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment. A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all the schools within the trust. This will focus on our learning philosophy skills: Resilience, Motivation, Collaboration, Creativity, Investigation, Teamwork and Evaluation.

### What are our Key Values for Learning?

**Passion** - Working in education, we have the ability to profoundly change children's lives; the stakes are incredibly high. Our aim should always be to provide for the pupils of our Academies what we would want for our own children.

**Urgency** - The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in an Exceed Learning Partnership School, must be spent productively. Once wasted, it is gone forever and cannot be given back.

**Positivity** - Staff have a responsibility to be positive and supportive of each other. Negativity leads to low expectations and a culture where excuses are tolerated.

**Aspiration** - Embodied in the Trust motto, "Every Child, Every Chance, Every Day" all members of staff aim for excellence in their individual professional roles.

**Commitment** - Staff are prepared to go the extra mile to provide the best possible education for their pupils. The interests of children are always placed ahead of those of staff.



## Principles Underlying our Academies

- All share a relentless drive to support every child to make better than good progress in their learning to reach their full potential - *Raising Standards*
- Have the highest expectations of all children and staff - *Raising Expectations*
- Ensure all children become highly motivated and can challenge themselves to meet high expectations and aspirations - *Raising Aspirations*.
- Help children develop high self-esteem-respecting and taking responsibility for themselves, others and the environment - *Raising Confidence*
- Recognise and reward success - *Rewarding Success*
- Deliver consistently high quality lessons which enable students to learn well - *Teaching and Learning*
- Develop independent learning, communication, literacy and numeracy skills across all subject areas - *Core Skills*
- Provide a creative and challenging curriculum which is personalized to meet the needs of all students - *Curriculum*
- Create a variety of opportunities to promote students' spiritual, moral, social and cultural development - *SMSC*
- Develop positive and secure 'Learning partnerships' between school, home and the community - *Community Cohesion*

## Our Core Goals for our Academies

1. Our academies to excel in Statutory Test Outcomes for all their learners.
2. All academies enrolled within Exceed Learning Partnership to be capable of good or outstanding judgements from OFSTED when next inspected after two years of joining the Trust.
3. Our academies will develop innovative and transformational teachers who are constantly reflecting on the best ways to improve learning.
4. Our academies to be oversubscribed or on a significant upward admissions trend.
5. The academies to be working closely together within Exceed Learning Partnership, creating a sustainable model of high quality education for the pupils who attend them. This will be as a result of accessing high quality corporate services, sharing ideas that work, adoption of appropriate common policy and practice, co-development, support provision and utilising teachers, leaders and support staff for the benefit of all academies.
6. Exceed Learning Partnership to be self- sustaining and outward looking, using its capacity to support those who are underprivileged, in difficulty, or in any other way in need.
7. An inclusive culture to be the norm in each academy, with exclusions rare and every pupil leaving their academy with a plan for the next stage of their educational journey.
8. The Professional Development Programme to be producing high quality committed professionals and future leaders for ELP academies as well as schools beyond.
9. ELP academies to be recognised nationally as organisations of high quality, producing outstanding results within a culture of innovation and achievement.
10. All academies within ELP to continually develop their own unique characteristics and ethos re- enforcing their individual identities within their respective communities. In our academies, their unique distinctiveness will underpin how they grow, develop and enrich the experiences of all pupils across ELP.
11. Exceed Learning Partnership to constantly build upon the diversity of its academies in order to broaden the experience of its pupils and communities and challenge discrimination and prejudice in all its forms.

*Exceed Learning Partnership believes that all pupils have the right to the very best education.*

## Letter from the Principal

Dear Applicant,

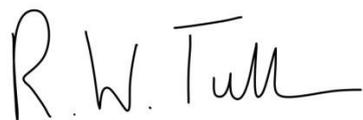
Thank you for your interest in the position of Administration Assistant at Carr Lodge Academy.

Carr Lodge Academy is a brand-new purpose built building. We are in our fourth year of operation. During this time, we have made great strides in building a highly effective team of staff who are committed to providing the very best education for the pupils within our care. This is a really exciting time for us as we are now part of Exceed Learning Partnership and have been rated GOOD in our recent Ofsted inspection.

At Carr Lodge Academy we look to appoint highly motivated people who can take the Academy forward and deliver our vision and ethos. We value every child's welfare and strive to give every child an opportunity to progress to their best ability, with the help of a very dedicated team of staff, governors, parents and children.

This is an exciting opportunity for the successful applicant to use their skills and individuality. At Carr Lodge we have the very best facilities in order to deliver high quality teaching and learning. We foster a positive climate and strive for all teachers to develop and pursue a successful career. In order to achieve this, we put the maximum amount of effort into creating the very best professional development opportunities. As part of Exceed, Carr Lodge is learning from outstanding schools and working alongside National Leaders of Education which are ensuring that we move forward in our own development.

I hope this will inspire you to apply for this unique opportunity and I look forward to receiving your application. Once again thank you for your interest in the position



**Richard Tuddenham**

**Principal**



## ABOUT CARR LODGE ACADEMY

Carr Lodge Academy will offer 420 mainstream, mixed sex, Primary Academy places, covering the age range 3 to 11 years in addition to a 52 place Nursery.

Carr Lodge Academy is a bright, spacious and airy building, thoughtfully planned with its own array of excellent facilities, including a hall, food technology room, music and drama studio, Library and ICT facilities, whilst the grounds provide wonderful opportunities for sporting and environmental activities.

The Academy is staffed to ensure staffing levels are appropriate to the number of pupil admissions. Pupils throughout the Academy are taught in classes not exceeding 30 by fully qualified teachers.

### 3-7 Years

#### Nursery to Year 2

In Early Years Foundation Stage, children are taught by skilled teachers who, supported by their own Learning Support Assistant, ensure that the first years at Carr Lodge Academy are successful and happy ones.

In classes buzzing with activity, the youngest children are absorbed in the fun and adventure of learning.

Years 1 and 2 (Key Stage 1), children are building on the excellent formative experience in Foundation Stage with expert and innovative teaching by dedicated teachers and Learning Support Assistants adding breadth to Academy life.

### 7-11 YEARS

#### Years 3 to 6

Each class has its own teacher and Learning Support Assistant. From year 5, more specialist subject teaching is introduced. By their final year at Carr Lodge Academy, our aim is to ensure that children in Year 6 are confident and articulate individuals ready to transfer to Secondary education.





## CURRICULUM STATEMENT

Carr Lodge Academy provides our children with a high quality education by offering a broad and balanced curriculum with a focus on the core subjects.

The curriculum allows our children to spend time developing a thirst for knowledge, a love of learning and close friendships. As well as having high academic standards, our children have fun and enjoyment on their journey throughout the Academy.

In common with the other Exceed Academies, Carr Lodge Academy follows the new 2014 National Curriculum. We deliver traditional subjects in innovative ways, through a balanced curriculum full of variety and challenge. This provides continuity across all the Exceed Academies, offering access to a wider pool of resources and expertise. This enables us to secure the outstanding outcomes which we passionately hope to achieve for all our children.

Our children will be shown the importance of demanding the best of themselves:

**'Every Child, Every Chance, Every Day!'**

Carr Lodge Academy provides enhanced provision through:

- Wider curriculum opportunities in music, singing and drama
- Additional sports opportunities e.g. football, tag rugby, netball, rounders and athletics
- Extra-curricular clubs tailored to the interests of the pupils, such as gardening, cookery, ICT and art
- Ongoing partnership with the Yorkshire Wildlife Centre at Potteric Carr
- Residential and day visits to supplement planned topic work

Detailed information on the curriculum can be found on the Carr Lodge Academy website: [www.carrlodgeacademy.org](http://www.carrlodgeacademy.org)





# Job Description & Person Specification

## Administration Assistant

# JOB DESCRIPTION

Exceed Learning Partnership - ELP is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership. ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high performing educational institutions.

**JOB TITLE:** Administration Assistant

**GRADE/SALARY:** Grade 5, scale point 4-6 (£5,443-£5,665)

**RESPONSIBLE TO:** Principal/Business Manager/Office Manager

**JOB PURPOSE:** To provide a comprehensive administrative service to the school, including attendance and school dinners ensuring adherence to school office procedures at all times

### *Administration*

- Processing of letters and information to parents, Governors, etc
- Responsibility for managing the school's computer systems including SEND management information
- Word processing
- Collection and internal distribution of electronic communication
- Photocopying
- Collate pupil meal numbers and monitor parent pay
- Signing pupils in and out and completing late register
- To record confidential data, maintain and produce reports using a number IT system i.e. excel, Microsoft word and access database
- General tidiness of administration stock cupboard ensuring Office Manager is made aware of stock levels
- To check and distribute deliveries ensuring all relevant documentation has been completed
- To be responsible for pupil attendance data, monitoring and recording of pupil absences using SIMs

### *Personnel*

- Handling Reception matters, telephone calls and authorisation and identification checking of visitors in and out of school
- Report illness or accident of pupils to parents

### *General*

- Dealing with messages/telephone enquiries/emails
- To provide a positive and welcoming reception for all visitors to the school office, together with telephone duties and handle enquiries appropriately
- Word processing/photocopying
- To work as part of an effective team, supporting and positively inspiring confidence amongst colleagues
- Follow the same guidelines when dealing with pupils as practiced throughout the Academy
- To undertake any other duties which are within the scope of the post as required by the Principal/ Business Manager.
- Minor first aid including administering medication and completing relevant documentation when required
- To communicate with outside agencies/services e.g EWO, school nurse, in connection with pupils/parents and school staff

### **Safeguarding Procedures:**

It is the responsibility all members of staff to follow the correct safeguarding procedures in the academy.

1. All staff have a duty to attend child protection training every three years
2. All staff have a duty to read and follow the safeguarding policies in the academy

All staff have a duty to report any concerns about a child or potential breach of safeguarding procedures by an adult to the designated person for Child Protection which is the Principal.

### **Health & Safety**

1. Be trained in procedures for Health & Safety & First Aid
2. To administer First Aid as agreed in the procedures within the Policy

To Be trained in Procedures for Safeguarding & Child Protection and ensure that the procedures are applied in all aspects of the role.

### **Equal Opportunities**

1. To ensure that all pupils are respected and treated equally at all times
2. Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with agreed procedures.

### **General Data Protection Regulation (GDPR)**

1. To have some knowledge of the changes GDPR has brought in for day to day practice
2. Ensure all policies and procedures are followed

### **PERFORMANCE APPRAISAL**

1. To set key targets for development

2. To work towards achieving targets for development

**PROFESSIONAL LEARNING**

1. To carry out professional learning opportunities

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the academy's ethos and its objectives, policies and procedures as agreed by the Governing Body.

To uphold the academy's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.

All staff participate in the academy's performance appraisal scheme

# Person Specification

	CRITERIA	ESSENTIAL OR DESIRABLE	APP FORM	DOCS	INT
	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓	✓	
	NVQ Level 2 or equivalent in administration	D	✓	✓	
	Good numeracy and literacy skills	E	✓	✓	
	RSA Stage 2 typewriting/word processing	D	✓	✓	
	GCSE Maths and English	E	✓	✓	
	Experience of working within a school is desirable	D	✓	✓	✓
	Previous clerical/administrative work	E	✓	✓	✓
	Use of ICT systems	E	✓	✓	✓
	Experience of using SIMS/FMS software	D	✓	✓	✓
	Excellent literacy/numeracy skills	E	✓	✓	✓
	Ability to maintain high standards of accuracy and have a calm methodical approach to work	E	✓		✓
	Use of Microsoft Word and Excel	D	✓	✓	✓
	To have some knowledge of the changes GDPR has brought in for day to day practice	D	✓	✓	✓
	A calm, flexible, pleasant and sympathetic manner	E	✓	✓	✓
	Ability to meet deadlines	E	✓	✓	✓
	Self-motivated, uses initiative and organises own daily workload	E	✓	✓	✓
	Flexible	D	✓	✓	✓
	Ability to relate well to children and adults	E	✓		✓
	Good organisational and communication skills	E	✓		✓
<b>5. Additional Factors</b>	Responds independently to unexpected problems and situations	E		✓	✓