



# The Rowans AP Academy

## Recruitment Pack Office Administrator Apprentice



# Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



**Owen McColgan**  
Chief Executive  
The Howard Academy Trust



# THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>benenden health</p> <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme &amp; Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Located in Rainham, Kent



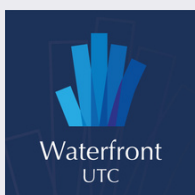
**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Located in Rainham, Kent



**Thames View Primary School**  
450 Pupils on Roll  
Located in Rainham, Kent



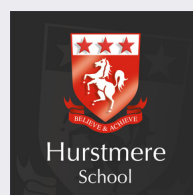
**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



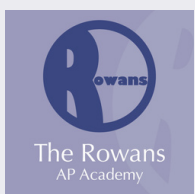
**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



**The Abbey School**  
1,100 Pupils on Roll  
Located in Faversham, Kent



**Hurstmere School**  
960 Pupils on Roll  
Located in Sidcup, London



**The Rowans AP Academy**  
93 Pupils on Roll  
Located in Chatham, Kent

# Welcome to The Rowans AP Academy



The Rowans AP Academy is a provision which enables young people to change the direction of their lives. Through a trauma informed approach, positive relationships and a strong focus on our core values of kindness, commitment and resilience, all pupils have the opportunity to re-engage with education, taking ownership of their lives and their choices.

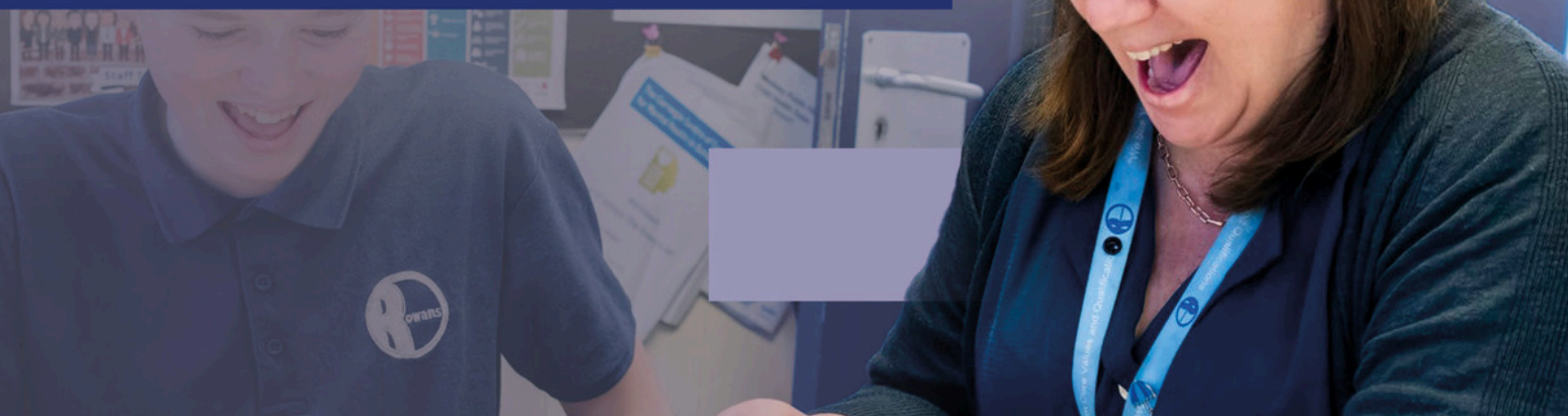
The Rowans AP Academy supports pupils who struggle with conventional education or, due to particular changing and often traumatic events in their lives, need a period of time in an alternative provision.

We offer alternative provision with a firm focus on supporting, engaging and raising the aspirations of every pupil. Through a bespoke combination of a challenging, engaging and progressive curriculum, a tailored interventions programme and cultural capital activities, we can ensure that every pupil has the opportunity to experience success and make progress.

*Mrs May, Principal*

## Why choose The Rowans?

- Opportunity to work with small classes, with a focus on raising aspirations of every pupil.
- An Ofsted 'Outstanding' Rated school, with positive pupil/teacher relationships.
- A rewarding work environment, where you will help change the direction of our young people's lives.



# Job Description

<b>Job Title:</b>	Office Administrator Apprentice
<b>Contract Type:</b>	Full time, Fixed Term, Term Time Only +3 weeks
<b>Remuneration:</b>	Apprentice Minimum Wage

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

### **Personal and professional conduct**

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

### **Purpose of the Job:**

To support the Principal and school Administration team in a variety of administrative functions.

### **Key responsibilities:**

- Ensure all visitors to the Main Reception area receive an efficient, professional and approachable welcome, in line with the ethos of the school, and deal with their requests and enquiries as appropriate with professionalism
- Ensure correct signing in and out of visitors, staff and students, ensuring badges and any necessary information is issued
- To log accurate information regarding late arrivals and report all information received to the Office Administrator
- To deal with general student enquiries
- Receive, sort and distribute the school's post
- Receive and distribute parcel deliveries and contact the relevant department
- Production of reprographic material as directed by the Office Administrator
- To support other members of the administration function as required

### **Administration:**

- Complete relevant school administration documentation
- To use IT equipment and software packages (Outlook Express, Word, Excel) to assist in delivery and management of site services and develop its provision

### **Apprenticeship:**

- Work towards a qualification in Business Administration
- Allocated 1 day per week outside of work for studying and coursework

### **Additional duties:**

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people

- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

*This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.*

*An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*

# Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• Maths &amp; English GCSE or equivalent Grade C and above</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid training</li> <li>• Further qualifications or degree</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of working within a customer-facing/customer service role or similar</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector</li> <li>• Experience of working within an administrative setting</li> <li>• Experience in using a Management Information System such as Arbor or other equivalent</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• High degree of accuracy</li> <li>• Handle sensitive issues confidentially and demonstrate strong interpersonal skills</li> <li>• Analyse data to evaluate performance and plan an appropriate course of action for organisational improvement</li> <li>• Be an effective team member that works collaboratively and effectively with others</li> <li>• Deal successfully with situations that may include tackling difficult situations and conflict resolution</li> <li>• Ability to work alone as well as lead a team</li> <li>• To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies</li> <li>• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards</li> </ul>
<b>Characteristics and Competencies</b>	
<p>Excellent communication including verbal and written skills</p> <ul style="list-style-type: none"> <li>• Competent with IT and other software packages such as Word, Excel and PowerPoint</li> <li>• Good organisational skills</li> <li>• Good time keeping skills</li> <li>• High expectations of self and high professional standards</li> </ul>	

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| <ul style="list-style-type: none"><li>• The ability to handle a demanding workload and prioritise</li><li>• A high level of accuracy and attention to detail</li><li>• The ability to use initiative and be proactive</li><li>• Personable</li><li>• Excellent communication including verbal and written skills</li><li>• A high level of integrity, confidentiality and discretion</li><li>• Excellent planning skills and the ability to take control of situations</li><li>• Understands the importance of confidentiality and discretion</li><li>• Desire to undertake professional development within the role</li></ul> |  |
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**THE HOWARD**  
Academy Trust