

# JACK HUNT ACADEMY

Hard work Integrity Kindness



## Candidate Pack



KEYS  
ACADEMIES  
TRUST

# About the School

## A Welcome from the Headteacher



Dear Applicant

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

At Jack Hunt Academy, we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students. We want all our learners to leave JHA well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard Work
- Integrity
- Kindness

Jack Hunt Academy is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic Year system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behaviour and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt Academy. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Keys Academies Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt Academy could be for you, we would love to receive your application.

Yours sincerely,

Jon Hebblethwaite,  
Headteacher

For more information about this post, or to organise a visit to the school, please contact the HR department at [recruitment@jhs.pkat.co.uk](mailto:recruitment@jhs.pkat.co.uk)

# About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with our large Jack Hunt secondary school. Dr Ian Young joined the trust as its first full-time CEO in September 2022 and has led work to create the Strategic Plan 2023-26.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

Our iLearn Project is an important pillar in our educational provision both in the classroom and at home. Through the supply of personal iPads to staff and to children in years 6,10,11,12 and 13, we can leverage the significant enhancement to teaching and learning afforded by technology.

To ensure the transition from Primary to Secondary school we are proud of our Year 7 'My World' curriculum. This has been carefully planned to support the best outcomes for students and encourage independent and reflective learners, through the development of exhibition standard project work.

The Trust's Young Explorers programme replicates the Duke of Edinburgh scheme for all Year 5 pupils across the Trust and forms part of the Year 5 curriculum. Our rich offer for all the children in our Trust also includes a wide range of sporting activities and undertaking sports leadership courses; University visits in both Key Stage 2 and Key Stage 5; day trips, educational visits and residential; theatre groups in school and educational visits to theatre productions; and a wide of competitions where pupils and students can showcase their talents.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

*The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



# Job Information



## Administration Assistant and First Aider Jack Hunt Academy

**Salary:** NJC SCP Grade 4, Point 3-5

**Hours:** 25 hours per week, Term Time plus 1 week

**Type of role:** Permanent

**Closing date:** Monday 20<sup>th</sup> April at 9.00am

**Start date:** As soon as possible.

## Job Description

### Purpose of Job

To support the work of the Reception and Administration functions of the school and provide First Aid room cover. The split of duties will be varied dependent on the needs of the school.

### Accountabilities:

#### **Administration and Reception Duties**

- Receiving visitors to the school and dealing with all associated reception duties.
- Signing in visitors and checking DBS/ID and accreditation before issuing relevant access passes.
- Issuing Safeguarding information and instructing visitors of evacuation procedures in case of an emergency.
- Managing bookings for individuals, groups, and events on the InVentry sign-in system.
- Acting as an Assistant Traffic Marshall in the event of a fire evacuation when working in the Reception Pod – supporting the Facilities Manager in securing the school site, as per the current Fire Evacuation Policy.
- Dealing with routine enquiries from visitors, staff and students
- Receiving, processing and expediting telephone calls and carrying out associated administration.
- Performing general clerical tasks including whole school typing, mailmerge and administration.
- Carrying out postal duties.
- Carrying out any other duties in the Main Office which may be required under the direction of the Office Supervisor
- Support other administration areas under supervision to learn multiple roles and have a willingness to cover other administrative functions to suit the needs of the school.
- Participating in the school's support staff appraisal scheme and in training courses as and when necessary

#### **First Aid Duties**

- Assessment of students, staff and visitors who require basic first aid; contacting parents for student collection where deemed necessary, referring to others for advice as necessary.
- Dealing with emergency medical situations as necessary including linking with the Office and any Professionals if required.
- Keeping up to date records of incidents, treatment and ensure medication is correctly logged and all necessary consent forms are up to date, including all controlled drugs.
- Ensuring all held medication is correctly labelled, stored and destroyed following expiry of item. Contacting Parents for replacements when required.
- Updating medical records on SIMS.
- Supervising self-medicating students.
- Supporting the NHS staff in respect of the School vaccination programme as required, including planning the sessions and advising staff of intended plan taking into account relevant school activities which may be already scheduled

This job description will be reviewed periodically.

This job description sets out the main duties to be covered in respect of remuneration at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify Trustee consideration of revising the allowance remunerated.

It may be necessary from time to time adapt working hours to suit the needs of the organisation. Any permanent changes to working patterns would be notified.

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

### Essential

- A friendly and welcoming nature.
- A good telephone manner.
- A high standard of personal presentation.
- A sound general education which includes English at GCSE C (or its equivalent).
- An ability to work well as a member of the team.
- An ability to respond well to periods of pressure.
- Excellent customer service skills.
- A high regard for confidentiality.
- A willingness, on occasions, to be flexible with working hours.
- A willingness to be trained and acquire new skills.
- A good organiser.
- Has the ability to fulfil all spoken aspects of the role with confidence through the medium of English
- A First Aid at work qualification will be required but may be undertaken as part of the training if not already in place. This knowledge will be used regularly within the role.

### Desirable

- Experience of working with school aged students and the public.
- Previous clerical/office experience.
- Understanding and experience of Excel and Office Packages

# How to Apply

For more information, and to access our online application form, visit our website at <https://www.keystrust.org/vacancies>

Or, for a short cut, scan the code below:



Please use the below links to access our Safeguarding Policies:

**Safeguarding and Child Protection Policy (Trust):** <https://www.keystrust.org/SafeguardingandChildProtectionPolicy>

**Recruitment of Ex-Offenders Policy Statement:** <https://www.keystrust.org/RecruitmentofExOffendersPolicy>

# Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

## **Our staff benefit from:**

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Generous sickness benefits to support you in a time of need
- Free parking at all Keys schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

## **Our people vision:**

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

# Safeguarding Statement

Keys Academies Trust (Keys) and Jack Hunt Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



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Peterborough  
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**Ledbury Road  
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