



ORMISTON  
SIX VILLAGES  
ACADEMY

**[OAT]**  
Ormiston Academies Trust  
AN OAT ACADEMY

# Administrator

## Candidate Pack

Principal: Mr Paul Slaughter  
LIME AVENUE • WESTERGATE • CHICHESTER • WEST SUSSEX • PO20 3UE  
TEL: 01243 546800 • FAX: 01243 546810  
EMAIL: [osva\\_office@ormistonsixvillages.org.uk](mailto:osva_office@ormistonsixvillages.org.uk) WEB: [www.ormistonsixvillagesacademy.co.uk](http://www.ormistonsixvillagesacademy.co.uk)



*“Outcomes for pupils across the school  
are now good and improving.”*

Ofsted, September 2017

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Lime Avenue, Westergate, Chichester,  
West Sussex PO20 3UE  
Tel: 01243 546800

Email: [office@ormistonsixvillages.org.uk](mailto:office@ormistonsixvillages.org.uk)  
[www.ormistonsixvillagesacademy.co.uk](http://www.ormistonsixvillagesacademy.co.uk)

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WE BELIEVE IN EXCELLENCE FOR ALL  
BECAUSE THERE IS EXCELLENCE IN ALL

Ormiston  
Six Villages Academy



# **We believe in the limitless potential of every young person we serve...**

As Principal of Ormiston Six Villages Academy, I would like to thank you for your interest in the Administrator role and extend a very warm welcome to you. This is a fantastic time to join our small, vibrant and caring learning community at Six Villages. We provide students with a safe, positive environment to explore, learn, investigate and develop into confident young adults who are ready to enter an ever changing and competitive world. In September 2017, Ofsted granted Six Villages a rating of 'Good' in all categories and Ofsted November 2022 inspection confirmed our academy is consistently good in all categories.



This outcome is a testament to the hard work and belief of our staff body, the commitment and partnership of our families, the unfailing support from our sponsor, Ormiston Academies Trust, the challenge and constant encouragement of the Governing Body and, most importantly, our wonderful student body who are the epitome of excellence and endeavour. The strong alignment amongst stakeholders makes this academy a great place to work and take your career on to the next level.

I have enormous pride in being the Principal of such a wonderful academy. We know that academic achievement of the highest order is within our reach and we strive to become a truly outstanding academy. With this in mind we are looking for exceptional professionals to join our staff body who demonstrate the ability to achieve outstanding student outcomes, and make a significant difference to the lives of the young people at Six Villages.

We are seeking to recruit an experienced and highly organised **Administrator** who will provide comprehensive support across a range of key responsibilities. This varied position involves managing a range of administrative tasks including creating documents using Microsoft Office, maintaining accurate records and administering the academy's policies. The successful applicant will handle in-year admissions and assist with the annual transition process while providing exceptional customer service through prompt and courteous responses to calls and emails.

The successful candidate will have experience of using Microsoft Office, and either knowledge or an eagerness to learn Arbor. You will have a 'can do' attitude, strong attention to detail, the ability to manage your time and prioritise your workload effectively and excellent communication and interpersonal skills. You will either have or be willing to undertake first aid training and will provide first aid to students in line with the duty rota.

This is an exciting opportunity to join our dedicated and friendly Administration Team who pride themselves on collaboration and resilience, who work together to ensure continuity and excellence, stepping in to support one another when challenges arise and deputising across roles during short-term or at times extended absences. This position offers the chance to be part of a supportive environment where adaptability, teamwork, and commitment are valued and where every member plays a vital role in maintaining the smooth operation of the academy.

If you possess the above attributes, are professional in appearance and manner, and are as excited about the role as we are, we would welcome your application. We actively promote continuing professional development and encourage staff to pursue all enhancement programmes.

To further your insight into our academy, please take a tour of our website at [www.ormistonsixvillagesacademy.co.uk](http://www.ormistonsixvillagesacademy.co.uk) and read the September 2017 and November 2022 Ofsted reports via the link which can be found on the website under Key Information/Ofsted. If you have any further queries or wish to arrange a tour of the academy, then please do not hesitate to contact Mrs Canadas, Administration Manager, on 01243 546802 or by email [ccs@ormistonsixvillages.org.uk](mailto:ccs@ormistonsixvillages.org.uk).

I look forward to receiving your application.

A handwritten signature in blue ink, appearing to read 'Paul Slaughter'.

Paul Slaughter  
**Principal**

**The academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.**

***"Leaders are ambitious for the school and its pupils. They have created a positive and warm environment for learning. Higher expectations have helped pupils to make faster progress..."***

**Ofsted, September 2017**

# Job Description

|                     |  |                     |  |
|---------------------|--|---------------------|--|
| <b>Location</b>     | Ormiston Six Villages Academy  | <b>Area</b>         | Administration   |
| <b>Pay</b>          | OAT Grade 2 Points 3-5<br>Actual salary £21,328.31-£22,006.11<br>FTE £24,796-£25,584 | <b>Hours</b>        | 37 hours/week TTO plus INSET days, (39 weeks per year)<br>30 minutes unpaid lunch<br>8am-4pm Monday-Thursday<br>8am-3.30pm Fridays |
| <b>Reporting to</b> | Administration Manager   | <b>Line manages</b> | N/A  |

## The Role

To provide an efficient and accurate admin service primarily supporting in the areas of SEND, Admissions and Pastoral admin receiving and responding to general enquiries from parents and external organisations

## Key Responsibilities

- General admin, including:
  - creating documents using the full range of Microsoft Office programmes (mailmerging, filing, scanning, photocopying, typing from notes, rough draft or verbal instructions)
  - administering the academy's policies ensuring the policies are completed and published as appropriate in a timely manner following established procedures
  - arranging meetings as requested including coordinating multi-agency meetings and collating documentation as required
  - co-ordinating, processing and administering in-year admissions including collating, assimilating and distributing information, liaising internally and externally in line with established protocols and arranging admissions meetings and tours of the academy as required
  - supporting the transition process as required
  - answering incoming calls promptly and courteously and responding to general email enquiries
  - supporting the wider admin team, deputising for any role as needed
  - supporting with the administration of the academy's information management system as required, updating records, maintaining filing systems

## Other responsibilities

- To develop and maintain expertise in school data management systems
- To undertake appropriate CPD
- To carry out break and lunch duties
- To undertake other various responsibilities or tasks as directed by Line Manager or Principal
- To be a first aider
- May be required to invigilate during exam seasons
- To be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to the Principal
- To contribute to the overall ethos/work/aims of the academy
- To review and develop their own professional practice

## Academy culture

- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships by maintaining a presence around the academy
- To help develop an academy culture and ethos that is utterly committed to achievement
- To demonstrate a commitment to equality of opportunity for all members of the academy's community
- To actively promote the academy at all times

This job description contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.

# Person Specification

| Qualifications criteria   | Essential/<br>Desirable | Assessed through                 |
|---|-------------------------|----------------------------------|
| Level 2 English and Maths qualification   | E                       | Application/certificates         |
| Eligible to work in the UK  | E                       | Application/certificates         |
| <b>Knowledge &amp; Skills</b>   |                         |                                  |
| Knowledge of school systems including Arbor   | D                       | Application/interview            |
| ICT literate  | E                       | Application/interview            |
| Strong word processing skills using Microsoft Office applications                                   | E                       | Interview                        |
| Demonstrate high accuracy in data inputting and ability to concentrate in a busy office environment | E                       | Application/interview            |
| Demonstrate awareness of legislation relating to the safeguarding and welfare of students           | E                       | Application/interview            |
| Knowledge of GDPR   | D                       | Application/interview            |
| <b>Experience</b>   |                         |                                  |
| Experience in the application of First Aid (training will be provided)                              | D                       | Application/interview            |
| Experience of education environment and Arbor   | D                       | Application/interview/references |
| Previous school based office experience   | D                       | Application/interview/references |
| <b>Behaviours</b>   |                         |                                  |
| Excellent communication, planning and organisational skills   | E                       | Interview                        |
| Attention to detail and the ability to prioritise workload and achieve deadlines                    | E                       | Interview                        |
| Ability to develop good relationships of respect, trust and professional regard                     | E                       | Application/interview            |
| Discretion in the handling of confidential data   | E                       | Application/interview            |
| Ability and willingness to undertake all necessary training   | E                       | Interview                        |
| Ability to deal effectively with parents, staff and students  | E                       | Application/interview            |
| Ability to work on own initiative within departmental protocols/procedures                          | E                       | Application/interview            |
| Ability to keep calm and focussed in pressurised situations   | E                       | Application/interview            |
| Commitment to the safeguarding and welfare of all students and providing equality of opportunity    | E                       | Application/interview            |
| Act as a role model to staff and students   | E                       | Interview                        |
| A team player who can work effectively as part of a team and alone                                  | E                       | Application/interview            |

# Vision

All staff at the academy are employed to support and promote our key aim: To enable the children who join us to leave as happy, healthy, well-adjusted young adults, who are well-prepared to take the next steps in their education and careers.

All staff are required to support, model and, where appropriate, teach or promote, the Trust's core values:

Anyone can excel  
Enjoy the challenge  
Share what is best  
Be inclusive

All staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare. This means that at all times, staff must consider what is in the best interests of our children and young people. In order to fulfil this responsibility effectively, all staff are required to:

- Ensure that they are aware of the academy policy and procedures for child protection and safeguarding.
- To become aware, by attendance at relevant training, of the signs and symptoms of abuse.
- To attend annual refresher training as required and to have completed the online Level 2 Safeguarding and Prevent training.
- To report all causes for concern to the Designated Safeguarding Lead
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out or contribute to risk assessments as required.

All staff are required to adhere to the spirit and letter of the academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.

All staff are part of a wider academy team. Each individual, therefore, is required to support the values/ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and pupils and being flexible in a demanding environment. On occasions the post holder may be expected to carry out reasonable duties or roles or additional tasks, as requested by the Principal and Governors, which are not specifically detailed in this job description.

All staff in the academy work subject to statute and academy policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them and to notify their line manager in writing if they require additional training or support.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring System check to be undertaken. It is essential that post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.**

***"Leaders and staff set high expectations for pupils' learning, including those pupils with special educational needs and/or disabilities (SEND)...the school is a calm, orderly place...there is a strong sense of community in this friendly and inclusive school...pupils learn to become responsible, respectful citizens"***

*“If we can create a culture where every teacher needs to improve, not because they are not good enough, but because they can be even better, there is no limit to what we can achieve..”*

Dylan William

# Your CPD

High quality Continuing Professional Development is at the heart of Ormiston Six Villages Academy where staff feel nurtured, developed and can contribute to the development journey at the academy.

We aim to develop our staff professionally and personally and our CPD is highly tailored to developing or enhancing the skills, knowledge and professional practice of each individual member of staff. A dedicated senior leader tracks the CPD and evaluates its impact to ensure that the needs of colleagues are met.

We believe that staff should have access to supportive and nurturing CPD at every stage of their professional career that adds value to the individual and their contribution to the academy.

Full training for this role will be provided. The postholder will also complete mandatory safeguarding and GDPR training.



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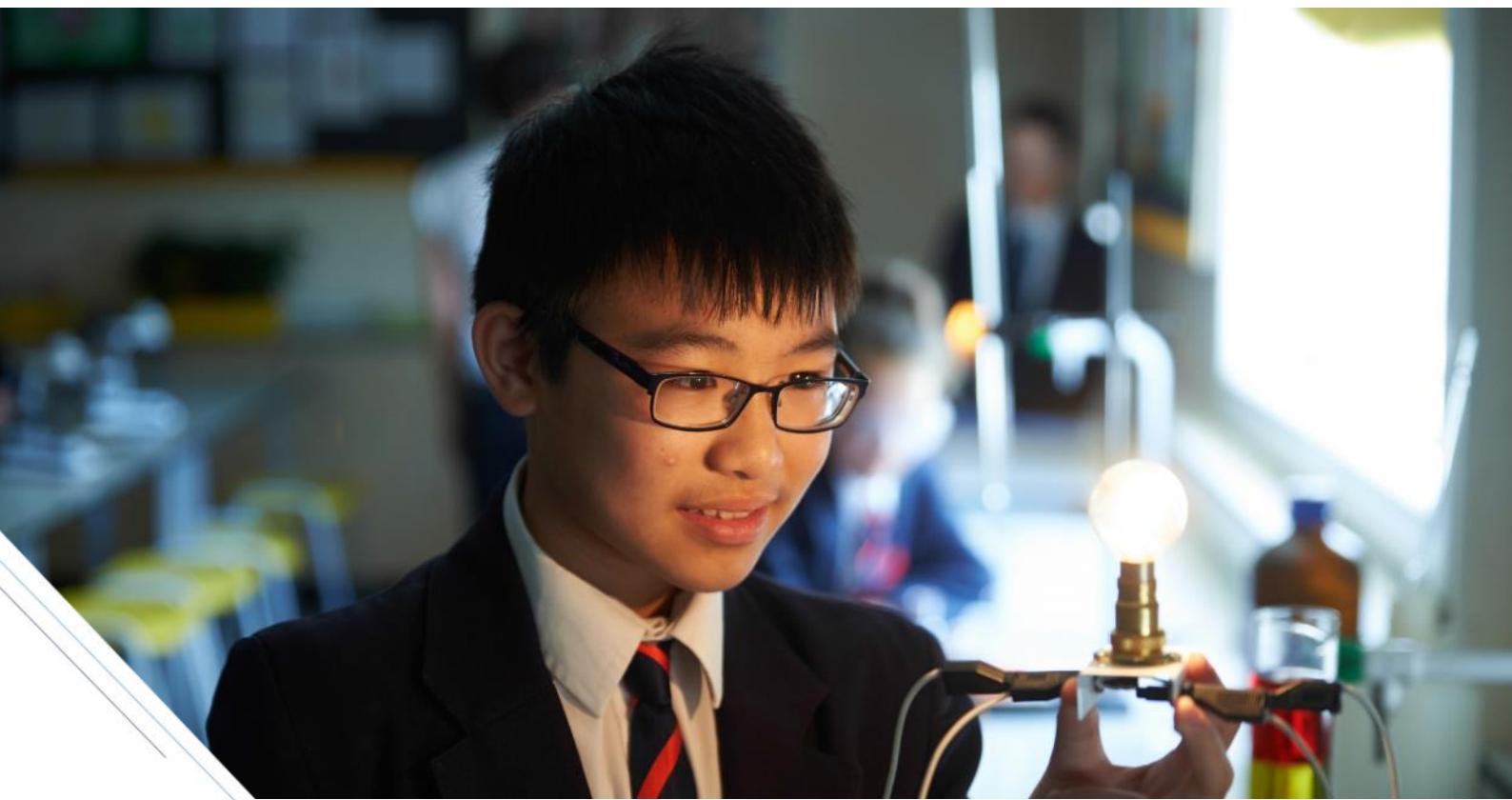
Ormiston  
Six Villages Academy



*“The school works closely and harmoniously with members of the Ormiston Academies Trust. This collaborative relationship is having a marked impact on raising standards.”*

Ofsted, September 2017

# *Our* Sponsor



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Ormiston  
Six Villages Academy



***“[Achieving ‘Ofsted Good’] is a brilliant outcome for Ormiston Six Villages Academy. The staff and students have put in an incredible amount of hard work and I am delighted to see Ofsted recognising how far the Academy has come, as a result of the hard work and dedication. We look forward to continuing to work closely with the academy as it continues on its upward trajectory.”***

**Nick Hudson, Interim Chief Executive  
at Ormiston Academies Trust (OAT)**

**Ormiston Academies Trust (OAT) is a not-for-profit academy trust, sponsoring primary and secondary academies since 2008.**

Our vision is for all young people to have the highest academic, social and practical skills to allow them to lead a fulfilling life. We are determined to become the Trust that makes the biggest difference. OAT academies share the Ormiston Academies Trust ethos of ensuring every child reaches their full potential; being aspirational and committed to academic excellence and being supportive yet courageous in our approach. The principles that lead to our academies' success are not complicated:

- **Courage** – addressing the challenge where it's not being addressed.
- **Aspiration** – no ‘can’t’ or ‘won’t’. There's no place for excuses when a child's future is at stake.
- **Culture** – insistence on the highest standards of performance and behaviour, without exception. That goes for teachers and students.
- Great leadership and finding the best teachers.

OAT is part of **Ormiston Trust**, which was set up by the Murray family in the name of Fiona Ormiston Murray—a young woman with her whole life ahead of her. She and her new husband were tragically killed in a car crash on their honeymoon in 1969.

Ormiston's programmes now support thousands of children, young people and their families all over the UK, helping to improve their life-chances so they can fulfil their potential and lead happy and productive adult lives.

Ormiston's programme of opening new academies continues with further expansion planned in the south of England, making future career opportunities with the Trust in this area within reach.

For more information on all Ormiston Academies please visit



[www.ormistonacademiestrust.co.uk](http://www.ormistonacademiestrust.co.uk)



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**Ormiston  
Six Villages Academy**



*“Pupils’ wider skills are very well developed through an exciting range of extra-curricular activities...”*

Ofsted, September 2017

# *Our* Community



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Six Villages Academy



# ***There is no impossible dream or limit on ambition...***

**Ormiston Six Villages Academy** is located in Westergate, between Chichester and Arundel, at the foot of the South Downs National Park.

On entering the Academy, students become a member of one of three communities, Wiston, Petworth or Goodwood—named after 3 prominent Sussex estates, reflecting our local heritage and our setting at the foot of the South Downs.

The Academy serves the predominantly rural communities between Chichester to the west, Arundel to the east and Bognor Regis to the south. Many of our students come from the surrounding area known as the 'Six Villages' - Aldingbourne, Westergate, Eastergate, Barnham, Walberton and Yapton - in the district of Arun.

Together, the villages provide a range of shops and services, and good road links together with Barnham's mainline railway station ensure good connections to London and the major South Coast hubs of Worthing, Brighton, Portsmouth and Southampton. There are enviable leisure facilities within easy reach—such as the internationally-renowned Chichester Festival Theatre, the spectacular draw of the Goodwood Estate and its world-class motoring events such as the Festival of Speed and the Revival meeting, as well as its racecourse. The surrounding countryside of the South Downs National Park and plentiful beaches, harbours and marinas provide ample opportunity for outdoor pursuits.

There is good availability of quality housing both in Arun and its neighbouring district, Chichester.

More information about Arun and Chichester districts, their amenities, leisure facilities and housing can be found at:

[www.arun.gov.uk](http://www.arun.gov.uk)

[www.chichester.gov.uk](http://www.chichester.gov.uk)

[www.sussexbythesea.com](http://www.sussexbythesea.com)

[www.visitchichester.org](http://www.visitchichester.org)

[www.zoopla.co.uk](http://www.zoopla.co.uk)



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