



ROLE OF ADMINISTRATION ASSISTANT



Moorside
High School
Enriching Lives, Inspiring Ambitions



'We are a school where we get the balance right between academic progress, pastoral support, and the wider curriculum enrichment.'

'Moorside High School is a proud member of Consilium Academies, a family of nine schools throughout the North of England. As part of this family, we work collaboratively with a focus on 'Enriching Lives and Inspiring Ambitions' of all the children who attend our schools.'

Mrs Ryles-Dean - Principal

Consideration

Considerate about ourselves, others, and our community.

Aspiration

Aspire to be the very best in all that we do.

Resilience

Work hard and never give up. Seek help and help others.

Equality

Value diversity and tackle discrimination.

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Administration Assistant at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.



Mr Michael McCarthy

Chief Executive Officer of Consilium Academies.



#TeamMoorside

#WeCare



Welcome from the Principal

Dear Candidate,

Thank you for showing an interest in this position at Moorside High School, part of Consilium Academies Trust.

The successful candidate will share the school's ambition to raise standards and aspirations by having a positive impact on our students, their families and the wider school community.

Moorside High School is a fantastic place to work, and I am extremely privileged to lead an inspired team of staff who are dedicated to the education of our 1200 students. We are a school where we get the balance right between academic progress, pastoral support, and the wider curriculum enrichment. As we move from the challenges of the pandemic, we are focusing on a balance of measures to tackle catch-up and then move us on to become a truly great school. There is an energy and a passion amongst staff to work on marginal gains and continually refine what we do. The fact that it really is a lovely place to work should not lead anyone to under-estimate the level of ambition we have here. There is no doubt that the school has improved very significantly over the past few years, but we are conscious about not wanting to rest on our laurels and recognise that we have created the opportunity to do something special.

Moorside High School is a proud member of Consilium Academies, a family of nine schools throughout the North of England. As part of this family, we work collaboratively with a focus on 'Enriching Lives and Inspiring Ambitions' of all the children who attend our schools.

At Moorside High School, we are very proud of our inclusive ethos, and our core purpose, 'To ensure every student leaves us ready for their next successful chapter, with students attending university or starting a fulfilling career.'













This is an exciting time to join Moorside High School and we thank you for your interest in joining us. We are looking for a candidate with energy and commitment to ensure the highest of standards are met by all students in our all-inclusive school.

I look forward to hearing from you.

Kind regards

Mrs Helen Ryles-Dean

Principal

 Moorside High School RESPECTFUL. PROUD. PROGRESS.	TEAM MOORSIDE - THE MOORSIDE WAY								 Consilium Academies
									
Complete all homework and hand in on time	Play your part in the positive learning environment	Wear correct uniform	Planner, equipment, knowledge organiser out on desks	Be respectful to everyone	Use technology appropriately	Look after school property and keep the school tidy	Move around the corridors sensibly	Listen and follow instructions first time	Arrive on time to school and lessons



About the School

Moorside High School is a popular and successful school that offers education for students aged 11-16. We have strong links with our partner primary schools ensuring when students arrive, they are already familiar with many of our teachers and have visited our site to enjoy lessons here numerous times before formally joining us.

We work in partnership, with integrity to ensure our students are at the heart of all we do, ensuring every opportunity is available, instilling equity, being completely inclusive, striving for excellence, whilst staying people centred. Above all, we will live by our school values, Consideration, Aspiration, Resilience, Equality. We have a clear moral purpose and strong educational philosophy to provide each student with the very best education and ensure that, no matter what their background is, students leave us with the skills and support they need to thrive in life beyond school. It seems simple and obvious, but there is nothing more important than the quality of teaching and learning in our classrooms – every minute, every lesson, every day. Staff are learners too. We place significant emphasis on staff development and collaborative partnerships to ensure what goes on in and beyond our classrooms is as good as it can be.

Our school is located on the state-of-the-art Moorside Campus, where we embrace the latest technologies, facilities, and equipment to provide a platform for students to prosper.

In March 2022, we were judged by Ofsted to be 'Good' which is testament to the hard work and dedication of the staff and students. As Moorside High School continues to grow and develops as part of the Trust, this appointment will play an integral part in shaping the future of our school.



About the Trust

Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

Expert Knowledge: We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.

Ambitious Curriculum: Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equality, Diversity, and Inclusion throughout.

Effective Pedagogy: Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.

Purposeful Practice: We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.

Rigorous Assessment & Intervention: We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.

Rich Culture: Guided by Excellence, Equality, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

Benefits

As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



Job Description

JOB TITLE:	Administration Assistant
REPORTS TO:	Operations Manager and Administration Manager
CONTRACT:	Permanent
WORKING PATTERN	36 hours per week, Term Time plus 5 days
GRADE:	NJC Grade 3 SCP 5 - 6
ACTUAL SALARY:	£ 22,926.30 - £ 23,290.14
MAIN PURPOSE OF THE ROLE	
To support the Operations Manager and school administration team in a variety of administration functions.	
CORE RESPONSIBILITIES & TASKS	
<u>General Administration</u>	
<ul style="list-style-type: none"> To answer all incoming calls, both internal and external, redirecting/taking messages as necessary, and acting on instructions received. To relay messages to staff and pupils. To use the school email/messaging service to send out communications to parents/pupils when required To receive all visitors and ensure they sign in and out in accordance with the school's safeguarding procedures To use the school's room booking system to book rooms for external visitors. To deal with general day to day queries from staff, pupils and parents To record, post and distribute all incoming and outgoing mail. Receive and forward deliveries of goods to Curriculum Leaders. Maintain manual and computerised records/management information systems To maintain records of all students changes of details e.g. addresses, telephone numbers. To undertake filing and general office duties To provide first aid support to staff and students and ensure all first aid & stationery cupboards are kept well stocked. Log and file accident/ incident forms on the central log. 	
<u>Reprographics</u>	
<ul style="list-style-type: none"> Organisation and production of all high-volume photocopying and printing. Ensuring a high quality of reproduced material at all time to reflect a corporate image in line with Moorside High School branding. Notification to staff by email when a reprographics job has been completed to arrange collection or delivery. Assist Administration Manager with production of ID badges. Assist Administration Manager with the management of the school website and social media. 	
<u>Support for Managers and Wider Team</u>	
<ul style="list-style-type: none"> To assist with the organisation of school trips. To assist with the organisation and set up of whole school events for example, parents evening and open evenings. Lead on the smooth running of school specific events for example, immunisations and student photographs. Support the Operations Manager with the management of the Parent Pay system, including being the first point of contact for all parent queries. Other reasonable duties as may be required by the Principal, Administration Manager and Operations Manager. 	
CORPORATE RESPONSIBILITIES	
<ul style="list-style-type: none"> The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust To plan, monitor and review health and safety within areas of personal control To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues 	
ADDITIONAL NOTES	

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.



Person Specification

Qualifications and CPD	Essential	Desirable
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid qualification or willing to train	X	
Experience, Knowledge and Skills	Essential	Desirable
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	X	
Good time management, with the ability to remain calm under pressure and work to deadlines	X	
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	X	
Confident user of common ICT applications e.g. spreadsheets, email, internet, database input, Microsoft	X	
Previous secretarial/administrative experience supporting a team	X	
Previous experience of working in a complex, busy, service-driven environment		X
Experience of working in a school environment		X
Experience of dealing with the public face to face and on the telephone	X	
Knowledge of school information systems		X
Personal Attributes	Essential	Desirable
Able to work within established procedures but without close supervision	X	
Ability to work flexibly as part of a team	X	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	X	
Understanding of the importance of confidentiality	X	
Systematic in approach to tasks, with attention to detail	X	
Consilium 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.	X	
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	X	



Contact us:

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**Moorside
High School**

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