



Thornhill  
Academy

# BUILD YOUR DREAM CAREER

Join our Team!

## RECRUITMENT PACK

Administration Manager

Thornhill Academy, Sunderland

EXCELLENCE AND EQUITY WITH INTEGRITY

# WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Administration Manager 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 through 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.



Dear Candidate,

Thank you for the interest in working at Thornhill Academy. I am immensely proud to be the Principal of this academy. All our staff at Thornhill are committed to giving our students high-quality education; an education that will help them become the best they can be. As well as aiming to prepare our students for success in studying at the Academy, we aim to prepare them for success in their life beyond Thornhill too.

At Thornhill Academy, we aim to work collectively with our local community to provide the highest-quality education in an environment which is welcoming and inclusive. Our mission is simple- to enable children to access the best university or alternative fulfilling career. This means that, in time, they will contribute positively to their community. Every member of our Academy is clear on what we want to deliver to current and future students, through equal opportunities, for every pupil to succeed. There are no excuses for under achievement at Thornhill.

Thornhill Academy is proud to be part of Consilium Academies Trust. As part of Consilium, we are dedicated to working towards the Consilium vision of 'Excellence and Equality with Integrity.' However, we also operate from three school values of effort- we work hard, fairness and kindness.

Our Ofsted recent inspection in May 2024 which graded the school as 'good' highlights the rapid improvement journey our school is on. We are not stopping there and have a lot more to achieve- this is a really exciting time to join us! Our school is also due to be rebuilt- with construction work commencing in April of 2026.

I look forward to receiving your application.

Yours sincerely,

Mr. L. Clark.

# ABOUT THE SCHOOL



Thornhill Academy is an 11 to 16 secondary academy, with over six hundred students which occupies a large site in close proximity to Sunderland City Centre. Thornhill Academy is a unique school in its area, this uniqueness comes from the diversity of our student population. Across the school, students come from 14 different ethnicities, with 35 different languages. We are proud to be this vibrant and diverse community and have developed a culture that has moved far beyond tolerance and one in which we celebrate, learn from, and embrace our differences. The diversity of our community offers students and staff rewarding and deeply engaging experiences and supports staff on their journey to become inspirational and reflective practitioners, improving life chances for all in our community.

At Thornhill we take pride in developing each individual pupil to achieve their potential and make a positive contribution to society. We provide a safe, happy and nurturing environment in which we challenge all to strive for personal accomplishment and excellence.

Students, parents, staff and governors are proud of recent achievements here and, as well as helping students achieve the results they need to follow chosen career paths, has a huge and varied programme of activities and extra-curricular opportunities on offer.

Our Aims are to create an environment in which all take responsibility for their actions, behaviour and learning; relishing and learning from challenges. We want to create a safe, supportive and happy working environment in which diversity is celebrated and pupils and staff thrive. We have high expectations of all students in terms of behaviour and commitment to learning and of our parents in working with us as partners to support individual progress.

Thornhill Academy is a fantastic school and I believe it is our job to develop a lifelong passion for learning through high quality teaching which fosters curiosity and promotes independence. We are committed to recognising and developing the whole child: physically, emotionally, socially and intellectually, creating active and responsible citizens who lead a successful and fulfilling life.

Our young people tell us they are very happy here and we work closely with parents and carers to ensure a successful experience for all.

In December 2022, we were delighted to be named on the Department of Education's list of schools as part of the School Rebuilding Programme (SRP), being named in July 2023 as one of the fifty initial schools for development. We are now beginning the exciting journey to bring a state-of-the-art school to our community.

# 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



<b>JOB TITLE:</b>	Administration Manager
<b>REPORTS TO:</b>	Operations Manager
<b>BASED AT:</b>	Thornhill Academy
<b>GRADE:</b>	Grade 6 (NJC scale points 13 – 17) £ 26,045.81 - £ 27,800.48
<b>CONTRACT:</b>	Permanent - 36 hours per week, Term time plus 5 days

## MAIN PURPOSE OF THE ROLE

- To provide clerical and administrative support service across the Academy
- Work closely with Operations Manager to ensure the smooth running of all support and administrative services across school.
- Support the Operations Manager with effective HR administration for absence and recruitment.
- Ensure administration systems are relevant, up to date, and stored in line with GDPR
- Effective management of SCR for visitors, contractors and stakeholders.
- Monitor financial balances and manage various facets of school finances, including school meals, trips and itemised sales
- Ensure and excellent culture of customer service

## CORE RESPONSIBILITIES & TASKS

### Administration Management

- Lead and manage the school's Administration Team, including staff recruitment, induction and training.
- Manage administration functions to ensure efficiency and effectiveness in order to meet the needs of the whole school, including dealing with enquiries from parents and members of the public.
- Design and implementation of effective, safe administrative systems and procedures for the administration including the visitor management for SCR.
- Manage cash banking and supporting administration
- Manage and administer schools systems Arbor, Parent Pay, CRB Impact.
- Responsibility for the production, implementation, evaluation and annual review of Administration related policies and risk assessments, ensuring compliance with Data Protection.
- Ensure archive records are maintained in accordance with current legislation.
- To support social media, marketing and other promotional aspects required by the school
- To ensure that Cover Supervisor is supported in organising cover for absent colleagues as and when required within the remit of the role
- To ensure HR related matters are recorded in Arbor and provision of recruitment support.
- To provide administrative and general support for whole school activities and provide excellent customer service to all.
- Update the school website
- Policy display management
- Manage complex administrative whole school procedures
- Manage, support and maintain administration functions and procedures linked to SEN, safeguarding and Governance.
- Ensure records are kept up to date for statutory returns such as the workforce Census.
- Recording and processing of complaints as directed by the school's Complaints Policy.
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate
- Attend staff briefing and the production and distribution of the minutes, when required.
- Recruitment administration including assisting with DBS checks as and when required.
- To arrange refreshments for training, meetings and major events.
- Management of First Aiders, rotas and medications on site
- To create and maintain processes to support External Visits

- Assist in maintaining the schools Arbor system for staff and student records
- To work collaboratively with teaching staff on pupil records, school transfers, new admissions and waiting lists.
- Attend and take minutes of meetings as and when required including Local Board, Pupil Exclusions and confidential meetings
- Assist with preparations for school events, including the production of promotional literature, invitations, flyers etc. and be in attendance when required.
- Support of the ID Manager software to record pupil / staff biometric information for the print manager software and cashless catering system.
- Assist parent /carers with online appointment booking for Parents Evenings.
- Support in the administration of Parent Pay, dealing with queries from parents.
- To assist with fixed term/permanent exclusion letters and documents when required. Updating pupil records with exclusion information.
- Other reasonable duties as may be required by the Headteacher.  
To support and take instruction from the Operations Manager.

### **CORPORATE RESPONSIBILITIES**

- 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's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management 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



<b>Qualifications and CPD</b>	<b>Essential</b>	<b>Desirable</b>
Numeracy and literacy skills to GCSE or equivalent	X	
First Aid qualification or willing to train	X	
<b>Experience, Knowledge and Skills</b>		
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	
Good typing/word-processing skills	X	
Confident user of common ICT applications e.g. spreadsheets, email, internet, database input	X	
Sufficient literacy and numeracy to write clear messages and to keep statistical records	X	
Clear spoken English	X	
Excellent telephone manner	X	
Previous secretarial/administrative experience supporting a team	X	
Experience of using data in systems in support of managing information	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
Experience of operating a switchboard		X
<b>Personal Attributes</b>		
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	
An enjoyment of working with and being in the company of young people	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	
<b>English Fluency</b>	X	
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	X	