



LAWN MANOR  
ACADEMY



# RECRUITMENT PACK

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*Inspiring and Creating Futures for All*

# WELCOME FROM THE HEAD



**Russell Langdown**  
Head of School

Lawn Manor Academy is proud to be part of the Ascend Learning Trust.

We were the first school to join the Ascend Learning Trust in September 2017 and we enjoy close links with all Ascend Learning Trust schools. We believe that within each child there is a real potential to achieve and that, as teachers, it is our job to ensure that this potential is met through their academic studies and high expectations.

Lawn Manor Academy is an all-ability school and we place great emphasis on inclusive education.

We have an excellent pastoral care system to support pupils and the community. We offer a rounded curriculum to suit children of all abilities with excellent facilities to support this. We take pride in the focus we give to each child as an individual and how we help them to develop and grow to achieve well and be a good citizen.

We have an ambitious vision for our school with a robust strategy for achieving it. Our I Learn values are at the heart of our strategies for success.

Working at Lawn Manor Academy is both rewarding and inspiring. We are an inclusive environment that celebrates diversity and different cultures daily. We are committed to extremely high standards of behaviour and have fostered an environment where the relationships that exist within the school, and the polite and respectful atmosphere that we enjoy, are commented on by all who visit our school.

By teaching our pupils how to demand the best of themselves, we will send them out into the world ready to embrace the challenges they will meet; whether they are in the boardroom, on the stage, in the lab or on the sports field at home or abroad. A positive mind-set is important at Lawn Manor Academy.

We take pride in “Inspiring and Creating Futures for All”.

*Inspiring and Creating Futures for All*



## Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 children at primary, secondary and apprentice level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university, please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

Yours sincerely

**Jane Coley**  
Ascend Learning Trust CEO



# JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.





## **Admin Support for SLT Link(s) for GDPR & Trips – Job Description**

Reports to: SLT Link(s)

### **General Office Accountabilities:**

- Member of the inbound calls team - take messages and make sure they are delivered in a timely manner.
- Support whole school administration by using Microsoft Office programs – Teams, Excel, Word, Outlook, Forms etc – to produce reports, letters, checking punctuation, spelling and grammar, contributing to style and presentation of documents as directed by SLT Link(s).
- Book meeting rooms for members of staff as required.
- Assist with school events during the day as required.
- Assist office team colleagues as required as directed by the Operations Manager.
- Cover and assist in Reception as required.
- Administer first aid to students (and employees if required) including liaising with families. Ensure accurate records are maintained.
- Cover and assist in Student Services as required.
- View and capture CCTV footage following school policies and procedures as required.
- Assist with recruitment and interview processes as required.
- Maintain manual and computerised records as appropriate, including updating pupil records on the Academy MIS.
- The candidate will acknowledge the need for and practice confidentiality regarding handling sensitive information and data pertaining to pupils, staff or Academy related matters.
- Ensure that all administrative data is held and processed in accordance with GDPR requirements and actively work with the Academy GDPR Lead.
- Follow all safeguarding procedures in line with guidance in KCSIE and school policies.

### **General Administration Accountabilities:**

- Maintain the diary for the SLT Link(s) and arrange cover as appropriate.
- Administrative support and liaison for the SLT Link(s)
- Meeting organisation for SLT Link(s). Welcome visitors, provide refreshments and make other arrangements as required e.g. catering requests.
- Information gathering from relevant stakeholders.
- Filing and record keeping both electronic and physical.
- Attend meetings and take minutes and follow up actions as required.



### **Role Specific Accountabilities:**

- Trips Co-ordinator – adding to ParentPay, Arbor, sending out communications, chasing consent, chasing payments, ensuring risk assessments are submitted, liaising with the SLT Link(s) overseeing trips for approval of trips and risk assessments.
- Seeking out quotes for coaches, trains etc. for staff.
- ParentPay – issuing refunds, checking to see who has paid/consented for staff, including when pupils are buying items from the school.
- Trip admin, including tasks such as scanning passports, chasing details from parents, liaising with airlines etc.
- Sending out and tracking completion of trip evaluation forms.
- Tracking that all staff attending trips have read the relevant risk assessments ahead of the visit.
- Organising photos to accompany press releases.
- Admin support for transition – arranging resources required for transition events, and new starters in Year 7. Chasing parents/carers for details not captured on Applica/Synergy ready for transition.
- Organise the uniform pop-up shop – including, being present at the event to sign in parents/carers and support the uniform company.
- Assisting SLT Link with GDPR collating SARs, including redactions and liaising with relevant staff.
- Support with attendance emails in the absence of members of the Attendance team.

### **Person Specification**

Criteria which will be measured at application and interview.

#### Knowledge & Experience


- Qualifications:
- 5 GCSE's including Maths and English or equivalent
- NVQ Level 3 or equivalent qualification
- Previous experience in administration
- Good general knowledge

#### Essential:

- Microsoft Office
- To work without supervision and within strict timescales often with conflicting priorities and in situations that can quickly escalate
- The ability to work with highly confidential information
- Excellent time management and organizational skills
- Requirement to hold a current First Aid at Work certificate (or willing to undertake).

#### Other:

- Positive relationships with children
- Ability to contribute constructively to a team.

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- Understanding of Academy roles in relation to pupils' pastoral support.
  - Excellent communication skills.
  - Extensive knowledge of MIS (Arbor)
  - Systematic approach to work and the ability to prioritize.
  - Ability to self-evaluate personal learning needs and engage with staff development opportunities.
  - Understanding and respect for confidentiality in relation to all issues connected with the role.
  - Team player
  - Inter-personal skills
  - Excellent ICT skills
  - Commitment to whole staff, faculty and other meetings
  - Well organized
  - Good time keeping



# Lawn Manor Academy

**Our ILEARN values are at the heart of our strategies for success, we take pride in 'inspiring and creating futures for all'.**

## **Independence**

We strive together to foster a sense of independence in all of our young people in each of their endeavours. We focus on a positive approach to problem solving and improvement, whether it is in the classroom, on the sports field, or in friendships.

## **Literacy**

Literacy represents the key to lifelong education and we are committed to bringing excellence to life in every sense of the word. Excellent reading will allow all of our young people to find the success that they deserve as they move through life, furnishing them with adventure, information and the ability to communicate effectively.

## **Equipment**

Our role is to inspire and equip pupils with the necessary skills and learning that they will need to succeed in the future. In order for this to happen, pupils will need to have a thirst for learning and a desire to succeed in everything that they turn their hand to. Pupils will also need to be personally equipped with smart uniform and personal equipment.

## **Attitude**

At Lawn Manor Academy we are committed to extremely high standards of behaviour and have fostered an environment where the relationships that exist within the school, and the polite and respectful atmosphere that we enjoy, are commented on by all who visit the Academy.

## **Resilience**

By teaching our pupils how to demand the best of themselves, we will send them out into the world ready to embrace the challenges they will meet: whether they are in the boardroom, on the stage, in the lab or on the sports field, at home or abroad. A positive mind-set is important at Lawn Manor Academy.

## **Numeracy**

Making learning count and inspiring the children who come to our school means creating learners comfortable with the notion that numbers underpin all of nature: they fill our language and inform everything we do. We take skilling the next generation of the workforce to be numerate seriously.

***Inspiring and Creating Futures for All***

# Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

## Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

## Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

## Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

## Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

## Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

Together we **Belong, Believe, Become**





# HOW TO APPLY

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Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications is it not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

**If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.**

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

[Lawn Manor Academy MyNewTerm](#)



mynewterm