



Armthorpe
Academy

BUILD YOUR DREAM CAREER

Join our Team!



RECRUITMENT PACK

Office Manager/Principal's PA

Armthorpe Academy, Doncaster

EXCELLENCE AND EQUITY WITH INTEGRITY

WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Office Manager/PA 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.

WELCOME FROM THE PRINCIPAL



Welcome to Armthorpe Academy.

I am delighted to welcome you as a prospective member of the Armthorpe Academy team. Your interest in joining the academy comes at an exciting time, as we continue to strengthen our commitment to delivering exceptional educational opportunities for every student within our trust.

Armthorpe Academy is a school with a strong and proud reputation for excellence, and its dedicated staff are central to the progress and success we see every day. Across our region, we strive to create environments where colleagues feel empowered to grow, collaborate, and make a meaningful impact on the lives of young people. Armthorpe is a shining example of this vision in action.

As Regional Hub Director, I want to highlight some of the core commitments that guide our work and shape the culture at Armthorpe Academy:

- **Educational Excellence:**
Armthorpe has a well-established record of strong academic achievement. We remain focused on sustaining and raising the quality of education, ensuring that both staff and students benefit from a vibrant, forward-thinking learning culture.
- **Inclusivity and Diversity:**
Across all of our academies, we champion inclusive, respectful environments where every individual feels valued. Armthorpe reflects these principles wholeheartedly, celebrating diversity and prioritising a sense of belonging for both students and staff.
- **Professional Growth:**
We take pride in nurturing talent. Whether through tailored CPD, trust-wide training programmes, or opportunities for progression, we are fully committed to supporting the professional development of every colleague.
- **Community Partnership:**
Armthorpe Academy plays a central role within its community, building positive relationships with families and local partners to enrich the educational experience and strengthen the support network around each student.
- **Staff Well-being:**
We recognise that our staff are at the heart of everything we do. The trust and the academy are committed to promoting a healthy, positive, and supportive working environment where colleagues can thrive.

By joining Armthorpe Academy, you would be contributing your own expertise to a school that values collaboration, ambition, and a shared purpose. You would also be joining a wider supportive network within the region, committed to helping you succeed.

Thank you for considering Armthorpe Academy as the next step in your career. We look forward to the possibility of welcoming you to the team and seeing the positive impact you bring to the wonderful students and community we serve.

Kind Regards,

Owen Inglis - Regional Hub Director

ABOUT THE SCHOOL



Armthorpe Academy is an 11-16 school located in the city of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

At Armthorpe, we believe every learner is an individual with a unique personality, characteristics and the potential to shine. Inclusion therefore lies at the heart of everything we do. Childhood is changing. Our learners are growing up in a world defined by fast-paced technological development living increasingly online, in spaces adults sometimes struggle to understand. We place great value on preparing our learners to thrive in 21st century Britain, not just academically but socially, emotionally, morally and culturally too. It has never been more important to equip our students to adapt to and embrace change, develop their resilience and creative thinking skills whilst instilling a real love of learning. The development of the whole person is imperative to us.

Respect	<ul style="list-style-type: none"> • Being a leader: Doing the right thing when no-one is watching (both inside and outside of school). • Executing the basics: Smiling, saying please/thank you, opening doors and treating others how we would want to be treated ourselves. • Following and accepting rules without argument.
Responsibility	<ul style="list-style-type: none"> • Being responsible: doing the 'things' you are supposed to do. • Accepting responsibility: enjoying praise for 'things' you have done well (positive choices) and admitting to and accepting the consequences for 'things' you have not done well (poor choices). • Role modelling responsibility: encouraging others to make positive choices.
Resilience	<ul style="list-style-type: none"> • Being prepared to embrace challenges and unknown situations. • Bouncebackability! Realizing sometimes we must try things several times before we learn or find a solution. • Being ruthless and relentless in striving for success – we do not stop until we are as good as we can be!
Pride	<ul style="list-style-type: none"> • Constantly working hard – nothing replaces hard work. • Actively listening to others so we are always learning and improving, know it, own it, do it! • Thinking for ourselves and never being afraid to share our ideas/thoughts when requested – we aim for solution focused creative minds
Ambition	<ul style="list-style-type: none"> • If our dreams do not scare us, they are not big enough. • Having a dream we can articulate. • Understanding what excellence looks like and constantly striving for it.

ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equity 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 Equity, 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, Equity, 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:	Office Manager/Principal's PA
REPORTS TO:	Operations Manager
GRADE:	Grade 6 (NJC scale points 13 – 17)
CONTRACT:	Permanent
WORKING PATTERN:	36 hours per week, Term time plus 10 days
ACTUAL SALARY:	£26,604 – £28,397

MAIN PURPOSE OF THE ROLE

- To lead and coordinate the administrative function of the school, ensuring efficient, effective and compliant systems that support the day-to-day operation of the Academy.
- To provide high-quality administrative and organisational support to the Principal, including the coordination of communications, meetings and priorities.
- To support parents, pupils and visitors, ensuring a professional and responsive front-facing service.
- To work closely with the Business Support Officer to ensure the smooth running of office operations.
- To contribute to the safe and effective functioning of administrative systems across the school.

CORE RESPONSIBILITIES & TASKS

Administration Management

- Coordinate and oversee established administrative procedures across the school to ensure efficiency and consistency.
- Manage and support members of the Administration Team, including induction and on-the-job training.
- Contribute to the development and implementation of administrative systems, policies and procedures, ensuring compliance with data protection and other statutory requirements.
- Maintain effective administrative processes linked to safeguarding, SEN and pastoral systems.
- Monitor and maintain accurate records, including statutory returns such as the workforce census.
- Oversee administration processes relating to first aid, medication and accident reporting.
- Act as Educational Visits Coordinator, supporting staff with processes including risk assessments and the Evolve system.
- Assist with administrative budget monitoring for supplies, ensuring appropriate stock control.

Principal (PA) Support

- Provide day-to-day administrative support to the Principal, including managing and coordinating their diary in line with school priorities.
- Act as a first point of contact for enquiries directed to the Principal, ensuring appropriate prioritisation and escalation.
- Prepare routine correspondence, reports and documentation on behalf of the Principal.
- Support the organisation of meetings led by the Principal, including preparation of agendas, coordination of papers and minute-taking as required.
- Ensure key deadlines, meetings and events are accurately recorded and communicated.
- Support the coordination of whole school communications initiated by the Principal.
- Assist with arrangements for visits from external stakeholders, Trust colleagues and partners.
- Maintain strict confidentiality when handling sensitive information.

Communication and Administrative Support

- Manage and update school communication platforms, including website, social media and parental communication systems, ensuring compliance with Trust and statutory requirements.
- Provide administrative support for whole-school activities, events and meetings.
- Prepare correspondence and documentation, including school communications to parents.
- Support the administration of pupil records, admissions, transfers and exclusions in collaboration with relevant staff.
- Assist with recruitment administration and maintenance of personnel-related records.

- Ensure accurate archiving and retention of records in line with legislative requirements.
- Support the management of the school calendar in collaboration with senior leaders.

Governance Support

- Support the Operations Manager with governance processes, as required, including:
 - preparation and circulation of meeting papers
 - minute-taking for formal meetings (e.g. Local Board, panels)
 - use of governance systems such as Governor Hub

Support for Parents/Carers

- Support the administration of Parents' Evenings and appointment systems.
- Assist parents and carers with communication platforms and queries.
- Support processes such as ParentPay and free school meal applications.

General

- Ensure a high standard of customer service is maintained at all times.
Undertake any other reasonable duties commensurate with the grade of the post, as directed by the Headteacher or Operations Manager.

Safeguarding Requirements

- Promote and safeguard the welfare of children and young people in line with statutory guidance and Trust policies.
- Maintain awareness of safeguarding procedures and report concerns appropriately.
Ensure administrative systems support safeguarding compliance across the school.

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 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



Training and Qualifications	Essential	Desirable
GCSE (or equivalent) in English & Maths	X	
First Aid qualification or willing to train	X	
Skills and Knowledge	Essential	Desirable
Experience of providing administrative support in a busy environment	X	
Experience of supporting a senior leader or team (e.g. diary management, meeting coordination)	X	
Ability to manage competing priorities and meet deadlines	X	
Strong written communication skills, including drafting correspondence	X	
Experience of working in a school or education setting		X
Experience of minute-taking for formal meetings		X
Experience of working with parents, visitors or external stakeholders		X
Ability to work independently and as part of a team	X	
Strong organisational skills with attention to detail	X	
Ability to remain calm under pressure and use tact and diplomacy	X	
High level of discretion and ability to handle sensitive information	X	
Professional and approachable manner	X	
Flexible and proactive approach to work	X	
Commitment to safeguarding and promoting the welfare of children	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	