



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Curriculum Support Administration Assistant

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

- To provide administration to the faculty departments in the Academy

Key accountabilities:

- To promote and safeguard the welfare of pupils.
- To provide a professional and effective reception provision, dealing with general enquiries from visitors, staff, pupils and their families to include e-mail and telephone enquiries and signing in of visitors.
- To provide general clerical and administrative support
- Update displays in the academy
- Update the Academy website and social media platform
- To maintain and update pupil records for behaviour management in response to the Academy's behaviour management procedure. To populate the behaviour management reports for the Academy.
- Organise the distribution of incoming deliveries.
- To use the Academy's text messaging service to inform parents/carers of key information relating to their child.
- To co-ordinate and provide pupil services support, including the administration of the Academy's cashless catering system. This includes the provision of issuing catering vouchers for pupils, recording transactions on the cashless catering system and forwarding money to the catering manager and finance.
- To provide information for reporting purposes using Microsoft Office applications.
- To provide pupils with uniform loans, order, administer and receive payments for pupil stationery through the Academy shop. To record transactions and carry out stock takes to ensure accurate recording of data for audit purposes.
- Liaises with local schools, academies, social workers, parents and carers regarding pastoral and attendance issues using Academy Safeguarding protocol.
- To ensure a positive attitude to learning amongst pupils around the Academy including challenging any non-compliance with procedures, both within normal working activities and whilst on duties

around the site.

- To participate in relevant and appropriate training and development as required.
- To provide 1st Aid assistance to pupils and staff as and when required (Training will be provided)
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Winifred Holtby Academy as an employer and you as an employee of the Academy. In addition to the Academy's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Academy's H&S policy.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the Academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Academy.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- GCSE (Grade A-C) or equivalent in English and Mathematics
- ECDL / OCR or Level 2 ICT qualification linked to Microsoft Office or equivalent

Desirable

- First Aid Qualification (full training will be given)
- Fire Officer Training (full training will be given)
- Evidence of continued professional development

Experience, Knowledge and Skills

Essential

- Proven experience of working in an office environment
- Ability to deal with variable work situations, analyse situations and plan appropriate interventions to achieve desired outcomes
- Ability to work to tight deadlines in a busy office environment
- ICT Skills and the use of relevant technologies
- An accurate and well organised approach to work
- Motivation to work in an environment with children and young people
- A knowledge and commitment to safeguarding and promoting the welfare of children and young people
- A knowledge and commitment to policies and procedures relating to the administration of a business / Academy
- An understanding of why equality of opportunity is the right of each individual

Desirable

- Proven experience of working in a School / Academy
- Experience of using information Management systems e.g., SIMS, Arbor
- Financial Experience

Values and Personal Competencies

Essential

- Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people
- Ability to interact using influencing skills, negotiating and training in order to achieve desired outcomes
- The post holder is required to use written / email correspondence in relation to pupils

Desirable

- Committed to the values and vision of the Trust
- Team focused with the ability to work independently and take initiative
- Committed to equality, diversity and inclusion
- Strong morals, ethics and sound judgement
- A role model of the Trust's Values

Other:

The post holder will be required to work flexible hours due to events / meetings taking place after school. Must be able to attend parental information / consultation sessions and training events as required.

Winifred Holtby Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to a Disclosure and Barring Service (DBS) check.