



**Insignis**  
Academy Trust

# CANDIDATE PACK



# WELCOME FROM THE CEO

## *Dear Colleague*

**Thank you for your interest in a role for the Insignis Academy Trust. Our Trust currently consists of six schools in Buckinghamshire. They are Ashmead Combined School, Princes Risborough School, Sir Henry Floyd Grammar School, Sir William Ramsay School, The Kingsbrook School and The Mandeville School. Further schools are in the pipeline and our medium-term ambition is to be a trust of at least 10 schools.**

As an academy sponsor, Insignis Academy Trust is focused on the quality of the educational experience it provides for its students. By joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops and to collaborate with our team to influence Insignis Academy Trust's ethos and processes.

Insignis is a Buckinghamshire Trust and we are committed to supporting the development of educational opportunities for children in the county. We support the community use of our schools and work in conjunction with Active in the Community, the Youth Sports Trust and Sports England on ensuring grassroots clubs have access to our facilities. We also are committed to the Opening School Facilities programme at all our schools.

*Collaborate to Succeed*

We are focused on delivering educational improvement in our schools, including providing the appropriate technology for staff and students to learn.

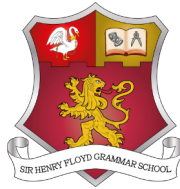
We are also committed to providing students with a rich programme of co-curricular activities. We currently have two specialist provisions at our schools, an Autism Spectrum Provision at Princes Risborough School and a Social and Emotional Mental Health provision at The Kingsbrook School. We are committed to supporting students with SEND across our Trust.

I look forward to receiving your application.

Yours Sincerely,

**Garret Fay**  
*Chief Executive Officer*





## ***Insignis - "remarkable" in Latin***

**Established in 2016, Insignis Academy Trust (IAT) has the primary objective of improving education.**

IAT believes that all children should receive a fulfilling, aspirational and successful educational experience. As a Multi Academy Trust and an education charity IAT works locally with schools in Buckinghamshire and currently consists of six schools, Ashmead Combined School (ACS), Princes Risborough School (PRS), Sir Henry Floyd Grammar School (SHFGS), Sir William Ramsay School (SWRS), The Kingsbrook School (TKS) and The Mandeville School (TMS). The intention of IAT is to grow and collaborate with other schools and trusts to create a significant enhancement to the education of students locally.

## ***The IAT motto is: Collaborate to Succeed***

**Our collective goal is for all IAT schools to be 'Remarkable' in their own right and support all our students to make the most of themselves and be well prepared, academically and personally, for their next steps in adult life, whichever path they choose.**

The Trust is managed by a Board of Trustees who are responsible for strategic direction as outlined in the Strategic Plan and have financial accountability for the use of public funds within our educational remit. The Trust has a number of committees, which operate across the Trust and report directly to the Board.

Each school within the Trust has a Local Governing Body (LGB), which meets twice a term. The LGBs are committees of the Trust Board and work with the school leadership to support, challenge and improve pupil progress, academic outcomes, attendance, behaviour, safeguarding, and personal and social development of our students. Our LGBs also act as a key link for stakeholder engagement within our schools. They monitor the work of the school, ensuring it is providing high-quality education to students, and ensure that policies and guidelines set clear working parameters, including for the safeguarding of students.

The LGBs are informed and assisted by key members of each school's Senior Leadership Team, whilst also reserving the right to call on all members of staff to assist them in delivering the school's objectives.

**'Support of my colleagues  
all across the school.'**

## IAT Vision

- To provide an exceptional educational experience for young people

## IAT Values

- A collective responsibility for the education and personal development of all students within the Trust.
- A fully inclusive approach, maximising the potential of every student in a nurturing and challenging educational environment.
- An ethos of life-long learning and personal development enabling students to gain life skills and academic qualifications.
- A culture of well-being and safeguarding to support staff and students to be 'remarkable'.



## IAT Aims

- To strive for continuous improvement to enhance students' educational experiences.
- To develop collaborative approaches that enable our community to achieve remarkable outcomes.
- To be an exceptional educational employer.
- To drive school improvement at all our schools.
- To grow our Trust in a sustainable manner.
- To maintain strong and local governance across the Trust.

## FUTURE GROWTH

Insignis Academy Trust aims to grow as a MAT, however, we are committed to growing in Buckinghamshire. Trustees have approved a Trust Growth Plan that would see us grow to 10 schools. We are committed to growing a Trust of both Primary and Secondary schools across the county.

## Our Location



**Ashmead  
Combined  
School**

Co-educational  
primary school  
702 pupils



**Princes  
Risborough  
School**

Co-educational  
secondary school  
and sixth form  
972 pupils  
Established 1957



**Sir William  
Ramsay  
School**

Co-educational  
secondary school  
and sixth form  
1037 pupils  
Established 1976



**Sir Henry  
Floyd  
Grammar  
School**

Co-educational  
grammar school  
and sixth form  
1230 pupils  
Established 1963



**The  
Kingsbrook  
School**

Co-educational  
secondary school  
Established 2022



**The  
Mandeville  
School**

Co-educational  
secondary school  
and sixth form  
1050 pupils  
Established 1960

*Collaborate to Succeed*



# The Kingsbrook School

At Insignis Academy Trust we are looking for an administrator to join our reception team, leading on Communications and Marketing for The Kingsbrook School. This is an exciting and unique opportunity to join the growing administrative team in this flagship new school in Aylesbury, with opportunity to bring ideas and contribute to the continued development of student support, and the culture and ethos of the school as it enters its fifth year of operation in 2026-27.

Opened in September 2022 to 180 year 7 students, the school will grow by each year of entry until full in 2027-28, and so a new member of the team is required to provide pastoral support alongside the head of year for our next cohort. Located at the heart of the Kingsbrook Estate in Aylesbury, the school boasts state of the art facilities across the mainstream school and a purpose-built Inclusion Unit for children with additional Social, Emotional and Mental Health (SEMH) needs.

The primary function of this role is to co-ordinate and deliver relevant communications to parents, staff and other stakeholders via weekly newsletters, the school website and social media platforms. This is a crucial role that facilitates the sharing of the wonderful activities that go on at the school and the celebration of student success. The successful candidate will also co-ordinate the school calendar and offer reception cover at key points during the day to ensure effective coverage.

We require you to be highly organised, with good written communication skills, and the ability to maximise the impact of the school's social media presence and website in communicating to all stakeholders.

For any enquiries relating to the position please contact the Trust's Human Resources Team, either by email [recruitment@insignis.org.uk](mailto:recruitment@insignis.org.uk) or by telephone 01296 744351, who will be happy to help.

We encourage and value candidates who have varied lived experiences and inclusive mindsets, either due to their engagements in the world or due to their protected characteristics (as set out in the Equalities Act 2010). We are committed to continued development of a community that is representative of the environment in which we work and in nurturing an equitable society.

Insignis Academy Trust operates rigorous 'safer recruitment' practices and the successful candidates will be required to undertake the completion of satisfactory checks including an enhanced DBS check, satisfactory references, medical report, confirmation of qualifications and documentation to prove Right to Work in the UK.

Insignis Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*Please note we reserve the right to close this vacancy earlier than the specified deadline if a suitable candidate is found.*



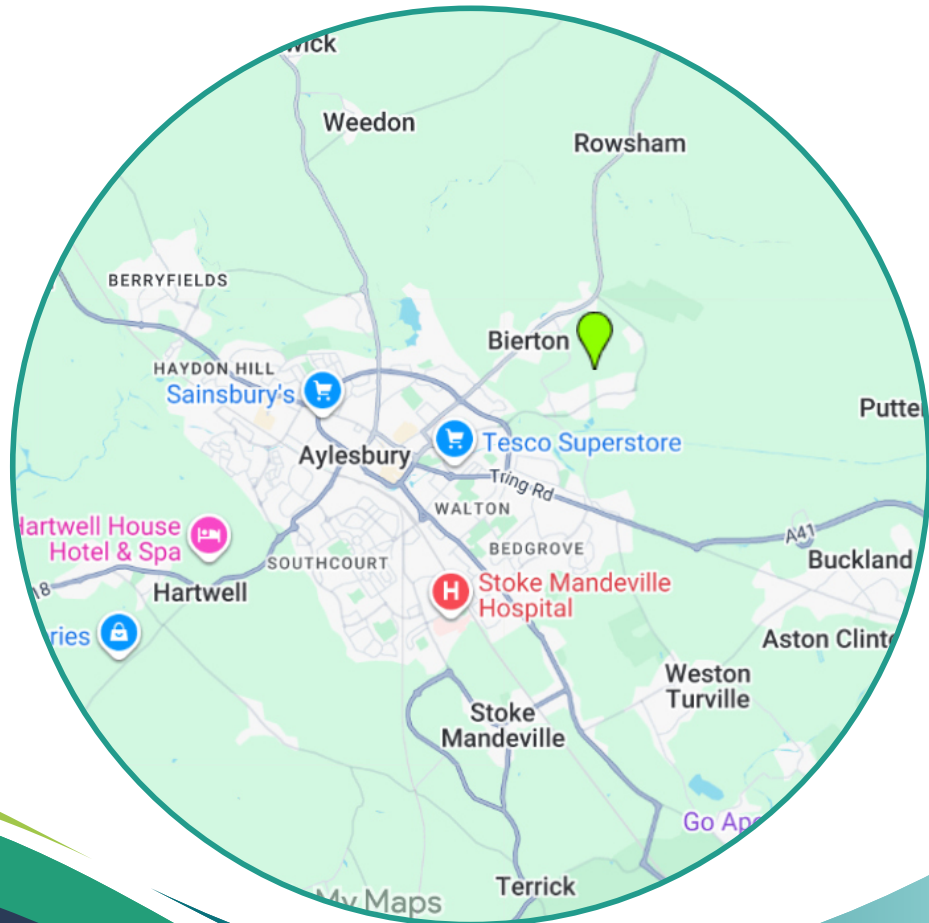
**Ambition**  
**Resilience**  
**Confidence**  
**Compassion**

**The Kingsbrook School**  
**Armstrongs Fields**  
**Broughton**  
**Buckinghamshire**  
**HP22 7BR**

[www.kingsbrook.org.uk](http://www.kingsbrook.org.uk)

**01296 761401**

[office@kingsbrook.org.uk](mailto:office@kingsbrook.org.uk)



**The Kingsbrook**  
**School**

# JOB DESCRIPTION

## Reception and administration, Communications and Marketing/raising Achievement Officer

### Designation of Post within School Structure

**Headteacher**

**Headteacher's PA**

### **Receptionist and Administration Assistant**

This job description identifies the responsibilities attached to this post.

This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.

### **The Post**

The Kingsbrook School requires a receptionist to support the head teacher's PA to be the first point of contact for visitors and callers to the school.

### **Key Function**

- Answer the school switchboard.
- Pass messages on swiftly.
- Sort and distribute incoming post, signing for parcels, exam post and manage the franking machine. Alert Royal Mail to school closures.
- Greet visitors and maintain records of who is on site ensuring that safeguarding messages are read.
- Ensure that a pleasant and professional environment is maintained in the Reception area.
- Use School Comms system effectively.
- Maintain the registers. Remove/add notes and distribute as required.
- Manage the student transport process liaising with Bucks CC and bus/taxi companies. Alert Bucks CC and bus/taxi companies of any school closures.

### **Communication**

- Use the in-house communication system to send letters and messages to parents/carers, staff and students (except those which require financial contributions).
- To help manage the office email in box and respond to requests when required and cover is needed.
- Cover for the reception team when required.
- Assist the telephone hunt group when needed.
- Accordingly, in a timely fashion and to help distribute post to staff.
- Ensure that phones are answered in a timely and appropriate manner and manage any voicemails that are left.
- To help facilitate the annual review of the Staff Handbook, the Parent & Student Information Pack and other various packs throughout the school.
- To help manage the specific areas of the ParentMail / ArborMail system - assist with account set up and trouble shoot queries.

- To work closely with the Central Services Team to ensure smooth running of communication, events and the school as a whole for all stakeholders.
- Liaise with bus and taxi companies for school transport.
- Minute meetings when requested.

### **Website / Social Media**

- Ensure the school website is up to date and all required information is readily available
- Keep all social media platforms up to date (, LinkedIn, Instagram and Facebook)

### **Events**

- To organise Open Events, progress evenings and Parent Consultation events.
- Co-ordinate the communication and materials for school events – to include: Open Evenings, Open Mornings, Performing Arts Productions, Celebration of Achievements assembly and Headteachers commendations Assemblies.
- Assisting on school trips when required.

### **Other duties include**

#### **General administrative support:**

- Order stationery for the Administration Team
- Update distribution lists
- Sort and regularly clear lost property. Maintain the second hand school uniform shop.
- Maintain stocks of tea and coffee in the staffroom and arrange catering requests for all school events.
- Send blanket emails to groups of parents.
- Distributing the school's news publication.
- Arranging school photographs
- Maintain the staff pigeon holes.
- Produce information packs for new joiners.
- Produce the daily notices
- Sign students in and out of school and maintain the reception software.

#### **Free school meals administration:**

- Check parents' entitlement to Free School Meals.
- Review annual correspondence to parents inviting them to consider applying for free school meals.
- Ensure that SIMS contains accurate indications of students in receipt of free school meals and pupil premium.

#### **Reprographics:**

- Produce a copying service as requested, including booklets, newsletters, certificates and laminating.
- Liaise with suppliers to ensure that copying machines are well maintained and breakdowns are attended to within timescales specified in contracts.
- Produce monthly summaries of information about usage from 'papercut' so that departments can be recharged.
- Monitor and maintain stock levels of toner and paper.

To undertake any other administrative tasks as requested.

# Person Specification

All of the competencies outlined below will be evidenced in the application, during the interview and via references.

Quals, knowledge, experience	Essential	Desirable
Excellent role knowledge		✓
Experience of working in a school environment		✓
Evidence of continuing professional development		✓
First Aid		✓
Health and Safety		✓
Awareness of changing multiple communication formats		✓
Use of ICT- Word, Excel, PowerPoint, Publisher, Google Suite, Photoshop (or equivalent)	✓	
Use of email	✓	
Use of switchboard		✓
Use of Arbor		✓
Numerate	✓	
Experience in the use of reprographic machines		✓
Enthusiastic and approachable	✓	
Good interpersonal skills with students and colleagues	✓	
Ability to remain calm under pressure	✓	
Ability to prioritise and manage time	✓	
Hardworking and conscientious	✓	



# Benefits of working with IAT

## Anytime Fitness



Anytime Fitness will offer a 10% discount for all Insignis staff. You will need to show your ID Badge in order to obtain your discount. (If you refer a friend then you will get a free month.) Please call Anytime Fitness in Aylesbury to discuss the benefit before arriving.

Visit: [www.anytimefitness.co.uk/gyms/uk-0023/aylesbury-south-east-hp20-1ur/](http://www.anytimefitness.co.uk/gyms/uk-0023/aylesbury-south-east-hp20-1ur/)

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## Blue Light Card



Blue Light Card provides those in Education with discounts online and in-store. They offer a range of official discounts from large national retailers to local businesses in a wide range of categories including holidays, cars, days out, fashion, gifts, insurance, phones and much more.

Visit: <https://www.bluelightcard.co.uk/index.php>

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## Byond



We are a part of Byond, a prepaid debit card that comes packed with built-in discounts at high street stores, online retailers and supermarkets.

Visit: <https://byond.helpscoutdocs.com/article/375-article-title>

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## Cycle Scheme



We are a part of the Cycle Scheme, IAT staff are able to use salary sacrifice to purchase a bike or electric bike and accessories up to the value of £3500.00

Visit: [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)

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## Education Support



Our Employee Assistance Programme at IAT is provided by Education Support. This provides support for you and your family members covering a range of issues. This includes supporting staff and family members with wellbeing, health queries, bereavement and family issues including separation and divorce.

Visit: <https://www.educationsupport.org.uk/>

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## Extras Discount Scheme

We are part of the Extras Discount Scheme which offers IAT staff the opportunity to avail of discounts at a range of high street stores, online retailers and supermarkets.

Visit: <https://www.bhnextrashomeandtech.co.uk/extras>

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## Eye Care

All IAT staff can benefit from a reimbursement of their eye tests for up to the value of £25. Simply save your receipt and claim it through expenses, with the finance department.

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## Free Tea and Coffee

In conjunction with our catering provider we provide free tea and coffee for staff at our schools.

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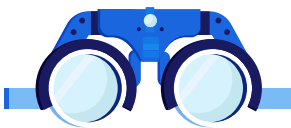
## Nuffield Health

Nuffield Health will offer up to 30% off their memberships, both for monthly rolling contracts and annual contracts.

This offer is open to any school employee. You will need to show your ID Badge in order to obtain your discount. Please call Nuffield Health in Aylesbury to discuss the benefit before arriving.

Visit: [www.nuffieldhealth.com/gyms/aylesbury](http://www.nuffieldhealth.com/gyms/aylesbury)

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## Specialist Glasses

If you need specialist glasses to carry out your specialist role in school, we may be able to help with the cost of specialist glasses. This may include glasses to support colour blindness, or prescriptive protective glasses.

Please contact HR for more information as this is assessed on staff's individual needs.

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## LGPS - Support Staff Pension

We formally register all non-teaching staff to the Local Government Pension Service. It is your choice whether you choose to opt out of the scheme. At IAT we strongly suggest you get independent advice before making this decision.

Visit: [www.lgpsmember.org](http://www.lgpsmember.org)

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## Teachers' Pension

We formally register all teaching staff to the Teachers' Pension Service. It is your choice whether you choose to opt out of the scheme. At IAT we strongly suggest you get independent advice before making this decision.

Visit: [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

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## Tech Scheme

We are a part of TechScheme, in association with Currys. IAT staff are able to use salary sacrifice to purchase items from Currys for their home. Please note that there is a pension impact on this scheme.

Visit: [www.techscheme.co.uk](http://www.techscheme.co.uk)

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## Well Schools

The Well Schools Community has a vast collection of wellbeing tools and resources that are already being used in Well Schools across England.

Visit: [www.well-school.org](http://www.well-school.org)

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## Wycombe Lido

Fusion Lifestyle will offer Insignis Staff 10% off their top membership option. You will need to show your ID Badge in order to obtain your discount.

Please call Wycombe Lido in Aylesbury to discuss the benefit before arriving.

Visit: [www.fusion-lifestyle.com/centres/wycombe-rye-lido/](http://www.fusion-lifestyle.com/centres/wycombe-rye-lido/)

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# CPD in IAT Schools

Each school within the IAT publishes a whole school CPD calendar. This will reflect IAT and school priorities.

Subject-specific CPD and CPD for pastoral teams will be embedded into meeting schedules, reflecting outcomes of self-evaluation and the needs of each team.

Applications to attend external CPD courses should be made at a school level, following the school's CPD application process. Priority will be given to external CPD that supports Trust, school and departmental priorities and performance management targets. The cost of the CPD course, the cover costs and cover implications will all be taken into account when applications for courses are considered.

## Completing National Professional Qualifications (NPQs)

National Professional Qualifications (NPQs) are the most widely recognised qualifications in the education sector for current and aspiring leaders. Accredited by the DfE, NPQs provide training and support for teachers and leaders at all levels. NPQs are informed by the best available research and evidence endorsed by the Education Endowment Foundation.

There are a range of NPQ qualifications available, including:

- **Leading teacher development** – become a teacher educator and support teachers in your school to expand their skills.
- **Leading teaching** – lead the teaching and learning of a subject, year group or phase.
- **Leading behaviour and culture** – create a culture of good behaviour and high expectations where staff and pupils can succeed.

## Wellbeing

At Insignis Academy Trust, we prioritize the well-being of our staff and students. We believe that a healthy and happy school environment is essential for fostering a positive learning experience. Our dedicated team works tirelessly to ensure that everyone feels supported and valued, creating a sense of community and belonging.

We understand the importance of mental health and well-being in the workplace. We provide various resources and support systems to help our staff maintain a healthy work-life balance.

By prioritizing well-being across the trust, we aim to create a positive and productive environment where everyone can thrive and reach their full potential.

For more information visit: <https://www.insignis.org.uk/Well-Being/>

- **Leading literacy** – teach and promote literacy across a whole school, year group, key stage or phase
- **Leading primary mathematics** – help your school use mastery approaches and teach maths effectively.
- **Senior leadership** – develop leadership expertise to improve outcomes for teachers and pupils.
- **Headship** – learn how to become an expert school leader and outstanding headteacher.
- **Executive leadership** – develop the expertise to run a multi-school organisation and effectively lead change and improvement.
- **Early years leadership** – manage your staff and organisation to provide high-quality early years education and care.

IAT schools will support teachers and leaders to complete NPQ qualifications, in line with Trust and School priorities, individual goals and upon recommendation by line managers. If any member of staff is interested in completing an NPQ, they should discuss it with their line manager. All applications for NPQs will need to be discussed by SLT and agreed by the Head of School or Headteacher and CEO of IAT.

Astra Teaching School Hub delivers a range of NPQ qualifications. Face-to-face sessions are delivered locally and provide opportunities for networking and collaboration with teachers and leaders from across Buckinghamshire schools and beyond. NPQ courses are delivered by a range of providers. Before registering for an NPQ, teachers and leaders should discuss the choice of provider with their line manager.





## HOW TO APPLY

### Making your application

Please click on the link below for further details on how to apply:

<https://www.insignis.org.uk/Vacancies/>

### Contact

If you are interested in discussing the role or would like more information about the role please contact the IAT Recruitment team at:

[recruitment@insignis.org.uk](mailto:recruitment@insignis.org.uk) or

Telephone: 01296 744351.



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### FOR MORE INFORMATION

For more information about IAT please visit our website. If you are interested in other roles at the Central Team or at one of our schools, please contact our HR Team via email at: [HR@insignis.org.uk](mailto:HR@insignis.org.uk)

**[www.insignis.org.uk](http://www.insignis.org.uk)**



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[@InsignisAcademyTrust](https://www.linkedin.com/company/InsignisAcademyTrust)



[@insignis.academy](https://www.tiktok.com/@insignis.academy)



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