



ORMISTON
SIX VILLAGES
ACADEMY



Temporary Trips & Lettings Officer (Maternity Cover)

Candidate Pack

Principal: Mr Paul Slaughter

LIME AVENUE · WESTERGATE · CHICHESTER · WEST SUSSEX · PO20 3UE
TEL: 01243 546800 · FAX: 01243 546810

EMAIL: osva_office@ormistonsixvillages.org.uk WEB: www.ormistonsixvillagesacademy.co.uk



“Outcomes for pupils across the school are now good and improving.”

Ofsted, September 2017

Contents

3	Letter from the Principal
4	Job Description
5	Person Specification
6 - 7	About Ormiston Academies Trust
8	CPD

“Leaders are ambitious for the school and its pupils. They have created a positive and warm environment for learning. Higher expectations have helped pupils to make faster progress...”

Ofsted, September 2017

We believe in the limitless potential of every young person we serve...

As Principal of Ormiston Six Villages Academy, I would like to extend a very warm welcome to you. This is a fantastic time to join our small, vibrant and caring learning community at Six Villages. We provide students with a safe, positive environment to explore, learn, investigate and develop into confident young adults who are ready to enter an ever changing and competitive world. In September 2017, Ofsted granted Six Villages a rating of 'Good' in all categories and the Ofsted November 2022 inspection confirmed our academy is consistently good in all categories.



We are seeking to recruit a part-time **Trips & Lettings Officer**, starting 1st September 2026. This is a temporary role of up to one year, covering the postholder's maternity leave.

The successful applicant will:

- provide finance support to the Finance Manager and the Assistant Principal
- provide support with the organisation of school trips
- coordinate the hire of the academy's facilities to external hirers
- undertake a daily lunch duty, supervising students in and around the academy site
- be a first aider, undertaking allocated slots on the school first aider rota
- have previous experience of working in an office environment, possess strong organisational and IT skills, demonstrate attention to detail
- demonstrate our core values (be ambitious, value community, show respect, persevere, take responsibility and demonstrate kindness)

This is a fantastic time to join our small, vibrant and caring learning community at Six Villages. We provide students with a safe, positive environment to explore, learn, investigate and develop into confident young adults who are ready to enter an ever changing and competitive world. We aim to stretch, to stimulate and grow a love of life-long learning. We know that academic achievement of the highest order is within our reach and we strive to become a truly exceptional academy.

With this in mind we are looking for exceptional professionals to join our staff body who demonstrate the ability to achieve outstanding student outcomes and make a significant difference to the lives of the young people at Six Villages. The academy offers an excellent induction. We actively promote continuing professional development and encourage staff to pursue enhancement programmes. To further your insight into our academy, please take a tour of our website at www.ormistonsixvillagesacademy.co.uk

To further your insight into our academy, please take a tour of our website at www.ormistonsixvillagesacademy.co.uk. If you have any further queries or wish to arrange a tour of the academy, then please do not hesitate to contact Mrs Canadas, Administration Manager, on 01243 546802 or by email ccs@ormistonsixvillages.org.uk.

If you would relish the opportunity of working with us, then we would welcome your application. We reserve the right to close this vacancy or interview early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. Your application should include a section explaining your interest in this post and why your qualifications, professional experience and knowledge, professional expertise and personal attributes are relevant to this appointment.

I look forward to reading your application.

A handwritten signature in blue ink, appearing to read 'Paul Slaughter'. The signature is stylized and fluid.

Paul Slaughter
Principal

The academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, prohibition check, two references and enhanced DBS check including Children's Barred List.

Job Description

Location	Ormiston Six Villages Academy	Area	Finance
	OAT Grade 2, Points 4-5 FTE £25,185-£25,584 Actual: £14,261.79 - £14,487.73	Hours	25 hours per week (09:30-14:30, no unpaid lunch break) 38 weeks per year (term time)
Reporting to	Finance Manager	Line manages	N/A

The Role

To provide financial support to the Finance Manager and the Assistant Principal, working as part of the wider core services team; to provide support with the organisation of school trips; to coordinate the hire of the academy's facilities to external hirers.

Key Responsibilities

- Provide financial support within the Finance team, including invoice processing (debtors and creditors).
- Maintain an accurate and detailed record of contracts and licences to which the academy has subscribed.
- Have a working knowledge of the finance software (Access Dimensions and Finance Portal) to cover staff absence.
- Liaise with existing and potential hirers regarding the hire of the academy's facilities, including arranging bookings, collating relevant paperwork and issuing invoices.
- Advise the Premises and ICT teams of any requirements relating to the hire of the academy's facilities, ensuring bookings and academy events do not clash.
- Proactively market the academy facilities to maximise letting incomes.
- Lead on the EVOLVE trip management platform and ParentPay, providing support with the preparation and implementation of school trips and other off-site activities, and liaising with the Senior Leadership Team on any issues that may arise.
- Manage the internal usage of the minibus for trips, fixtures and other requirements; keeping accurate records of minibus drivers and permits, arranging assessments when required; organising alternative transport arrangements when necessary (eg, multiple trips, minibus repairs).
- Assist with the collection of income relating to school trips and other activities, liaising with colleagues as appropriate.
- Check incoming deliveries, follow up with any discrepancies, and label as appropriate for delivery to departments.
- Administer the CPD platforms, including allocating required training for new and existing members of staff.
- Provide other financial support to the Finance Manager and/or Assistant Principal as required.
- Undertake first aid and supervisory duties where appropriate and in accordance with the respective rotas.

Academy culture

- To be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to the Principal
- To demonstrate a commitment to equality of opportunity for all members of the academy's community
- To actively promote the academy at all times
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships, by maintaining a presence around the academy.
- To meet the expectations of all staff as laid out in the Staff Code of Conduct
- To uphold all academy policies with consistency and diligence.

Other

- To be a first aider
- To undertake break and lunch duties as required
- To undertake other various responsibilities as directed by Line Manager or Principal

Any other duties commensurate with the grade and nature of the job description.

Person Specification

Qualifications criteria	Essential/ Desirable	Assessed through
Level 2 English and Maths qualification	E	Application/certificates
Eligible to work in the UK	E	Application/certificates
Knowledge & Skills		
Knowledge of Microsoft Office, especially Excel	E	Application/interview
Be competent in data entry, with attention to detail and accuracy, able to meet deadlines	E	Application/interview
Experience of working in an office environment	D	Application/interview
Knowledge and compliance with policies and procedures, eg. Health and Safety, Child Protection, GDPR	D	Application/interview
Have highly developed communication and organisational skills with an ability to prioritise own workload	D	Application/interview
Be willing to train as a first aider and undertake allocated first aid duties in line with the rota	E	Application/interview
Behaviours		
Adaptability and the ability to work under pressure	E	Interview
Ability to develop good relationships of respect, trust and professional regard	E	Application/interview
Ability and willingness to undertake all necessary training		
Excellent communication, planning and organisational skills	E	Application/interview
Team player	E	Application/interview
Demonstrates resilience, motivation and commitment to driving up standards of achievement	E	Application/interview
High expectations and the ability to enthuse and inspire others	E	Interview
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	E	Application/interview
Act as a role model to staff and students	E	Interview

About Ormiston Academies Trust

Work where it matters most, achieve what matters more

Be part of a team where passion meets purpose, as we work together where the challenge is greatest, to change the lives and build the futures of children and young people.

Ormiston, where every member of staff enjoys...

- The opportunity to build on the legacy of those who came before – being part of one of the longest standing trusts, created with the sole purpose of enabling children and young people to thrive
- Working for a Trust nationally recognised for its impact on disadvantaged children – a rewarding, stimulating career where staff are challenged to be the best they can be, for the pupils we are proud to serve
- Being part of a team and community where you belong – being part of a well-resourced and ambitious network of experts and professionals that work at the heart of communities
- A supportive environment to grow your career – an extensive professional development programme, alongside flexible working arrangements and generous benefits

Why work for Ormiston?

Our vision is for a school system where every child thrives, regardless of background. Our people are at the heart of our approach – they are our greatest asset.

We exist to provide the best learning opportunities every day, in every school for every child. It is the people and teams in our Trust who make this a reality and ensure we have the greatest impact. If you join us at Ormiston, whatever your role, your work will have purpose and meaning.

A culture that inspires

We are values-led and care deeply about the pupils in our schools.

Our Trust values are woven through everything that we do:

- **Ambition:** we believe everyone can achieve and we aspire for excellence in all we do
- **Learning:** we are always learning and see development as the route to improvement
- **Perseverance:** we embrace challenge and learn through doing difficult things
- **Collaboration:** we achieve more through working together
- **Inclusion:** we break down barriers to learning and participation

Our culture, underpinned by our values, is supported by:

- Promoting a supportive culture that values honest, sometimes challenging, feedback as an opportunity for learning and growth
- Ambitious goals for all pupils and staff
- A sense of belonging and a collective attitude of achieving more together and delivering excellence
- A dedicated survey where we listen carefully and respond to the views of staff
- Regular exposure to the Trust's Senior Leadership Team, for learning and support
- Regular internal communications, including newsletters, which include updates from our CEO
- A focus on collaboration, best practice and sharing of expertise

Benefits that care for you

We value hard work and dedication and we're committed to ensuring you are supported, both professionally and personally, so that you can make the most impact for the children and young people in our schools.

Alongside nationally agreed terms and conditions, we offer a generous benefits package. This includes:

- Generous pension and life cover
- Access to health and wellbeing programmes, including counselling service
- Discounts on retail, travel and leisure through our benefits platform
- Free and confidential legal, tax and health 24/7 helpline
- Cycle to work scheme
- Automatic pay progression
- Flexible working arrangements
- And much more as part of a leading multi-academy trust

Professional development that supports your growth

At Ormiston we invest in you. With learning as one of our core values, we see it as the pathway to continuous improvement and have designed our sector-leading professional development programmes to support your ambitions and unlock your potential. From bespoke career pathways to opportunities for leadership development, we help you achieve your goals:

- National conferences with inspiring speakers and workshops
- Access to subject experts and lead practitioners who share best practices across the Trust
- Trust-wide inset and staff development days in addition to academy scheduled training days
- Career-advancing initiatives such as NPOs, apprenticeships and professional development plans

Complementing our formal approach, we embrace our identity as a learning organisation by encouraging staff to take ownership of their professional development, recognising everyday moments as opportunities to learn and grow. We foster a culture where honest feedback is freely given and openly received.

Equality, diversity and inclusion

We are proud to be a values-led and performance-driven organisation and we're creating an inclusive environment where everyone can thrive. We are committed to attracting and retaining diverse talent, fostering belonging and supporting all staff to succeed – helping to meet our overarching purpose of making a difference for every child and young person that we support.

Ready to join us?

If you're passionate about making a difference and want to thrive in a values-led, performance-driven environment, we would welcome an application from you. To apply for the role, please submit an application via the link. Please note that CVs are not accepted.

“Leaders and staff set high expectations for pupils’ learning, including those pupils with special educational needs and/or disabilities (SEND)...the school is a calm, orderly place... there is a strong sense of community in this friendly and inclusive school...pupils learn to become responsible, respectful citizens”
Ofsted, November 2022

“If we can create a culture where every teacher needs to improve, not because they are not good enough, but because they can be even better, there is no limit to what we can achieve..”

Dylan William

Your CPD

High quality Continuing Professional Development is at the heart of Ormiston Six Villages Academy where staff feel nurtured, developed and can contribute to the development journey at the academy.

We aim to develop our staff professionally and personally and our CPD is highly tailored to developing or enhancing the skills, knowledge and professional practice of each individual member of staff. A dedicated senior leader tracks the CPD and evaluates its impact to ensure that the needs of colleagues are met.

We believe that staff should have access to supportive and nurturing CPD at every stage of their professional career that adds value to the individual and their contribution to the academy.

Full training for this role will be provided. The postholder will also complete mandatory safeguarding and GDPR training.