



Character - Preparation - Achievement



Administration Assistant Vacancy Information



HumberEducationTrust
Where everybody counts, every moment matters.

We are Humber Education Trust.



Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a

school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.



Rachel Wilkes
Chief Executive Officer



CAMBRIDGE PARK ACADEMY

ADMINISTRATION ASSISTANT- OUTREACH TEAM

Grade:	3
Salary:	£22,737 - £23,500 Full-time equivalent, £17,159 - £17,735 Actual
Hours of work:	32.5 hrs/week, Monday 8.40am - 4.30pm, Tues/Wed and Friday 8.40am - 3.10pm, Thurs 8.40am-4.20pm
Contract:	Fixed term until 31 August 2025, Term time + 5 days (195 days)
Start date:	ASAP Following pre-employment checks

The Cambridge Park Academy would like to offer an exciting opportunity to join the Cambridge Park Springboard Outreach Team as an administrator. This post is for a suitably qualified candidate, who is looking for a new challenge. This opportunity will allow the suitable candidate to join and support the rolling out of a new service, who in turn support children with a range of learning needs within the Local Authority Schools/Academies.

Working within a busy school office, you will be well organised, efficient, flexible, calm, and motivated to provide an excellent support service to our children, staff and visitors. You will be a team player and contribute to the development of the schools administrative and support services.

JOB REQUIREMENTS:

- Provide all aspects of the administrative role
- To assist in organising the delivery of external training as part of the Academy's Autism Education Trust Regional Hub
- Assist with managing and maintaining manual and computerised records
- To assist all aspects of pupils' welfare including first aid and welfare duties
- To assist the head teacher in all aspects of administration duties that they require.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE Grade A-C or equivalent in English and Mathematics
- Training in IT based systems e.g. Microsoft Package
- Experience of producing/maintaining and administration of pupils and staff data within a school e.g. production of reports analysis of data, working closely with external agencies
- Good verbal skills when dealing with pupils, staff, parents and outside agencies
- Ability to complete reports

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our S2S Support Leaders and Peers network.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.

- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

Visits to our school are encouraged and welcome by appointment.

If you believe you are the right person for the job then we would love to hear from you.

HOW TO APPLY:

Please [click here](#) to download our application form. Once complete, please upload to our ETeach career page with an optional cover letter.

All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications: 8am, Friday 4 October 2024

Interview date: w/c 7 October 2024

If you have any queries regarding the role or application process, please contact Sue Bates, at Cambridge Park Academy via Tel: 01472 230110 or email sbates@cambridgepark.het.academy

As part of Humber Education Trust's recruitment processes, in accordance with statutory guidance KCSIE, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

SAFEGUARDING STATEMENT:

Highlands Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

JOB DESCRIPTION

SCHOOL Cambridge Park Academy **GRADE:** 3

JOB TITLE: Administration Assistant **DATE PREPARED:** 15/6/17

JE NUMBER: HET09 **EVALUATION DATE:** 20 June 2017

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the Trust.

PURPOSE: To provide all aspects of administrative duties within the school. Contribute to the planning and monitoring of support services, including assisting the head teacher.

PRINCIPAL ACCOUNTABILITIES:

- | | |
|----|---|
| 1. | To promote and safeguard the welfare of children and young people. |
| 2 | To provide all aspects of the administrative role e.g. filing, replying to general correspondence, answering the telephone, etc. Updating communication systems e.g. notice board, website. |
| 3 | To assist in managing and maintaining manual and computerised records/information systems, inputting data and generating reports. Creation and maintenance of information databases. Analysing and evaluating data/information. To undertake typing, word processing and IT based tasks e.g., Scholar Pack/update online sites with school information linked to personnel and data protection. |
| 4 | To assist the head teacher in all aspects of administration duties that they require. |
| 5 | To assist all aspects of pupils' welfare including first aid and welfare duties. |
| 6 | To assist in organising the delivery of external training as part of the Academy's Autism Education Trust Regional Hub |
| 7 | To undertake all aspects of general administration. |
| 8 | To deal with reception visitors and to keep the head teacher informed of any issues affecting the smooth running of the school. |
| 9 | To collate Governors and committee papers for the head teacher. |
| 10 | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the academy, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the academy. |

GENERAL:

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.

JOB DESCRIPTION

DIMENSIONS:

1. Responsibility for Staff:

None

2. Responsibility for Customers/Clients:

To liaise with parents and outside agencies in regard to child wellbeing and welfare.

3. Responsibility for Budgets:

None

4. Responsibility for Physical Resources:

None

WORKING RELATIONSHIPS:

1. Within Service Area/Section:

All staff members, Governors, pupils, parents, outside agencies and the community.

2. With External Bodies to the Academy

Other Schools/Academies and educational establishments, school suppliers/agencies.

3. With External Bodies to the Academy

Governors Team

EFA

DfE

ORGANISATION CHART:

Head teacher

Leadership Team

School Business Manager

Administration & Attendance Officer

Administration Assistant

JOB DESCRIPTION

	Not applicable	Low	Moderate	High	Very High	Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).	✓					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).		✓				
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.		✓				

I have read and accept the role of Administration Assistant.

Name:

Signed:

Date:

PERSON SPECIFICATION

PERSON SPECIFICATION				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
1.	Qualifications:			
	GCSE grade A-C/4+ or equivalent in English and Mathematics	✓		AF CQ
	Training in IT based systems e.g. Word, Excel etc	✓		AF CQ
	Training in ScholarPack or similar IT systems		✓	AF
	Qualified First Aider		✓	AF
2.	Relevant Experience:			
	Experience of development, management and operational administration systems e.g. Word, Excel	✓		AF I
	Experience of dealing with pupils, parents, staff members and outside agencies	✓		AF
	Experience of producing/maintaining and administration of pupils and staff data within a school e.g. production of reports analysis of data, working closely with external agencies	✓		AF I
	Experience of IT/web-based systems		✓	AF
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	✓		AF
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		R I
	To work independently and use initiative	✓		R I
	To work as part of a team	✓		R I
	Very good numeracy/literacy skills	✓		AF
	Effective use of ICT and other specialist equipment/resources	✓		R
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF
	A working knowledge of relevant policies/practices and awareness of relevant legalisations		✓	AF
	Knowledge and commitment to ensuring the wellbeing of pupils e.g. medical, physical and emotional	✓		I
	Knowledge of the law and of procedures relating to attendance at the school		✓	I
	Knowledge of financial controls		✓	AF I

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5.	Interpersonal/Communication Skills		
	Verbal Skills		
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓	R I
	Interpersonal skills to deal with demanding pupils parents including sensitive information	✓	AF
	Good verbal skills when dealing with pupils, staff, parents and outside agencies	✓	I
	Written Skills		
	Ability to complete reports	✓	AF
	Ability to produce written and statistical information	✓	AF
	Ability to produce high quality, parent friendly materials, e.g. School Prospectus / website information		✓ AF P

The requirements listed below are not considered during the job evaluation process but are essential requirements for the role that will be assessed during the recruitment process.

6.	Disclosure of Criminal Record:		
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	AF (after shortlisting)



Vision & Values

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

This is us. Humber Education Trust.



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Work for Humber Education Trust

We value our employees

The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure

Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to **make a real difference** to the lives of our students*