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**Enquire Learning Trust Application Pack**

**Academy Admin Manager**

Linden Road Academy

Linden Road

Denton

M34 6EF



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**A group of kids playing outside

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**A group of girls in school uniforms

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**The Enquire Learning Trust**

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don’t believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

**Values**

* We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
* We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
* We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
* We take learning seriously and work together to create a vibrant culture in which this can happen.  We know that it’s what we do that counts and that our thinking must be visible in classrooms if it is to have leverage.  Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

Linden Road Academy is a successful, thriving and happy school. We are a school with a strong, rich community of students, parents and teachers brought together by a shared determination to achieve outstanding status and becoming an exceptional school. At the heart of this drive for excellence is our belief that every child is an individual who can grow and excel; inclusion and equality are the heartwood of all we do. We are fully accessible for disabled users.

We are an average size, one-form entry Primary School. We have a higher than average proportion of children that qualify for free-school meals and the pupil premium.

Our ethos is one of high expectations and mutual respect where each pupil knows they are valued and well cared for.

We are proud to be part of the Enquire Learning Trust

I, the leadership team, staff, Governors, parents and students share a passionate commitment in ensuring that the school makes a huge difference to children's lives. We have the highest aspirations and expectations of all we do whether this is academic attainment, achievement, behaviour or learning. We all continually strive to improve every aspect of our work, as a result we ask more of ourselves and more of our parents and students. We are dedicated to ensuring all our students succeed; challenging and developing their ability to think independently and enabling them to transfer their learning to real situations. We want children to be  ready for the next stage of their lives and beyond.

Our curriculum provides rich and diverse opportunities which maximise children's love of learning and provides them with links to real life and their own interests. We are fortunate that our curriculum is enhanced by our exciting outdoor environment with large open fields, woodland, pond and poly tunnels for growing our own food. We firmly believe that every lesson counts and no opportunity for learning should be lost. Our curriculum is creatively designed to enhance English and Mathematical skills, as well as to develop children’s teamwork, collaboration and independent learning skills.

**Health and Wellbeing Package**

The Enquire Learning Trust offers an extensive health and wellbeing package to support employees in maintaining health and wellbeing including:

* an employee assistance programme through Westfield Health;
* a mental health first-aid programme;
* access to formal supervision through Applied Psychologies;
* access to a wide range of training and development opportunities;
* subsidised gym/sports facilities;
* a stress risk assessment;
* employee wellbeing support plan;
* special leave arrangements;
* opportunities for flexible working;
* support for workers with disabilities;
* counselling for all employees through Westfield Health;
* counselling through Education Mutual
* support from trade union representatives.



The Trust offers a cash plan through Westfield Health which allows you to claim money back, up to set limits, towards the cost of your essential healthcare, as well as providing access to valuable health and wellbeing services.​

**Mosaic Health Cash Plan:**

* 12 healthcare benefits and services​
* Money back towards your everyday healthcare bills​
* 100% reimbursement, up to set limits, with one year benefit periods​
* Health & wellbeing services​
* Voluntary upgrades and partner cover available by Direct Debit

**Key Features:**

* No medical required before joining​
* No limit on number of claims, up to limits of your cover level​
* ​Pre-existing medical conditions covered for all eligible employees​
* Worldwide cover on most benefits​
* Dependent children covered on key benefits at no extra cost

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**Academy Admin Manager**

**36 hours a week (applications of part-time hours, minimum of 26 hours a week, may be considered)**

Linden Road Primary Academy is seeking to appoint a permanent Academy Admin Manager

The successful candidate will have excellent organisational, interpersonal and communication skills and the ability to work collaboratively with a range of colleagues.

We are looking for someone who has:

* ﻿﻿Strong skills in working as part of a team and being self-directed,
* A friendly and helpful manner as first point of contact in our academy,
* ﻿﻿Experience of using education management systems.

We can offer:

* ﻿﻿a pleasant and friendly working environment in a happy and successful school full of kind, well-behaved children,
* ﻿﻿highly-skilled and supportive colleagues who have a good sense of humour,
* ﻿﻿Continuous Professional Development

An informal visit to the school is encouraged and warmly welcomed. Please contact the Academy Business Manager, Emma Derbyshire, at [e.derbyshire@lindenroadacademy](mailto:e.derbyshire@lindenroadacademy).co.uk to make arrangements.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

Closing date: **Tuesday 7th May, 2024 at 12 noon.**

Interviews: **Friday 10th May, 2024.**

**Academy Admin Manager**

Job Description

MAIN PURPOSE OF THE POST

Working with the Academy Business Manager and the Principal. To be responsible for organising effective school administrative and communication systems. Working with other members of the Senior Leadership Team to ensure the efficient and effective day to day running of the school office.

To promote a positive image of the school to parents, colleagues from other schools, members of the public and outside agencies.

RESPONSIBILITIES

**Communication**

1. Provide and contribute to effective communication between parents/carers, staff and pupils, i.e. newsletters, letters of correspondence communication through the parent app (MCAS).
2. Be the first point of contact for receiving telephone calls.
3. To contribute to the effective organisation of the school by managing the email system and school diary and assist in the development and maintenance of high quality and timely communications within the school, i.e. between teachers, non-teaching staff, pupils and parents and outside the school, with other schools and external agencies.
4. To undertake reception duties, acting as first point of contact with the school, responding to enquiries and receiving visitors to ensure a positive reception experience.
5. ﻿﻿﻿ Be the first contact for all attendance issues in school.
6. ﻿﻿﻿ Process incoming and outgoing mail ensuring confidentiality of correspondence marked as such.

**Administration**

1. Assist the Academy Business Manager to identify, design and implement appropriate systems and procedures within the office and monitor and review the effectiveness.
2. ﻿﻿﻿ Prepare and maintain school admission registers and maintain pupil records, including starting new pupils, maintaining full student records, completing all Key Stage transfers, import/export data from Bromcom and any other educational management systems.
3. ﻿﻿﻿ Provide efficient administration and communication support to staff for arrangements for school trips.
4. Provide daily school meal information to the school kitchen staff.
5. To administer and maintain the attendance records in Bromcom, making telephone calls to parents and carers about attendance, working with the Principal to produce attendance and absence reports.
6. To support the booking of wrap around care and after-school clubs and extra-curricular activities.
7. ﻿﻿﻿Manage and maintain the accurate recording and updating of pupil and staff information using both manual and computerised records for each termly census and year end processes in Bromcom.
8. Manage and maintain records of communication with parents and carers.
9. Support parents with access to the MCAS app and maintain correct information on the app.
10. Provide administrative and organisational support to Senior Leadership Team and the school staff.
11. Complete and submit complex forms and statutory returns to internal and external bodies producing reports from Bromcom as requested by staff and outside agencies.
12. Prepare paperwork for legal duties including, but not exclusively; reports for non-attendance fines, letters and reports for suspensions and Permanent exclusions.
13. Keeping the school website up to date and relevant.
14. Prepare and distribute support for parents and carers.
15. Assist with marketing and promotion of the school.

**Finance**

1. Under the direction of the Academy Business Manager, manage the accurate recording of all income and issue receipts as appropriate; school meal payments, school trip money, milk fees and any other monies received.
2. Bank all income when appropriate in line with Trust policies and procedures.
3. Liaise with parents/carers regarding payment methods and send letters/week monthly to parents to recover any outstanding money owed.
4. Generate invoices for wraparound care.
5. Ensure orders of resources are added to the ordering system.

**IT Systems**

1. Create and use Excel spread-sheets, Word documents, database reports and other IT based tasks.
2. ﻿﻿﻿Management of the wide range of data supplied to and used by the school, including the accurate input and retrieval of pupil data, census information and statutory assessment returns.
3. ﻿﻿﻿To operate office-based new technology equipment and associated clerical systems.

**School Health, Safety and Safeguarding**

1. Manage effective communication process for staff, senior staff and parents. Completing incident report forms as appropriate.
2. Use CPOMS reporting system to record safeguarding concerns.
3. To administer prescribed medicines.
4. ﻿﻿﻿To implement and uphold the Academy and Trusts policies, procedures and codes of practice.
5. Report health and safety concerns to the Site Manager and Senior Leaders.
6. ﻿﻿﻿Record daily attendance changes and contact parents regarding absences and lates. Provide the Principal with relevant reports/statistical data in relation to attendance patterns for cohorts and other groups within the school.
7. To liaise with support services and other professionals and assist the Principal to monitor and improve attendance rates.
8. ﻿﻿﻿Ensure that school registration and school meal ordering systems are correctly administered and report on their effectiveness.
9. ﻿﻿﻿Assist with clerical duties associated with medical and health visits and oversee registration data in the event of a fire or emergency.
10. ﻿﻿﻿To assist in the preparation of Attendance/Inclusion Panel meetings.
11. ﻿﻿﻿To co-operate with the employer on all issues to do with Health and Safety.

**Self-Development**

1. ﻿Review and develop own professional practice, undertaking relevant training as required and constantly strive to improve systems/procedures.
2. To work effectively in a team to contribute to the overall ethos, priorities and aims of the school.
3. ﻿﻿﻿To attend and participate in meetings as required.
4. ﻿﻿﻿To work flexibly in the interest of the school and undertake such additional duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the employer in relation to the post holder’s professional responsibilities and duties.

Person Specification:

|  |  |  |
| --- | --- | --- |
|  | **Essential** |  |
| **Education and Qualifications** | Educated to GCSE level with maths and English at Grades A- C or equivalent. | NVQ level 3  A current First Aid Certificate |
| **Experience** | Experience of working in a school office  Using Educational information management systems  Experience of implementing and developing office systems  Recent experience of working on own initiative and working in a team environment  Ability to cope with conflicting demands, deadlines, and interruptions | Recent experience of working in other non-school based education organisations  Experience of using finance and ordering systems |
| **Skills/Knowledge**  **Aptitude** | Has excellent organisational and time-management skills  Excellent English skills  Able to effectively create well-written letters to a range of audiences.  Experience of working on own initiative and working in a team environment  Recent experience of implementing Education related and Health and Safety Policies  Ability to cope with conflicting demands, deadlines and interruptions.  Be calm and confident.  Develop and maintain good relationships and communicate effectively with a wide range of people including pupils, parents, colleagues from other schools, colleagues from the Trust and professionals from outside agencies.  Demonstrating high standards of care and thoughtfulness towards pupils in the school.  Problem solving skills.  Recent Safeguarding training  Maintain confidentiality at all times.  Ability to work collaboratively with a range of colleagues.  Excellent skills in using Word and Excel. | Knowledge of Bromcom, Access and MCAS apps  Creativity problem solving  Knowledge of working with financial and ordering systems  To be able to have challenging conversations.  Knowledge of generating income for organisations  Knowledge of using educational portals to upload information and data. |
| **Motivation** | Willingness to continually improve in the role.  Flexible approach to working arrangements.  Willing to go ‘above and beyond’ to benefit the children and outcomes for the school.  Willingness to participate in school events and wider school life | To be ambitious to develop skills in other roles |
| **Other** | Have smart appearance and be a role model to pupils in school.  Have excellent attendance.  Be punctual.  Be committed to safeguarding young people.  Have a sense of humour.  Promote the school in a positive way |  |

Contact details:

We warmly encourage you to visit our school. Arrangements can be made by phoning 0161 320 0002. Please return application forms by email to [e.derbyshire@lindenroadacademy.co.uk](mailto:e.derbyshire@lindenroadacademy.co.uk) We will also accept applications by post or delivered in-person. We will not accept CVs, and applicants must use the Enquire Leaning Trust Job Application Form to apply for this position.