

## **16+ Admin Assistant (Grade 2)**

**Required September 2023**



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



## 16+ Admin Assistant

Our sixth form is oversubscribed and continue to grow year on year. We currently have nearly 400 students on roll across both year 12 and year 13. The team is led by the Assistant Principal for 16+, VP for 16+, 2 pastoral managers and one admin assistant. This role involve administrative support, lunch and break time duties, contacting parents, collecting students, supporting assemblies and the tutorial programme. You will support us with data entry, managing communication and help deal with student enquiries.

# Why work at Sidney Stringer Academy:



- **100% attendance - 1 day off following year**
- **Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes**
- **Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners**



- **Free tea and coffee**
- **Social committee with subsidised events**
- **Cycle Scheme**
- **Free parking**
- **Free Flu jabs**
- **Long service awards**
- **Dynamic and exciting environment**
- **Strong community links**
- **Supportive team and atmosphere**



## **JOB DESCRIPTION – 16+ Admin Assistant**

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

**Grade:** 2

**Hours:** 20 hours per week - Term time only (195 days). Hours are negotiable over Monday to Friday

**Reporting to:** Assistant Principal 16+ and/or SVP Standards

**JOB PURPOSE:** To provide administrative support to the 16+ team.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

- Provide clerical and admin support to the 16+ team.
- Undertake word processing of letters, memos and reports, documents, records of achievement, schemes of work, certificates of achievement/distinction and forms.
- To support in record keeping and data entry using excel spreadsheets.
- Undertake general clerical tasks, e.g. emailing, faxing, filing, photocopying, collating and any other clerical duties as may be required.
- To support the 16+ team in making contact with parents and families and booking meetings as required.
- Assist with ensuring high quality displays in 16+.
- Support with the maintenance of registers for students attending private study.
- Manage the administration of 16+ detentions, including writing DT slips, updating classcharts.
- Lead the 16+ communication files for tutor time by ensuring these are updated daily.
- Support 16+ students with any queries or requests.
- Provide general support to the 16+ team as required, taking minutes at meetings, receiving telephone calls and providing messages or returning calls as requested, collecting and delivering reports and messages.
- Other duties from time to time be determined by the 16+ team.
- And such other duties as are within the scope and the spirit of the job purpose, the title of the post and it's grading.
- Provide support to a form tutor during registration as a co-tutor.
- To support the 16+ team in providing the highest academic and pastoral care for 16+ students.
- Support with the duty rota in 16+ which includes the supervision of students.

### **Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

## Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

## Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not

share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: (Z Bharuchi July 2023)***

## PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>At least 5 GCSE's</li> </ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Of the needs and characteristics of young people</li> <li>Of supervision and behaviour management techniques</li> <li>Of the importance of positive role models for young people</li> <li>Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure effective learning</li> <li>Of equal opportunities and anti-discriminatory practice in the context of the school community</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>A personal presence</li> <li>To communicate effectively – verbal and written</li> <li>To motivate and encourage students to work co-operatively</li> <li>To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively</li> <li>To be a team player</li> <li>To organise and co-ordinate classroom activities</li> <li>The ability to converse at ease with members of the public (including colleagues, pupils and parents) and provide advice and information in accurate spoken English is essential for the post</li> </ul>
<b>ATTITUDES &amp; VALUES</b>	<ul style="list-style-type: none"> <li>High expectations of personal performance and of pupils' success</li> <li>Commitment to one's own learning</li> <li>A belief that schools can make a difference</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Of working with groups of young people, preferably of secondary age</li> <li>Of resolving problems and handling challenging situations</li> <li>Of managing behaviour effectively</li> <li>An EXCELLENT attendance record</li> </ul>
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS Disclosure will be required prior to appointment</li> </ul>

## 16+ Admin Assistant

**Grade** - 2 £9,588 - £9,939 pa (actual salary)

**Hours** - 20 hours per week - Term time only (195 days)

**Days** – Monday to Friday, 20 hours worked can be flexible across these days

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

### **How to apply**

If you are ambitious for yourself, passionate about the futures of children and want to be part of a forward-thinking team of like-minded professionals then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

**[www.sidneystringeracademy.org.uk](http://www.sidneystringeracademy.org.uk)** – ‘Vacancies page’

If you would like further information please contact: Zaynab Bharuchi, Vice Principal – teaching and learning. 16+ at: [zbharuchi.staff@sidneystringeracademy.org.uk](mailto:zbharuchi.staff@sidneystringeracademy.org.uk).

Please return completed application forms to: [recruitment@sidneystringeracademy.org.uk](mailto:recruitment@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date: Friday 14th July 2023 at noon**

**Interview date: W/C 17th July 2023**

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*