

**Candidate Information**  
Operations Administrator  
All Saints' Church of England Academy

# About the Multi Academy Trust



## The Diocese of Coventry Multi Academy Trust

Together, pursuing life in all its fullness

### **The Trust**

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

### **Our Vision**

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

### **Our Strategic Goals**

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth



# All Saints'

## Church of England Academy

Working together to care for each other

### About the Role

The Trust is looking to appoint an inspirational and highly effective Operations Administrator who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary up to £24920 FTE per annum
- Eligibility to join the Pension Scheme

37 hours per week, Monday to Friday, term time plus 10 days.

### About the Academy

**All Saint's is a school rooted in partnership - school, parents, church and the community working together for the benefit of each individual child.**

The happiness, well-being and achievement of each child are our main concerns. We strive to create an exciting, stimulating learning environment. An environment that is safe and secure, where children's welfare is the concern and responsibility of everyone. A place where children are given opportunities to realise their talents across a broad and balanced curriculum, developing into caring and responsible young people.

We believe that the quality of relationships within school between adults and children and with parents and the wider community underpin everything that we are able to achieve as an academy. We are committed to our 'Open Door Policy' and partnership with parents, the church and the wider community. We encourage parents and friends to come into school regularly and to participate actively in school life.

### Applications

Thank you for your interest in this post. Candidates are welcome to visit the Trust. Please contact Tracey Mafe at [Tracey.mafe@greenleek.covmat.org](mailto:Tracey.mafe@greenleek.covmat.org) to make arrangements.

Please note the closing date for applications is 30th October 2022. Completed applications and supporting documents should be sent by email to [clusterhr@covmat.org](mailto:clusterhr@covmat.org)

Interview date 3<sup>rd</sup> November 2022.

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to nineteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an "excellent" judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, CEO**

# Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

## April Gold, Diocesan Director of Education

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

**Bishop Christopher**

## The distinctiveness and effectiveness as a Church of England school are Outstanding

This explicitly Christian school is outstanding in all of the work it does. All Saint's has an excellent Christian character and positive ethos which is immediately apparent within every aspect of the school's life, from documentation, displays to classroom practice. Explicit Christian values, such as, hope and respect, are deeply embedded and rooted in biblical teaching. It is a rich, vibrant Christian environment enhanced by such values, in which learning and achievement flourish. High expectations and aspirations result from a total commitment by all staff to meeting the needs of the whole child. SIAMS 2017



# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Leamington Hastings CofE Academy**, Birdingbury Road Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



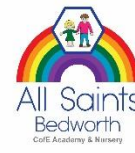
**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
St James CE Academy  
Barbridge Road  
Bedworth, CV22 6EA



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP

# Operations Administrator

## Job Description

### **CORE PURPOSE**

To take responsibility for day-to-day academy administration undertaking duties across a range of activities including data handling and reporting, compliance and general administration whilst operating within the safeguarding framework.

To maintain regular and effective communications with a wide range of academy and central team colleagues maintaining appropriate confidentiality at all times.

### **PRINCIPLE RESPONSIBILITIES**

- To provide an efficient, friendly and welcoming reception service, including, but not limited to, taking and filtering telephone calls; making appointments; taking and distributing messages; processing enquiries;
- To welcome and assist visitors; operating the signing in / out system
- To ensure deliveries into the academy are appropriately received
- To organise the catering requirements for any meetings

### **FINANCIAL SERVICES**

- To provide an efficient and accurate financial service to include, petty cash expenditure forms and processing
- To accept and handle cash where necessary to include school trips; lunches and follow cash handling and audit procedures
- To produce purchase requisitions for approval
- To organising month end reports for authorisation/approval; process goods received notes and stock checks
- To maintain the gifts and hospitality register
- To process goods received notes
- To chase any outstanding monies in line with trust policies

### **HUMAN RESOURCES**

- To support the administration of the recruitment, selection and termination of staff in the academy including, arranging site visits for prospective candidates; organise any on site shortlisting materials as required;

- To ensure the Single Central Record is completed in a timely manner for supply staff, contractors and volunteers and any other persons required
- To record all employee absence in the appropriate manner, on the correct systems, following policies in place
- To identify the requirement for appropriate risk assessments to be undertaken
- To support with induction of all new staff
- To signpost colleagues to the appropriate HR team members for support as required
- To ensure effective administration of agency and supply staff

## **OPERATIONS**

- To complete accident reports forms and submit as appropriate
- To organise the letting procedures, agreements and enquiries
- To monitor and report on issues relating to the site
- To liaise with the trust Health & Safety specialist and act upon any reports
- To record accurate pupil medical details
- To support any first aid requirements
- To administer medicine to pupils, following appropriate guidance

## **GENERAL ACADEMY ADMINISTRATION**

- To audit the information and complete the pupil census as required
- To distribute and act upon incoming and outgoing post daily
- To operate the academy email inbox
- To accurately produce parent communications to include, letters; newsletter; twitter; Facebook and any other approved social media platforms
- To be responsible for the accurate and timely updating of the academy website
- To administer the Collect administration including Pupil Premium
- To organise pupil lunches ensuring daily numbers are recorded and provided to the kitchen in a timely manner
- To reconcile invoices from catering supplier and pass for payment
- To accurately record details on the SIMS system to include pupil absence; staff details and Free School Meals
- To organise and operate event administration including Christmas Fayre; Summer Fete; medicals and manage parental consent forms
- To undertake the timely administration for data including the Common Transfer File; appeals procedure; UFSM applications
- To record assessment data as required
- To prepare and organise reports and papers for the LGB meetings
- To operate storage and filing in line with policies and GDPR regulations
- To operate nursery booking and paperwork (if applicable)
- To operate administration of extracurricular clubs liaising with the appropriate providers as necessary
- To monitor the on site catering contract
- To administer lost property on site



- To book transport as required following appropriate guidelines

## **OTHER RESPONSIBILITIES**

To undertake any further training as identified in the Trust review procedures. To demonstrate a commitment to continuous professional and self-development in line with The Trust and professional development priorities.

Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

To understand, comply with and promote the Trust's safeguarding policy and procedures.

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

New members of staff will be required to apply for Disclosure Service certification as part of our staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at: [www.homeoffice.gov.uk/](http://www.homeoffice.gov.uk/) Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for this post are among those who are not entitled to withhold information about any previous criminal conviction.

All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

Existing British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

To understand, comply with and promote the Trust's Code of Conduct.

To maintain confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times, especially concerning confidentiality, treatment of personal information and records management.

Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.

To report to line manager, or other appropriate person, in the event of awareness of bad practice.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

The Trust is fully committed to sustainable development and environmental initiative. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will support its academies in continuously seeking to find ways to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support these aims.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

Personal Qualities, Qualifications and Experience		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Experience</b>						
1	Right to work in the UK	✓		✓		
2	GCSE Grade C or above or equivalent in Maths & English	✓		✓		
3	Previous experience of working within the education or charity sector		✓	✓		
4	School Business Management or other relevant qualification, or willingness to undertake		✓	✓		
<b>Professional Experience and Knowledge</b>						
1	Experience of working in school administration	✓		✓	✓	
2	Awareness of issues and initiatives within a Multi Academy Trust		✓	✓	✓	
3	Demonstrably good IT skills including Word, Excel and Powerpoint, Microsoft 365	✓		✓	✓	
4	Experience of working in a similar role in an education environment		✓	✓	✓	
5	Experience of working with SIMS or similar IT management system		✓	✓	✓	
6	Understands and demonstrates the importance of confidentiality and discretion	✓		✓	✓	
7	Experience of managing priorities in a pressurized environment whilst meeting agreed deadlines/timescales	✓		✓	✓	
8	Experience of building and maintaining effective working relationships	✓		✓	✓	
9	Has an understanding and knowledge of safeguarding and promoting the welfare of children	✓		✓	✓	
<b>Skills and Abilities</b>						
1	Listens well, communicates clearly and fluently	✓		✓	✓	
2	Demonstrably excellent written and oral communication skills	✓		✓	✓	
3	Is friendly and relates well to people at all levels, and whether internal or external to the organisation - with staff, parents and pupils	✓		✓	✓	
4	Demonstrably strong administrative and organisation skills	✓		✓	✓	
5	Works productively in a high pressure environment	✓		✓	✓	
6	Works in a systematic, methodical and orderly way	✓		✓	✓	
7	Follows procedures and policies	✓		✓	✓	
8	Manages time effectively and able to multi task to meet deadlines	✓		✓	✓	
9	Detail orientated and able to take ownership of tasks and work with minimal supervision	✓		✓	✓	
10	Ability to challenge constructively and effectively	✓		✓	✓	
11	Possesses effective problem solving skills	✓		✓	✓	
<b>Personal Qualities</b>						
1	Maintains confidentiality and discretion					

2	Adapts to the team and helps to build team spirit	✓		✓	✓	
3	Maintains a positive outlook at work	✓		✓	✓	
4	Has a flexible and enthusiastic approach	✓		✓	✓	
5	Focuses on customer needs and satisfaction	✓		✓	✓	
6	Achieves high standards for quality and quantity	✓		✓	✓	
7	Motivated to continually improve standards and achieve excellence above norms	✓		✓	✓	
8	A willingness to undertake continuing professional development		✓	✓	✓	
9	Resilience and determination to support Academy processes	✓		✓	✓	
10	Genuine passion and a belief in the potential of every student	✓		✓	✓	
11	Commitment to the safeguarding and welfare of all pupils	✓		✓	✓	
12	Promotes and defends equal opportunities	✓		✓	✓	
13	Have a willingness to demonstrate commitment to the Christian values and behaviours which flow from the MAT ethos	✓		✓	✓	
14	This post is subject to an enhanced Disclosure and Barred Service check					

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Operations Administrator**.

Signed ..... Date .....