

# Trentham Academy

Administrator



## **Trentham Academy background and context:**

At Trentham Academy our ethos is grounded in care, a warm friendly atmosphere and a relentless pursuit of excellence for all. In order to achieve this, we have the highest expectations of ourselves, as well as for our young people. We pride ourselves in being committed to ensuring that the Academy's community is at the heart of everything we do. The excellent relationships forged between staff, students, parents/carers and our local community, is conducive to this vibrant, successful and happy school which is now a very popular choice with parents. Student numbers have increased by 100 since 2017 and we are now oversubscribed.

Trentham Academy has undergone substantial change in the last 2 years and we have now started to see the impact of these changes. We are now the highest performing non-selective school in the City with record results in 2019: 56% 9-5 in English and Maths, City leading Science Value Added: +0.36 and Progress 8 score of +0.13. 2020 GCSE results show a similar pattern of excellent progress and performance. We have a vibrant staff body that really care about the students and their success. Therefore, staff work tirelessly for our children to ensure both the formal and informal aspects are delivered with passion and enthusiasm. They are rightly proud of the recent Ofsted report which shows the school is 'Good' with 'Outstanding Leadership and Personal Development'.

We pride ourselves on the extra-curricular activities and opportunities students experience which lead to their rounded development. Some of these include: Duke of Edinburgh, Sports Leaders, Dance, Choral Scholars, Transition Leaders, a range of sports, Robot Club and Film Club to name a few. Students also have the opportunity to go on a range of visits and trips to support their curriculums and it really does make a difference. Our Performing Arts and Music department have put on performances including Dance Spectaculars and 'Grease'. Our sporting success is highly regarded across the City with our students being County and City Champions in a variety of sports.

We are an Apple technology friendly Academy and all students use iPads in lessons to support their learning. This allows staff to be really creative with technology and the use of software to support learning which has served to remove barriers between home and school. We have an excellent and growing VLE called 'Firefly' which really does enhance students access to learning materials.

Here at Trentham Academy we are looking to recruit staff who are totally committed and who want to continue their own journey supported by our vision of CPD within the Trust. We can offer you a vibrant, supportive and energetic staff, fabulous students and a supportive parent body. If you would like to arrange a visit to our wonderful Academy please contact our reception on 01782 883200.

**Mike Whittingham**

Headteacher



Dear Candidate

This is an outstanding opportunity for the right candidate to take a pivotal role in helping drive the future of the Academy on its journey to becoming 'great'. In this role, you will have the opportunity to work closely with the Headteacher and wider staff team to shape the vision and culture for our young people.

If you want to work in an Academy where you can make a real difference to young people's life chances, while working as part of a partnership of Academies that are committed to cooperation and collaboration to unlock talent and fulfill potential, then this post is just right for you. In return you will be supported and encouraged to develop further and enjoy a long and rewarding career working across the City Learning Trust.

As Chief Executive Officer, I am proud to provide strategic leadership in line with the culture, ethos and values of the Trust and its member Academies. The Trust Board has high expectations to deliver the highest quality education, experiences and outcomes for the children and young people in its care.

The attached pack will tell you more about the post and the process of application and appointment.

### **City Learning Trust - background and context:**

The City Learning Trust is a family of Academies sharing resources and expertise: united by our values, we place children first in everything we do. We believe in the power of collaboration and cooperation to unlock talent and fulfil potential. We want all children and young people within our Trust to be the best that they can be and are firmly committed to achieving our mission to create a world class education system for the communities we serve.

Children in the City Learning Trust have the best opportunities to develop their education and skills. They get the best start in life to help them gain employment in the future and to instil in them a desire for lifelong learning so they can adapt in an ever-changing world. In our Trust, education is linked up from 3 to 19, where skills and qualifications are allied to an increasing understanding of the value of continuous learning and social responsibility.

Our values are important to us and guide the work we do:

- **Ambition:** Our Academies aim to unlock the potential for all learners to achieve their dreams, hopes and aspirations.
- **Cooperation:** We value working together in teams, supporting each other, and sharing expertise and accountability to improve standards.
- **Commitment:** Our Academies are a family of Academies with a common bond, dedicated to the communities that they serve.
- **Creativity:** We encourage innovation and the use of imagination and original ideas in all our Academies.
- **Leadership:** We believe in listening to, inspiring and empowering our learning communities so that they can achieve their true potential.
- **Respect:** We value all people and organisations abilities, qualities and achievements, and operate using the principles of equality, equity and solidarity.

The Trust is on a journey from Good to Great. Through cooperation and collaboration, we develop sustainable partnerships that will provide a legacy for tomorrow's generation. This enables our member Academies to become greater than the sum total of their parts.

The City Learning Trust is a registered charity and a DfE sponsor. We have a range of strategic partners and work closely with a number of multi-Academy trusts to raise standards.

Yours sincerely,



**Carl Ward** - Chief Executive Officer



## Appointment Procedure:

<b>Closing Date:</b>	21.9.2022
<b>Shortlist:</b>	TBC
<b>Interview:</b>	TBC

## Job Description: Administrator

### Key Duties & Accountabilities:

- To carry out general administrative duties including word processing/filing.
- To assist in other administrative areas as and when required.
- To seek ways of improving quality in all aspects of the work.

### Duties associated with Core Tasks

- To act as first point of contact for visitors to the school and those making contact by telephone.
- To ensure that all telephone and school email messages are recorded and passed to the relevant staff.
- To support whole school enquiries from students and staff.
- To carry out typing/inputting duties as directed by the Office Manager.
- To access student records and respond to queries.
- To deputise for other administrative staff in their absence when required.
- To take part in INSET both to improve your own skills and to work with colleagues to improve administration.
- Any other administrative duties commensurate with the grade of the post as directed by the Headteacher.

### Support the Academy

- Promote and safeguard the welfare of children and young persons.
- Be aware of and comply with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of Trentham Academy and the City Learning Trust.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training/other professional development and performance management as required.
- Assist with staff/parent/student needs throughout the school day.
- Maintaining a thorough stock control and order system

### In addition:

- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- To participate in induction training, staff review processes and professional development opportunities.
- To comply with any reasonable request from the Office manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Headteacher or through delegation of the Office Manager.
- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- Support across other Academy departments as required
- To be first aid trained and provide first aid support for the Academy.
- To act as a Fire Warden for the Academy in the event of a fire.

### Skills

- Microsoft Office competency
  - Customer service
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## **Personal competencies and qualities**

- The ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- The ability to work in a team environment and under pressure.
- Excellent organisational skills.
- A good sense of humour.
- A calm demeanour.
- A perceptive understanding of young people and their needs and expectations.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

If you would like an informal conversation about this opportunity and / or arrange a visit, please contact HR Director, Marie Faichney on 01782 853535. An application form for this post is available on the Academy and City Learning Trust websites. It would be helpful if the letter in support of your application is no more than 2 sides of A4. You may submit a CV with your application but not instead of it. Please send your application to: [efrancis@citylearningtrust.org](mailto:efrancis@citylearningtrust.org)

City Learning Trust is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. The successful applicant will be subject to an enhanced check by the Disclosure & Barring Service.

**Closing date is 12.00pm on 21st September 2022.**



# APPLICATION FOR EMPLOYMENT

For photocopying purposes please complete this form in black ink

## 1. DETAILS OF VACANCY

Job Title:

Academy:

Closing Date:

Please return your completed application form to the email address stated on the job pack

## 2. PERSONAL DETAILS

Surname:

Forename/s:

Address:

Post Code:

Contact Details:

Tel. No. Home:

Tel. No. Mobile:

Email:

Date of Birth:

National Insurance Number:

Qualified Teacher Status:

YES / NO (Delete as appropriate)

DfE Reference No:



**3. EDUCATION: Secondary, Further and Higher**

Dates: From & To	School / College / University / Training Establishment	Qualifications Obtained/Expected

**4. SKILLS, EXPERIENCE & KNOWLEDGE:** Please state the reasons why you wish to apply for the position and give details of any experience, skills and training that you think is relevant, together with any other information to support your application.

Empty text area for providing details of skills, experience, and knowledge.

**(Please continue on a separate sheet if necessary)**



**5. PRESENT OR MOST RECENT EMPLOYMENT**

Job Title:

Name & Address of Employer:

Post Code:

Date Appointed:

Date Left: (if applicable)

Grade / Salary:

Name of Line Manager:

Notice Period:

Main Duties::



**6. PREVIOUS EMPLOYMENT:** In date order, starting with the most recent/ Continue on a separate sheet if necessary). Previous employers may be contacted to validate information provided

Dates: From and To	Position Held	Name of Employer	Reason for Leaving

**7. Please explain any gaps in your employment history**



**8. REFERENCES:** Please provide two professional references, the first reference should be your present or most recent employer. It is normal practice for references to be obtained before any formal interview is held, although time may not always permit this.  
**Please ensure an email address is supplied as reference requests will be sent electronically.**

a. First Referee

Name & Address:

Occupation:

Years Known:

Contact Details:

b. Second Referee

Name & Address:

Occupation:

Years Known:

Contact Details:



## 10. DISABILITY:

The Equality Act 2010 defines a person as disabled if they have a mental or physical impairment, which has a substantial and long-term and adverse effect on the person's ability to carry out normal day-to-day activities.

Do you have a disability, long-term illness or health condition?

Yes	
No	

## 12. REHABILITATION OF OFFENDERS ACT 1974:

All posts involving direct contact with children are exempt from the rehabilitation of Offenders Act 1974. However, amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information for the Disclosure a & Barring service before your appointment is confirmed.

## 13. DECLARATION

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to satisfactory references, satisfactory DBS and Barred list checks, entries on this form providing to be complete and accurate, satisfactory medical report, if applicable. I can confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

**Signed:**

**Date:**



## Permission from Candidates in Relation to References

Full Candidate Name:	
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Title: Mr / Mrs (please specify)	
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Position Applied For:	
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I have applied for the position listed above within the City Learning Trust.
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I understand that in order to complete my application references must be sought on my behalf and are a statutory requirement for any employee or volunteer position within education.
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I hereby grant full permission for my professional records including attendance and disciplinary data to be shared with the City Learning Trust.
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Signature:	
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Date:	
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