



ACADEMY ADMINISTRATOR (SIXTH FORM & CAREERS) STOKESLEY SCHOOL

Application Pack

Welcome from the Headteacher



**Stokesley School
& Sixth Form College**

Being the best we can be

September 2021

Dear prospective applicant,

Thank you for your interest in joining our support staff team.

Stokesley School is a large and diverse community and we are seeking a colleague with the skills and experience to develop positive working relationships with young people. You will need to be resilient and able to think on your feet, a hard worker and an effective communicator. If you like the idea of no two days being the same, interacting with students and staff and keeping a sense of perspective and humour, even when life can be a little pressured then you're the person we are seeking!

The role of Academy Administrator is working exclusively alongside Sixth Form and Careers. It will involve closely supporting the Head of Sixth Form and the Careers Advisor, as well as liaising with our existing admin team and other staff across school. The role is essential in helping us improve our already fantastic Sixth Form and Careers Education, and is a chance for you to shape a position that we have not had here before. Within our staff members, we value a 'can do' attitude, a positive outlook, and someone who works well with others above all other attributes. If you fit the bill, we cannot wait to hear from you!

The role is part-time, ideally spread over 4 or 5 mornings, but we are willing to negotiate the exact distribution of hours for an exceptional candidate!

If you do decide to apply please complete the enclosed application form and return to Helen Wiseman using the following email address: recruitment@aretelearningtrust.org.

The closing date for applications is Monday 27th September 2021 (12 noon).

I look forward to reading your application and to welcoming a creative and dynamic colleague to our team.

Yours sincerely,

Mrs. H.L. Millett
Headteacher

Job Description for: Academy Administrator (Sixth Form and Careers)
Salary: Grade: C, points 2-4 (£18,198 - £18,933 pro rata)
Actual Salary: £6686 - £6956 per annum
Hours/weeks: 16 hours per week, term time only (including training days)
Contract: Permanent
Responsible to: Head of VI Form

Main Duties:

- provide general administrative and clerical duties as required in support of the VI form and careers education, to include making or answering phone calls, photocopying, texting or emailing school communication to parents and all stakeholders as required in liaison with the admin manager.
- produce reports and spreadsheets from the Management Information System (SIMS) and other systems as required.
- to assist with the administration of all academic related tasks such as parent consultation evenings, career appointments and similar.
- to assist the Head of Sixth Form with all sixth form related tasks such as taster days, 6th form interviews, work experience, leavers' assembly, UCAS applications, reporting on destination data, marketing the VI form.
- to assist with the administration of all VI form and careers related events such as open evenings, career events, awards evening, celebration assemblies.
- to support the Careers Leader administratively to provide a high standard of careers education across years 7-13.
- to create school surveys using Google Suite and other MIS applications where appropriate, to input data if necessary and to produce resulting graphs and reports.
- to be a first aider for the school, assist with sick or injured students and staff, administer medication (where required), maintain the accident book and liaise with the emergency services and parents where third party assistance is required.
- undertake any other duties and responsibilities consistent with the nature, level and grade of the post.

Individuals in this role are also required to undertake the following:

- to promote actively the Academy's policies
- to engage in continued professional development
- to comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate
- to comply with the Academy's procedure concerning safeguarding and to ensure that training is accessed

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS disclosure.

I understand this job description as defining my key responsibilities and appreciate that the above list is indicative and not exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed:

Dated:

(Last updated: September 2021)

Person Specification: Academy Administrator (Sixth Form and Careers)

Qualities and Attributes	
Knowledge	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Knowledge of administration and office systems 	
Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Clerical or administrative experience • Experience of working with Microsoft Office 	
Occupational Skills	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Computer literate • Good interpersonal and communication skills • Good numeracy and literacy skills • Judgemental skills • Ability to work to deadlines 	
Qualifications	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Literacy & numeracy qualification e.g. Level 2 qualification or equivalent • CLAIT Plus, ECDL or Level 2 Word Processing • Willingness to gain appropriate first aid training 	
Personal Qualities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality 	
Other Requirements	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Enhanced DBS clearance required 	
Equal Opportunities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • A commitment to ensuring that Areté Learning Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to Helen Wiseman using the following email address: recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **Monday 27th September 2021 (noon)**

Planned interview date: **T B C**

SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES				
Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

SECTION 8 – REGISTERED COUNCILS	
Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please provide your Registration number:	

Teaching Roles only:

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please confirm the date:	
If you have answered No, please select the appropriate option:	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT	
Name of Employer:	
Local Education Authority:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll (<i>teaching roles only</i>):	Age Range (<i>teaching roles only</i>):
Date of appointment (Month/YYYY):	Salary:
Notice Required () Weeks:	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):
Summary of current job role; duties and responsibilities:	

SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

Name of Employer:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Date from (Month/YYYY):	Date to (Month/YYYY):
Grade / Salary:	Reason for leaving (if applicable)

Name of Employer:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Date from (Month/YYYY):	Date to (Month/YYYY):
Grade / Salary:	Reason for leaving (if applicable)

Name of Employer	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Date from (Month/YYYY):	Date to (Month/YYYY):
Grade / Salary:	Reason for leaving (if applicable)

Name of Employer	
Address line:	
Town:	County:
Postcode:	Country:

Post held:	
Job Role Summary:	
Date from (Month/YYYY):	Date to (Month/YYYY):
Grade / Salary:	Reason for leaving (if applicable)

Please provide details for any gaps in your employment history when you have not been in education, training or employment.

Please list dates and the reason (i.e. Travel, Parental leave etc)

Gaps in employment (including dates)

SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note your second referee should ideally be a previous line manager or someone in a position of authority.

SECTION 12 – REFERENCE

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 13 – DECLARATIONS AND CONSENTS	
Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	
Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:

Capability/Performance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Disciplinary	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups. As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.

What was the date of the conviction(s)?	(DD/MM/YY)

SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: Date:

SECTION 15 – EQUAL OPPORTUNITIES MONITORING		
<p>Areté Learning Trust is committed to equality in employment. The trust’s aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data. In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.</p> <p>The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.</p>		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>	
Ethnic group	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/>	Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>
If Other please specify		