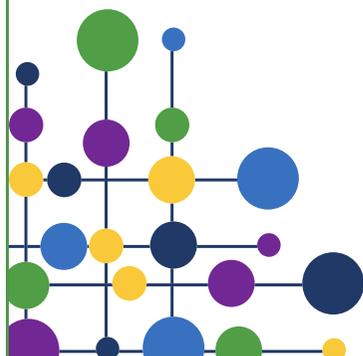


Shelley College
Administration Support Assistant –
Maternity Cover, May 2022



Welcome from the CEO



Dear Applicant,

Thank you for taking an interest in the vacancy here at Shelley College. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post, please do not hesitate to contact us if you need anything further.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

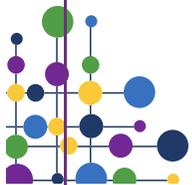
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

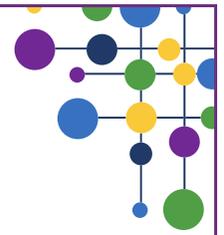
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

A handwritten signature in black ink that reads "John McNally". The signature is written in a cursive, flowing style.

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Woodside Green Primary School, Cowlersley; Royds Hall Community School, Lily Park Primary School and Luck Lane Primary School, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

Shelley College is an amazing place to learn and work and our philosophy of 'Valuing People, Supporting Personal Best' sits at the centre of everything we do. Our belief is that people achieve the best outcomes when they enjoy what they're doing, feel safe and are rewarded for their commitment and success. We therefore support and invest in our students and staff, whilst maintaining high expectations. As part of our commitment to invest in all staff, we offer a comprehensive CPD package tailored to the priorities of the college, but more importantly to the personal needs of each member of staff.

We enjoy many advantages at Shelley College. As a partner school in SHARE Multi Academy Trust, a National Support School and National Teaching School, we are at the centre of a network that aims to provide the very best professional and career development opportunities. Whatever your role or whatever your career plans, we can help you achieve them. We define effective leadership as "getting the best out of other people and helping them achieve their best" and that is what your line manager will try to do for you.

As Principal, but also as a parent, I regularly ask myself "would that be good enough for my son or daughter?" If the answer is no then we implement the necessary changes to drive continued improvement. I believe that this philosophy helps keep our students at the centre of what we do and how we do it. Delivering high quality teaching and learning in a safe and orderly environment, along with an inclusive and personalised curriculum allows our students to achieve the best possible outcomes. Students leave Shelley fully equipped with the life skills, experiences and educational outcomes to have a happy and successful future.

Added to that, we possibly have the best rural location of any secondary school in the country, close enough to the cities of Leeds, Manchester and Sheffield for many of our staff to travel from these

areas. Our staff are friendly and supportive of each other and there is a strong sense of a committed team working together.

Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Shelley College are a pleasure to work with; they are keen to learn, talented and very well-behaved.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



Dave Wadsworth
Principal



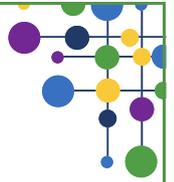
We are part of the SHARE Multi-academy trust and Calderdale and Kirklees Teaching Hub. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to all the children/young people. Together they assess pupils/student progress and achievement discussing to ensure each learner's self-confidence and self-esteem rise quickly, developing their thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.



SHARE Multi-Academy Trust

Administration Support Assistant Role Profile

Role Title	Administration Support Assistant	Reporting to	Administration Manager
Section	Administration		
Contract type	Fixed Term, Maternity Cover. Not exceeding 12 months. 37 hrs per week. Term time plus 3 weeks	Grade / Salary	Band C - £16,891 - £17,229 actual salary

Part A – JOB DESCRIPTION

Overall purpose of role	Working within the school administration team to deliver a comprehensive, professional and customer focused administrative service. Also providing a confidential administrative service to the Headteacher/Executive Headteacher; displaying a high level of administrative, interpersonal, communication and organisational skills.
Safeguarding Requirements	This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

Key Outputs

General administration

1. Ensure confidentiality and compliance with statutory and non-statutory requirements at all times.
2. To support the Administration Manager and Officer to deliver an effective and efficient administrative service across the school, ensuring staff can focus on teaching and learning by supporting the administration needs of the curriculum, educational visits and other activities within school.
3. To deliver a reception service, receiving visitors and phone calls.

4. To ensure all correspondence and communications are produced to the highest standard within appropriate deadlines.
5. To assist the Administration Manager to ensure queries and concerns of parents are dealt with promptly and professionally and logged appropriately.
6. To assist with the administration of trips and visits.
7. To assist with the administration of lost property.
8. To collate new stories which can be shared and celebrated with all staff, students, parents and visitors. To assist in the regular update of displays and notice boards around school.
9. To deliver an efficient printing and reprographics service to the school.

Finance Administration

1. With direction from the Administration Manager, to carry out the following duties, ensuring timely and accurate completion:
 - overseeing the input of purchase order requisitions
 - financial transaction requests
 - debt collection –catering, trips and purchase items

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- No of reports – none
- Close liaison with the MAT central team and school administration teams.
- Range of Teachers / Support Staff of 80
- Number of sites – up to 10.

Work/Business contacts

Internal: All teachers and support staff to advise: Teacher and Support Staff unions and Professional Associations; senior staff across the Trust to plan and exchange information and Directors to provide reports.

External: Department for Education, marketing agencies, Local Authority, Payroll provider, Local Government Association, Teacher's Pensions Agency, West Yorkshire Pensions Agency, ACAS, Access to Work, Occupational Health.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Good knowledge and use of IT systems including word, excel, powerpoint and outlook.	Essential
• Ability to carry out general administrative skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc.	Essential
• Experience of working in a busy environment and of meeting tight deadlines.	Essential
• Ability to comply with strict regulations about confidentiality and behave according to the appropriate protocols.	Essential
• Ability to demonstrate strong organisational skills, prioritise own workload; and the ability to work to deadlines and under pressure.	Essential
• Excellent Communication skills both written and verbal.	Essential
• GCSE English and Mathematics (Grade C or above) or evidence of relevant experience	Essential
• An understanding and commitment to equality and diversity.	Essential
• Experience of education sector.	Desirable
Other (Physical, mobility, local conditions)	
• Is willing to travel around the MAT area, if required.	Essential
• Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings.	Essential
• Has a full current UK/European Driving Licence.	Desirable

Structure

Administration Manager

Administration Support Assistant

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any

barriers in our recruitment and selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this. Candidates will be assessed against the job description and expertise profile from evidence provided in their application form, references and a selection process (including interview). Where criteria are to be identified through the selection process, this may involve written exercises, group discussions, presentations, interview etc.

Signatures

Approved by : CEO

Approved by : Post Holder/or Representative

To apply, please complete an application form on the TES website, which can be found on our career site here:

<https://www.tes.com/jobs/employer/-1082675>

Closing date: Monday 6th June 2022