



# Admin Support Officer



Dear Applicant,

Thank you for your interest in the position of Admin Support Officer at Endeavour Learning Trust.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our Trust. I hope you find it helpful and on behalf of the whole Endeavour community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools in the Trust. Our family of schools extends beyond our Trust, and we work collaboratively with a number of schools across our region.

This is an incredibly exciting time for our Trust as we look to maximise the benefits of our collaborative partnership that has been developing since the inception of Endeavour Learning Trust in 2016.

Endeavour Learning Trust is a community of schools working together to offer the very best opportunities to the children and communities we serve. We look beyond the imaginable. We ignite curiosity and inspire discovery. And we love it!

Ultimately, our work is centred around our children, ensuring that every one of them has an equitable opportunity to benefit from a transformative education. This means extending beyond academic achievement by providing a rich and diverse offer for students to develop their skills, qualities and talents.

We are clear that our colleagues are central to our ambitions for our children and communities. They too deserve every opportunity to develop and flourish as professionals. We are determined to deliver a sector-leading experience so that, in turn, our colleagues can continue to serve our young people and communities to the best of their abilities.

We hope the enclosed information will give you good insight into our Schools & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformational**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

# ENDEAVOUR LEARNING TRUST

## OUR SCHOOLS



<b>Job Title:</b>	<b>Admin Support Officer</b>
<b>Location:</b>	<b>Endeavour Learning Trust Central Office, PR7 6TB</b>
<b>Contract:</b>	<b>Full-Time, Permanent, Term time only</b>
<b>Grade:</b>	<b>Grade 5 SCP 6-11</b>
<b>Salary:</b>	<b>£23,893 - £25,979 pro rata</b>
<b>Pro Rata:</b>	<b>£20,202.95 - £21,966.78 per annum</b>
<b>Closing Date:</b>	<b>1<sup>st</sup> May 2024 at 9am</b>
<b>Interview Date:</b>	<b>8<sup>th</sup> May 2024</b>

Endeavour Learning Trust are looking to appoint an Admin Support Officer who is an organised individual with good attention to detail. The role will be part of the central team supporting the Governance Professional. This is an exciting opportunity to join our team in a new role where you will provide administrative support including arranging meetings and taking minutes.

The role requires you to work flexibly around the school year, mostly daytime, but will require approximately ten early evening meetings per school term for which we will give time off in lieu. The role will also support the Endeavour Learning School Alliance (ELSA) with administrative support, to help with the facilitation and smooth running of ELSA meetings throughout the academic year, including the taking of minutes.

The successful applicant will be an enthusiastic, positive, flexible and motivated individual with personal drive. You will be a self-starter, who can work with minimal supervision; proactive, with the ability to see what needs to be done and to prioritise work accordingly. You will have excellent interpersonal skills and communicate effectively with all members of our Trust community.

Why choose us?

- At ELT we have a focus on staff wellbeing, providing 24/7 access to employee wellbeing support services
- Access to Local Government Pension Scheme
- Join a growing Multi Academy Trust (MAT) with a commitment to professional development
- Free on-site parking
- 50% off Endeavour Children's Holiday Camps
- Brand new office space located in Buckshaw Village
- Term time only employment which supports long holidays

## ROLE DETAILS

This position is full time, permanent and term time only. Monday to Thursday 8:30am - 4:30pm & Friday 8:30am – 4:00pm.

There is a requirement to attend early evening meetings, across the academic year, with the hours being returned to you as time in lieu.

Travel between locations will be a requirement of this role. Mileage will be reimbursed as appropriate.

## HOW TO APPLY

Please complete our ELT application form in full and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) along with a detailed supporting statement to demonstrate your suitability for this post and support your application.

If you require any further information please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org)

Applications must be submitted by 9am on Wednesday 1<sup>st</sup> May 2024

Interviews are to be held on Wednesday 8<sup>th</sup> May 2024

## SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION

### Admin Support Officer



To provide administrative and organisational support to the Governance and Compliance Professional, including minute taking and facilitating meetings as required.

To act as the coordinator for Endeavour Learning School Alliance (ELSA) facilitating meeting arrangements, including minute taking, organising meetings and processing purchase orders.

#### Core Responsibilities & Tasks:

- Provide timely, accurate, and efficient administrative and clerking support for Governance operations and ELSA meetings across the Trust and its schools.
- Covering all aspects of support including minute taking, facilitating panel arrangements, providing paperwork, setting up meetings and supporting the Governance professional for Local Academy Council (LAC) meetings, exclusion hearings, admissions and appeals.
- Support the recruitment and associated administration of newly appointed councillors.
- Maintaining an attendance record and a register of interests for LAC meetings.
- Support the coordination and administration of training for Trustees and Councillors.
- Support the Governance and Compliance Professional with the administration of documentation such as updating templates and policies.
- Maintain records of policies and procedures, supporting in the accuracy of website compliance.
- Support the Governance and Compliance Professional with the administration of reporting in relation to compliance in schools specifically with respect to data protection (requests and breaches)
- Provide support in arranging meetings and preparing agendas and minute taking for ELSA.
- Facilitate the arrangements of ELSA meetings ensuring rooms are adequately set up and refreshments are available.
- Ensure all paperwork in regards to ELSA meetings are collated and provided to all parties in advance of the meeting
- To support the procurement (purchase orders) of items relating to ELSA, SCITT, Governance and Compliance.
- Work as part of the Central Team function of the Trust to seek operational excellence.

#### General

- Ensuring governance adheres to good practice and meets statutory and regulatory requirements.
- Keeping up to date with current educational developments, policy, legal and statutory requirements.
- Managing information effectively and communicating this information confidently.
- Undertaking appropriate and regular training and development to maintain knowledge and improve practice.
- Maintaining confidentiality and the security of information and documents as required.
- record all decisions accurately and objectively with timescales for actions and submit minutes in the agreed format and timescale.

This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.

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## PERSON SPECIFICATION

KEY CRITERIA	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T)
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
4 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5 or relevant NVQ qualification	E	AF
NGA Clerking Competency – Certification in the Clerking of School and Academy Governance (Level 3)	D	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Demonstrate experience of clerical administrative work	E	AF/I/T
Demonstrate experience of working in a complex and demanding environment	E	AF/I/T
Experience of working within an educational environment	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Demonstrate that they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E	AF/I
Competently and confidently use ICT and MS Office Software, with intermediate skills in Excel and Sharepoint	E	AF/I/T
Demonstrate knowledge and understanding of general administrative procedures	E	AF/I/T
Demonstrate knowledge of financial administrative procedures	D	AF/I/T
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
Excellent time management, motivational and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I/T
A calm and organised nature, with the ability to work professionally under pressure and the confidence and resilience to challenge when necessary.	E	AF/I/T
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I/T
The ability to maintain successful working relationships with other colleagues	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, including flexible working in the early evening, as required	E	AF/I

OTHER		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to gain Enhanced DBS Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I
Respect for confidentiality and ensure Safeguarding of Children.	E	I
Commitment to professional development to maintain knowledge and improve practice.	E	I

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