



Administrative Assistant Recruitment Pack

Three Towers Academy,
Whelley campus



MAXIMISING POTENTIAL



CONTENTS

Letter from Headteacher

About us

Job Description

Person Specification

How to Apply

Application Form



Welcome

Dear Applicant,

Thank you for your interest in the Administrative Assistant position at Three Towers Academy.

We are looking for a suitably qualified person who is ambitious, enthusiastic, resilient and energetic with a strong work ethic.

We are proud of our school's success and are committed to providing an ambitious and inclusive environment with a strong pastoral care system that values everyone.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Three Towers Academy and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We strongly recommend that you arrange a visit to our setting to meet our team and our learners. If an informal discussion prior to application may be helpful then please contact Sam Evans, Business Manager on 01942 251360.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Miss A Isherwood
Headteacher
Three Towers Academy



Three Towers Academy

Three Towers Academy is an alternative provision for learners who cannot access a place in a mainstream school.

We are committed to improving the life chances of our learners by removing barriers to participation and achievement.

KS1 and KS2 are delivered from our Whelley campus where our focus is to provide an individualised curriculum in English, Mathematics and Emotional Literacy to meet the needs of each learner.

The Whelley campus is situated near many areas of natural beauty and benefits from a wealth of outdoor space, which gives our learners the opportunity to explore, discover and conserve these areas.

KS3 and KS4 are delivered from our Hindley campus. We deliver a full and varied curriculum which includes: English, Mathematics, Science, Personal Development (PSHE), SEAL, ICT and targeted emotional literacy (TEL) through Art, Drama and PE as well as enrichment activities.



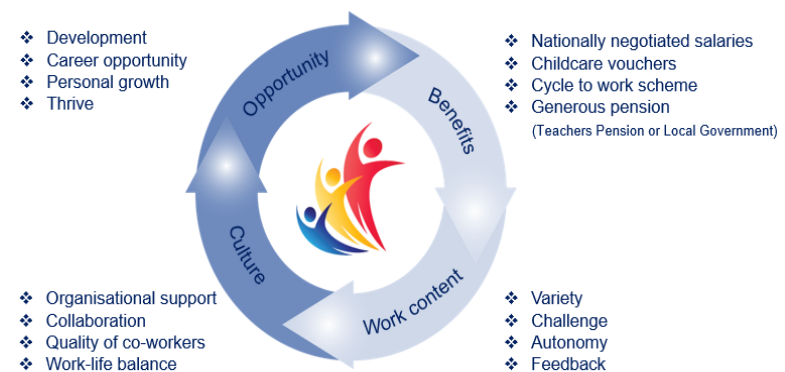
The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises four schools: two high schools, an all-through alternative provision academy and a primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



Job Description

Administrative Assistant

Reports to:	Assistant Headteacher / Business Manager
Location:	Three Towers Academy, 28 Hieland Road, Wigan, WN1 3UR
Salary:	Grade 4, scale points 14-19 (pro-rata)
Hours:	32.5 per week, term time plus one week

General Administration

- Undertake reception duties, answering general telephone/face to face enquiries, signing in visitors and dealing with complex visitor/reception matters as required.
- Assist with outgoing post including maintaining the post book.
- Ensure efficient, effective transfer and distribution of mail, including email and other correspondence.
- Ensure efficient, administration arrangements for the electronic circulation of central documentation and information to all staff.
- Support other school staff appropriately by providing administrative services such as photocopying, filing, faxing, emailing, minute taking and hospitality arrangements.
- Complete and submit forms and returns, including those to outside agencies, LA and other regulatory bodies, as directed by senior staff.
- Contribute to the planning, development and organisation of support service systems, procedures and policies.

Other Duties

- 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.
- Maintain compliance with confidentiality and data protection.
- To adhere to strict confidential practices in relation to all forms of learner and employee information.

- Be aware of and support the difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of Three Towers and The Rowan Learning Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training and other learning activities and performance management as may be reasonably directed.
- Other duties commensurate with the grade as specified by the Headteacher.
- Manage incidents, which may require positive handling of a young person when appropriate.
- Be a designated First Aider.



Person Specification

TRAINING AND QUALIFICATIONS	Essential	Desirable
Minimum 3 GCSEs Grade C or above including Mathematics and English, or demonstrate numeracy and literacy competence at NVQ Level 2, or evidence of QCG credit value.	✓	
Valid First Aid certificate or willingness to achieve	✓	
Positive handling training undertaken or willingness to undertake the training	✓	
Willingness to undertake further relevant training		✓
KNOWLEDGE & EXPERIENCE		
Ability to maintain confidentiality of the work undertaken	✓	
Demonstrate a high degree of competence and confidence in using Outlook, Word, Excel and PowerPoint	✓	
Successful experience of using SIMS.net	✓	
Successful experience of working in a school office environment including full working knowledge of relevant policies/codes of practice and awareness of relevant legislation relating to school administration		✓
Basic understanding of SEND procedures		✓
PERSONAL SKILLS, ABILITIES, COMPETENCIES & ATTRIBUTES		
Commitment to uphold the model values and vision of the school	✓	
Demonstrate excellent communication skills – verbal and written	✓	
Demonstrate very good ICT skills and accurate keyboard skills	✓	
Demonstrate successful interpersonal skills and ability to relate well to children	✓	
Demonstrate excellent organisational and presentation skills	✓	
Ability to work with the minimum direction and supervision	✓	
Ability to work accurately under pressure and meet deadlines despite frequent interruptions	✓	
Ability to work constructively as part of the school team, understanding own role and responsibility	✓	
Ability to manage changing priorities and successfully complete a range of tasks	✓	
Ability to adapt to meet challenges and changes as the school develops	✓	
Be self-motivated, able to identify own training and development needs and able to use initiative effectively	✓	
Demonstrate a methodical approach to tasks and a keen eye for detail	✓	
Demonstrate an empathy for children and young people	✓	
Demonstrate resilience, reliability, integrity, enthusiasm and a sense of humour	✓	
Demonstrate a flexible and proactive approach to work	✓	
Professional appearance	✓	

How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4, point 12 arial font outlining why you are interested in the opportunity and how your application addresses the requirements of the role.

Applications should be returned electronically to s.evans@tapa.net

Alternatively, send a hard copy to:

Miss A. Isherwood
Headteacher
Three Towers Academy
Leyland Park House
Park Road
Hindley
WN2 3RX

Closing Date: Thursday 4th April 2019 at 4.00pm

Interview Date: Friday 26th April 2019





The Trust will 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.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



Maximising Potential | www.rowanlearningtrust.com

THREE TOWERS ACADEMY

JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

Leyland Park House,

Park Road, Hindley, WN2 3RX

TELEPHONE: 01942 251360

EMAIL: office@ttapa.net

1. POST APPLIED FOR

Post Applied For:			
School:	Three Towers Academy		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	
Email:		DfE No:	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
NOTICE PERIOD:			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		



5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

--

9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No
Please indicate if you have any special requirements to allow you to participate fully in an interview.	



10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Do you have any unspent criminal convictions, cautions or bind-overs?	Yes / No
If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".	

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employer	Education	Character	Reference Type: (Please circle)	Employer	Education	Character
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							



12. FURTHER INFORMATION FOR CANDIDATES

- * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- * Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- * To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....

