July 2020

Dear Prospective Colleague,

**Office Administrator – Trentham Academy**

We are seeking a professional colleague join our busy Academy Office. The successful candidate will also work closely with the Admin Lead to provide professional, confidential, proactive, efficient and effective administrative support. The successful candidate will have extensive administrative experience of Microsoft Office including Microsoft Excel and a customer service background.

You will join the Trust at an exciting time and you will embed the highest of expectations for our Academy and quality assurance in administration.

The Academy has a dedicated and talented team of staff who are committed to ensuring that the young people in its care are supported and nurtured to achieve the very best they can. Staff work closely with other Academies in the Trust to improve outcomes and life chances for young people and enjoy a particularly effective relationship with CLT central staff who work across the Trust’s Academies.

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 schools. 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.

If you are interested in having an informal conversation about this opportunity, please contact Amy Fox, HR Advisor, who will arrange such (01782 853535). It would be helpful if the letter, in support of your application, is no more than 2 sides of A4. If you wish, you may submit a CV with your application but not instead of it. Please send your completed application, letter and CV (if you choose) to afox@citylearningtrust.org by the deadline stipulated.

Yours sincerely,

Carl Ward
Chief Executive Officer
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Appointment Procedure:

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<th>Closing Date:</th>
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<td>Shortlist:</td>
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**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 80 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 +0.15. 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.

We pride ourselves in 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 to education, have a love of learning and are reflective practitioners 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

**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 offers an individual and bespoke 100 hour professional development commitment for all teaching staff across the Trust. The Trust's talent strategy identifies future career pathways and enables specific training and experience to equip colleagues for success in this area. This is facilitated via our individual professional development package which offers access to our professional development leave scheme and staff work attachment offers. Each year, staff are also invited to apply for professional development opportunities across the world through the international network opportunities established by the Trust senior leadership team.

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.
Job Description

Job Title: Office Administrator

Salary: Level 3, Scale 3 – £18065 - £18426 pro rata

Hours of work: Hours: 37 hours per week, (8.00am-4.00pm) 30 minute lunch daily. Term Time only.

Responsibilities:
• To support the Administrative Lead in the completion of whole school general admin.

Key Duties & Accountabilities:
• To cover Receptionists as required To minute and distribute notes of staff briefings
• To maintain student records on SIMS. E.g. Contact details.
• Carry out general administrative duties including word processing, desktop publishing and filing.
• To liaise with the Inclusion Team and Admin Lead to complete and distribute behaviour warning letters.
• To send out daily emails to inform relevant staff and students using SchoolComms and Firefly.
• Support the setting up of events in school e.g.: Parents’ Evenings
• Deal with queries from parents and students over the telephone and face to face
• Create posters, flyers and notices using the appropriate software for use around the school
• Support with the setting up of examinations
• Reprographics
• Academy Notice Boards

Support the school
• 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/aims of Trentham Academy and the CLT
• 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.

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 line 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 Principal or through delegation of Line Managers.
• 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 (for example Reception cover)
• To be first aid trained and provide first aid support for the Academy.
• To act as a Fire Warden for the school in the event of a fire.

Skills
• A high standard of ICT skills
• Advanced knowledge of Microsoft Office competency including excel
• Customer service
• Good spoken and written communication skills
• Confidence with figures
• Knowledge of SIMS

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.
• Able to maintain confidentiality

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.