



Community First
Academy Trust
Office
Administrator
Application Pack

Community First Academy Trust
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Welcome Letter

Dear Applicant

Thank you for your interest in the position of Office Administrator working in Community First Academy Trust's family of schools.

This role is to join a dedicated administration team that supports administration duties at Platt bridge Community School.

Community First Academy Trust has a proven track record of school improvement and an established track record for producing outstanding results. It is our intention to build on this success by growing our family of high-performing academies with a shared vision and all working towards the same goal.

As a growing organisation we have identified the need for an Office Administrator to within our Outstanding primary school in the heart of Platt Bridge, Wigan.

Our vision is a simple one. We want to provide every child with the outstanding education they deserve and we believe that we can best do this by working together, sharing resources and encouraging excellence as standard.

The successful candidates will have excellent communication and organisations skills and confidence in using appropriate ICT packages across our academy trust.

You will work as the face of our trust carrying out various reception duties, answering routine telephone calls and face to face enquiries, signing in and signposting visitors/callers to the appropriate person or relaying messages as appropriate.

During your employment with us you will also have the opportunity to develop your personal learning, build confidence and improve your thinking and creativity skills. The role will also equip you with the skills knowledge and experience needed to undertake business administration roles in a range of business settings.

This is an exciting and very rewarding role and we look forward to receiving your application.

For further information about Community First Academy Trust please visit our website at www.cfat.org.uk

Yours faithfully

Mrs Sue Darbyshire
Chief Executive Officer
Community First Academy Trust



Letter from the Director of HR

Office Administrator

Dear Applicant

Thank you for your enquiry relating to the above position.

At Community First Academy Trust we are proud of our achievements. Rose Bridge Academy converted to academy status in April 2015 and has since been sponsored by Community First Academy Trust.

We are looking to appoint an inspirational, hard-working and passionate individual to join our innovative and dynamic academy.

The successful candidate will be enthusiastic and passionate about teaching and learning, with the vision, commitment and determination to continue raising standards across all levels and abilities, further contributing to the progress of our students.

As a trust; we also run a successful teaching school to provide high-quality training, development and support to new and experienced school staff.

We also run a Graduate teacher training scheme (SCITT) and have an excellent track record recently being recognised by Ofsted as an Outstanding provider of teacher training.

We recognise that our success is dependent on recruiting the best and most talented staff.

We offer a friendly, vibrant working environment with great benefits and opportunities for development and progression for those people prepared to work for it.

What can we offer you?

- A generous annual leave entitlement;
- Access to either the Local Government or the Teacher Pension Schemes;
- Competitive pay, reward and benefits;
- A committed Voluntary Living Wage employer;
- Childcare voucher scheme;
- Trust-wide Simply Health enrolment with pre-paid cover for a wide range of everyday healthcare treatments;
- Access to a range of Local, National and International career opportunities;
- Additional staff leave benefits to those in place nationally;
- Leading Apprenticeship scheme with a generous starting salary;
- In-house Graduate teacher training scheme with routes into the exciting and rewarding world of teaching at primary and secondary levels;

An application pack is available from the trust website which also contains a wealth of useful information.

This can be found at www.cfat.org.uk This information pack includes the job description and person specification.

Closing date for applications: Monday 16th April 2018 at 9.00 am

I look forward to receiving your application and thank you for your interest in our academy and this position.

Yours faithfully

Mr Craig Holden
Director of HR
Community First Academy Trust



Position: Office Administrator

Salary Grade 3 or higher if all criteria is met

Temporary for approximately 12 months in the first instance, subject to 3-month probationary period.

Required for as soon as possible.

Community First Academy Trust is seeking to appoint a professional and dedicated School Administrator in order to support administration services at Platt Bridge Community School.

Community First Academy Trust is a diverse Trust, operating in Wigan with both a primary and secondary phase and also a Teaching School and Initial Teacher Training Facility.

We are seeking to appoint a professional and dedicated School Administrator, with experience of working with pupil benchmarking, analytics, and Management Information Systems. The school currently uses the Arbor Management information system and previous experience of working with either Arbor (preferred) or Capita SIMS would be extremely advantageous.

We are looking for a highly motivated and experienced individual to take on a long term role as an administration officer, commencing as soon as possible. The successful candidate must have used Arbor or SIMS, be well organised, reliable and able to work on their own initiative.

Join us and be successful in this School Administrator role you will need to have:

- Experience using SIMS or Arbor Information School systems
- The ability to prioritise and deal with multiple tasks while meeting deadlines
- Excellent ICT skills
- The ability to be flexible and respond to the unexpected in a calm and reassuring manner
- Excellent communication skills
- The ability to maintain confidentiality at all time

The ideal candidate will be someone who enjoys working in a busy office, be a good team player and be able to work under pressure.

Community First Academy Trust offer a supportive working environment; excellent support and training and employee benefits including: childcare vouchers; an Employee Wellbeing Scheme; and many other trust-wide employee benefits.

Duties of the Apprentice Administrator will include:

Job Outline:

- To undertake a range of routine clerical and administrative duties and communicating with staff, pupils, students, parents, carers and outside agencies.
- To undertake reception duties, answering routine telephone calls and face to face enquiries, signing in visitors, referring callers to the appropriate person or relaying messages as appropriate.
- To open, sort and distribute incoming mail and post outgoing mail.
- Update manual and computerised records/management information systems.
- To assist with arrangements for visits to the school from outside agencies.

The successful candidates will have excellent communication and organisations skills and confidence in using appropriate ICT packages. We are looking for a reliable, flexible individual who has a passion for working in education environment.

A job description is included within this pack that outlines the full range of duties and responsibilities.

Application forms can be downloaded from www.cfat.org.uk

Completed applications are returnable to recruitment@cfat.org.uk or by post.

Community First Academy Trust is committed to rigorous safeguarding procedures and consistently promoting the welfare of children. All appointments will be subject to satisfactory Enhanced DBS Disclosures.

Vision and Values

About Community First Academy Trust (CFAT)

CFAT was one of the first Multi-Academy Trusts (MAT) in Wigan with plans to become a family of high performing primary and secondary academies, who, by working together will make a significant impact on the life chances of young people in our communities.

The whole purpose of a school is that children come first and everything we do must reflect this goal. Delivering teaching excellence is our overriding focus. Our family of academies work strategically together to deliver long term sustainability through efficiencies and savings that release resources to improve the rate of progress for all our children. This enables us to deliver the excellence in education that our communities deserve, by the sharing of best practice and the delivery of continuous and sustained improvement.

So far this has developed a strong focus on education whilst not losing sight of the individual child, alongside a range of back office developments that deliver a robust infrastructure for the future. This includes central finance, IT, HR and premises / estates management. Leadership development, succession planning and capacity building are also major priorities for the Trust.

Join CFAT and you will have:

The freedom to help & shape our schools: We believe every academy needs its own individual identity. So unlike other MATs, our Leaders genuinely have the freedom to shape their school. We believe that this is the only way to truly meet the needs of a community, as being there every day means that they will know it better than anyone else.

A support network second-to-none: We passionately believe in the power of collaborative working and actively promote school-to-school support. This includes accessing support from our strong Teaching School Alliance (Westbridge) who offer a range of high quality professional development opportunities for staff at all levels. In this role, you will also have the support of all our Leaders, not to mention the strength of the wider CFAT group.

Boundless opportunities for career progression: When you deliver and achieve, you will be rewarded for your success – and that could be from leading multiple schools, to additional responsibilities that will impact across CFAT, through to Leadership roles. If you are ambitious, we will help you to succeed with pace.

A great social culture: We know how to enjoy ourselves and have a great team ethos. Conferences, summer parties, fun days and team building activities give you the chance to let your hair down with colleagues and know that your hard work is appreciated.

Our Teaching School (Westbridge Teaching School Alliance) will support the learning and personal / professional development of all staff within our academies, designing and delivering a range of bespoke programmes. Expert practitioners will be used to lead training at all levels from classroom practice level to senior leadership.

Community First Academy Trust staff also have access to CPD, through focused professional development, observation, coaching and support to further develop innovative, creative, and imaginative practice to ensure effective learning, progress and achievement.

Academies / Organisations within the Trust

Primary Schools:

Platt Bridge Community School

Secondary Schools:

Rose Bridge Academy

Other:

Westbridge Teaching Alliance

Kingsbridge Initial Teacher Training (SCITT)

Platt Bridge Start Well & Family Centre

Platt Bridge Community Childcare

The Trust is also currently seeking to sponsor a further secondary school and is also in discussions with local Wigan primary schools.

Job Description

Office Administrator

We are seeking to appoint an outstanding and committed Office Administrator to work as part of the Trust and academy admin team. The desired candidate will be hardworking, honest, dependable and self-motivated in order to uphold the ethos, aims and values of the Trust and its family of schools.

Salary:	Grade 3 (SCP 10 – 15). Starting at £13,110.99 to £14,415.96 per annum (dependant on previous skills and experience)
Start Date:	ASAP
Contract Type:	Temporary for approximately 12 months in the first instance, subject to 3-month probationary period.
Location:	Main place of work will be within the Trusts Central Office but will be required to make and undertake regular travel to all trust academy sites.
Working Pattern:	Full time, 37 hours per week, term time plus 2 weeks (40 weeks per year)
Closing Date:	9.00 am on Monday 13 th November 2017

Job Outline

- To be an ambassador for the school and trust when meeting parents and other visitors and to act as a first point of reference when people arrive.
- To provide secretarial, clerical and administrative support to the schools Head of School, Deputy Headteacher, Senior Leaders and other Teachers.
- Contribute to the overall ethos/work/aims of the school/trust to meet the needs of the children

Main Areas of Responsibility

1. Customer Focus

- 'Model' excellent professional relationships with children, parents and other professionals in the school.
- Provide an excellent administrative service to all sections of the school community.

2. Reception

- Perform Receptionist duties throughout the school day as requested: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.
- Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff.

3. Communication

- Adhere to school procedures and ensure that staff receive messages (telephone, email, & face-to-face) promptly and accurately.
- Maintain notice boards, update timetables/rotas, sort and distribute mail.

4. Administration

- Provide general confidential secretarial service to Head of School, Deputy Headteacher, Senior Leaders and other staff, to include word processing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required.

5. Stock Control

- Checking goods, return unwanted items, arrange repair/servicing.
- Raise orders where required ensuring that they are inputted on to the school's financial system. (PS Financials)

6. Communication

- Assist with all methods of communication by sending out emails etc. Photocopy and send out letters as required.

7. Finance

- Support the office with the recording of school income, order and maintain stock levels as necessary.
- School Meals - collect, receipt, record and bank all income in relation to school meals account, including weekly and monthly reconciliation. Liaise with parents regarding advance payments and send reminders for arrears according to school policy. Order meals daily, organise packed lunch provision for educational visits.
- Use the schools Live Kitchen system to track payments and dinner money income. Constantly review of entitlement of free meals, re-assessment and send reminders to parents.

8. Voluntary Contributions

- Collect, record, and bank pupil monies and voluntary contributions for educational visits, clubs, maintenance and any other monies collected for events held at school.

9. Data Management

- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times. Update the school data records on Arbor as required.

10. Attendance

- In conjunction with SLT & Learning Mentor work with stakeholders in order to promote good attendance and to achieve attendance targets
- Follow school attendance procedures
- Produce attendance and dinner registers annually, include all details as required.
- Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents with support from the school business manager as appropriate
- Enter daily attendance on the Arbor database
- Produce attendance certificates upon request
- Support new teaching staff on how to fill in registers correctly

11. Admissions/Pupil Data

- Process pupil admissions in accordance with admissions policy
- Maintain pupil database, amend/update records on the system, print reports such as attendance & dinner money

Trust Ethos

- Commitment to the protection and safeguarding of children.
- Play a full part in the life of trust schools and its community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the trust and school policies.
- Comply with the trust's health and safety policy and undertake risk assessments as appropriate.

Continuing Professional Development - Personal

- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- In conjunction with the line manager, take responsibility for personal professional development.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Review of Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered however that it is inevitable that over time the nature of individual jobs will change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently the trusts will expect to revise the job description from time to time and in consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

Personal Specification

Requirements	Essential requirements (E) Or Desirable requirements (D)	Measured by: Application form (A) Or Selection process (S)
Education/experience		
NVQ 3 Diploma in Business Administration	D	A/S
Good knowledge and use of IT systems including word excel, PowerPoint, outlook.	E	A/S
Ability to carry out general administrative skills and to deal with a variety of tasks such as filing, typing, distribution of post, etc.	E	A
Experience of working in a busy environment and of meeting tight deadlines.	E	A
Ability to comply with strict regulations about confidentiality and behave according to the appropriate protocols.	E	A
Ability to demonstrate strong organisational skills, prioritise own workload; and the ability to work to deadlines and under pressure.	E	A/S
Excellent communication skills both written and verbal.	E	A/S
GCSE English and mathematics (Grade C or above).	E	A/S
Excellent IT skills. Familiarity with Microsoft Office applications and to acquire and update skills as the software packages develop.	E	A/S
Ability to use initiative and problem solving skills with a 'can-do' attitude.	E	S
Ability to communicate effectively (verbally and written) and appropriately with senior managers, staff, external contacts and agencies	E	A/S
Ability to work independently and within a team	E	S
Ability to work within teams to motivate, enthuse and inspire colleagues	E	S
Experience of using Information Management Systems	E	A/S
Experience of working within the education sector.	D	S
Attributes		
A flexible attitude towards the role, duties and hours	E	S
Committed to the aims of the Trust	E	S
Committed to Equality and Diversity	E	S

Seven reasons to choose to live and work in Wigan

In October 2017 Wigan was crowned the happiest place in Greater Manchester. Residents scored an average of 7.6 out of 10 on the cheeriness scale, according to the government's most recent wellbeing survey.



Conveniently located between the major cities of Manchester and Liverpool, Wigan is a great place to live and here are just a few reasons why you should make Wigan your home town and place of work.

Great commuter links

At the heart of the motorway network, Wigan has quick and easy access to the M6, M58, M60, M61 and M62 so as a commuter there is no better place to live.

Wigan boasts two rail stations, Wigan North Western and Wigan Wallgate. Our rail links are exceptional with frequent, direct services to London with a travel time of 2 hours. Manchester, Liverpool and Preston can be reached within 30 minutes. These travel times will be further reduced with the arrival of HS2.

Wigan is also well located for both Manchester Airport and John Lennon airport in Liverpool.

Value for money property

With the average house price in Wigan below the national average, houses in the area provide excellent value for money and there are opportunities for shared ownership schemes for those who wish to start their journey on property ladder.

Wigan has excellent housing stock of 142,000 covering a good range of property types and locations. There are also plans to enable the building of 10,000 homes in the next 10 years to ensure that the number of new homes matches demand in the borough.

The local authority has also been public about maintaining their committed to keep their council tax rates as one of the lowest. It is currently the second lowest in Greater Manchester.

Local attractions

Wigan boasts excellent shopping centres, wonderful areas of natural beauty, and an abundance of activities and sports in the area including bowling and roller skating.

The town hosts a number of events throughout the year including a half marathon, Wigan Pride, The Wigan 10K, Christmas markets, Christmas lights switch on and many other town center events including continental markets run throughout the year. Wigan has a vibrant and rich history and has two museums, Trencherfield Mill and the Museum of Wigan Life, meaning it's great for history buffs.

Shopping

Wigan town centre offers a superb shopping experience, major high street stores can be found in the Grand Arcade, this large shopping centre has plenty of high-street favourites.

Wigan also has more than 80 independent shops and restaurants in the numerous Victorian and Georgian arcades including the Galleries. Wigan has had a lot of money invested into its retail areas over recent years and the town centre has had further plans approved for a £60m regeneration project. The redevelopment will see the Galleries shopping centre revived into a modern retail destination including space for a cinema, gym, restaurants and leisure complex.



On the outskirts of Wigan is Robin Park, a sports, leisure and retail complex. Here you will find large retail stores, a cinema and a number of restaurants and eateries. Manchester, Liverpool and the famous Trafford Centre are all also in easy reach.

Workforce and colleagues

With a population of round 323,000 residents Wigan is home to 11.6% of Greater Manchester's total population providing access to a skilled and varied work force.

A recent study by the Office of National Statistics showed that Wigan has a high employment rate (75.4%) which is the 3rd highest in Greater Manchester and is above the UK average. When you live in Wigan there are plenty of jobs and opportunities around.

Wigan's economy grew by 2.4% between 2014-2016, faster than the Greater Manchester (2.1%) and UK (2%) average.

Sport and leisure

70% of Wigan's 77 square miles comprise of open space. Mesnes Park, Worthington Lakes, Fairy Glen and Haigh Woodland Park are perfect spots for those who love the great outdoors. Haigh Country Park and Mesnes Park have recently been the focus of regeneration plans, and areas such as Alexandra Park hold Green Flags for their facilities.

Wigan boasts six leisure centres, four pools and an extreme adventure zone offering a huge range of activities across the borough.

The iconic Wigan Pier is set to be rebranded as the 'Wigan Pier Quarter' over the next 10 years with a new performance venue, shops and community garden.

Activities are in abundance as a result of the beautiful local environment and include golf, fishing, sailing and rambling.

Wigan also boasts world famous sports teams including Wigan Warriors Rugby League Club, Wigan Athletic Football Club, Leigh Centurions and Wigan Cricket Club so there is always plenty of action to watch.

Education



Wigan has a brilliant education network from primary schools right through to further education establishments.

Education in Wigan is something we are very proud of. 89 per cent of primary schools and 88 per cent of secondary schools are rated as good or outstanding. If you want to start a career in education, there are lots of opportunities within schools.



In 2015 our schools were singled out for praise by the head of OFSTED, Sir Michael Wilshaw who highlighted the good work as part of his third annual report. Wigan has consistently excelled in education and has gained a reputation for recruiting and retaining high quality and effective teachers.

Winstanley College has been named in the top ten further education colleges in the country. St John Rigby College has recently been rated as outstanding by Ofsted and Wigan and Leigh College has achieved University Centre status and is able to offer a range of post 16 options including Higher Education. Wigan is also the base for ALRA, a nationally acclaimed drama school and a member of Drama UK.

Wigan is conveniently located for the internationally renowned universities of Manchester and Liverpool. The University of Manchester itself boasts 25 Nobel Prize winners. There are 20 universities within less than a one-hour drive of Greater Manchester, with in excess of 400,000 students.

So if you are thinking of relocating to the Northern Powerhouse... think Wigan and choose Community First Academy Trust.

Pay & Reward at Community First Academy Trust

Community First Academy Trust has outstanding standards of excellence through a highly collaborative and enterprising approach, which helps us meet the high expectations of our students/pupils, their parents, our staff and our communities.

As well as outstanding professional learning and career development opportunities, we offer a highly competitive benefits package.



How to Apply

Application forms can be downloaded from www.cfat.org.uk

Completed applications may be returned via email to recruitment@cfat.org.uk

If you would prefer to submit a paper application form, please return to:

Mr Craig Holden
Director of HR
Community First Academy Trust
Rivington Ave
Platt Bridge
Wigan
WN2 5NG

Short listed candidates will be notified by e-mail of the interview arrangements. Please ensure your correct email address is provided on your application form.

Key Dates:

- **Closing Date: Monday 16th April 2018 at 9.00 am**

For informal discussions please contact Craig Holden or Lisa Butler on 01942 487999. All conversations will be treated as confidential.

Relevant Policies:

- CFAT DBS Policy
- CFAT Safer Recruitment Policy
- Child Protection and Safeguarding Policy
- CFAT HR Related GDPR Policy

Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

In line with safer recruitment guidelines we will be taking up references in advance of the interview and will take them into account during the interview process.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust's child protection policies and procedures.

Applications from all sections of the community are welcome.

Please note we cannot accept CVs as part of our safer recruitment process.

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.

To all recruitment agencies: Community First Academy Trust (CFAT) and all its organisations do not accept unsolicited agency CVs. Please do not send unsolicited CVs to any of our job openings or to CFAT employees. CFAT will not be responsible for any fee(s) related to unsolicited CVs and succeeding any job opening or recruitment initiative.