

# The Special Partnership Trust

*A community which aspires together*

## Delivered by:

An ambitious, inspirational partnership of outstanding learning.

## Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

## JOB DESCRIPTION

<b>Job Title:</b>	Administrative Assistant
<b>Salary:</b>	£24,926 FTE per annum/pro rata
<b>Base:</b>	Mill Water School

### Main Purpose of Job:

To carry out a range of duties in the school office to support the school's administration team. You should be able to work as part of a team and have good communication skills as well as a flexible approach.

### Main Duties and Responsibilities:

#### Expectations

- Hold and articulate clear values and moral purpose, focused on supporting pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils with profound, severe and complex learning needs, the workforce, and towards parents, governors and local community.
- Lead by example - with integrity, creativity, resilience, and clarity
- Sustain knowledge and understanding of education and school systems locally and pursue continuous professional development.

#### Main duties

- To carry out a range of administrative and clerical duties under the supervision of the School Business Manager
- To provide assistance to the senior leadership and administration teams
- To maintain accurate records (electronic and hard copy) within the school's established systems
- To input information into databases and/or spreadsheets and to extract information as directed
- To organise and maintain the school's archive of pupil records
- To provide routine clerical support such as filing, photocopying and typing
- To handle sensitive information professionally and securely
- To cover the school's reception desk as and when required
- To offer support for meetings such as setting up meeting rooms and organising refreshments
- To co-ordinate visits to the school by visiting professionals and to deal with associated paperwork
- To carry out any other reasonable duties as requested by the senior leadership team or administration team
- To assist the School Business Manager with HR and Finance administration

## General – applicable to all Trust roles:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as require

## Company Overview:

We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the South West. The Trust was founded in 2016 and is currently made up of 6 schools and 4 ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently.

We realised early on in our journey that there wasn't a one-size-fits-all approach. So we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed. And when we say 'succeed' we don't just mean academically.

When you work with us you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK. We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different, we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

### **We are...**

**Ambitious:** We believe in setting new standards and consistently raising them through the quality of our work and approach.

**Aspirational:** We dream big and are brave enough to act on our aspirations. Invested. We care. It's easy to say but, for us, it flows through every part of the Trust. We are invested in improving the lives of our young people both now and into the future.

**Purposeful:** We don't do things for the sake of doing them. We are driven by our purpose and committed to turning our vision into a reality.

**Genuine:** Honesty, transparency, and authenticity are what all our work is built on. Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.

**Energetic:** We make SEN exciting. We are the go-getters and the trend-setters. We are not bound by convention and infuse our energy and passion through everything we do.

**Specialist:** We are a specialist trust and this gives us a unique and unprecedented insight into the needs of our young people and their families.

## Person Specification:

	Essential	Desirable	Recruiting method
<b>Education and Training</b>	Attainment of 5 GCSE's A-C (or equivalent) including English and Maths.	Attainment of NVQ Level 2 qualification in clerical related field	Application
<b>Skills and Experience</b>	Experience of clerical work Experience of telephone network systems Communication skills Organisational skills Able to work on own initiative and as part of a team	Experience of reception and clerical work in a school or similar environment Experience of HR and Safeguarding administration in a school or similar environment	Application/ Interview/ Assessment
<b>Specialist Knowledge and Skills</b>	Knowledge and practical application of Microsoft packages Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Typing skills	Application / interview
<b>Behaviours and Values</b>	Professional conduct		Interview

## Special Conditions related to the post:

***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

## Trust Benefits:

**Our Trust is committed to providing employee benefits that motivate and reward our employees.**

**Our benefits include:**

- A competitive salary
- 29 days paid annual leave (plus bank holidays) - pro-rata for part time workers
- Eligibility to join the local government pension scheme
- Family friendly policies
- Local and national discount schemes, special offers and cash back initiatives
- Employee Assistance Programme
- Bike2Work Scheme
- Simply Health Optimise Health Plan and Wellbeing support
- Continued professional development support
- Apprenticeship Opportunities
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff

