

Unity Academy



Application Pack

**Office Administrator**

**(37 hours per week)**

**Term Time Only**

**plus 5 TED days plus 5 days**

**Start Date: September 2024**



# Unity Academy

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Website: [www.unityacademyap.co.uk](http://www.unityacademyap.co.uk)

Dear Applicant,

Unity Academy seeking an organised, reliable and enthusiastic Office Administrator to join our dynamic team. The successful candidate will be the backbone of our school's administrative support, ensuring the smooth running of our office and providing essential assistance to staff, students, and visitors. Contracted hours will be 37 hours per week, Term-time only plus 5 TED days plus 5 days during the school holidays. Working hours will be Monday to Thursday 8.30am to 4.30pm and Friday 8.30am to 4.00pm.

The Rivers Academy Trust are keen to appoint someone; to be an ambassador for the school when meeting parents and other visitors and to act as a first point of contact when people arrive, to provide professional administrative, secretarial and financial support for the whole school including assisting the school leadership team (SLT) and to contribute to the overall vision and values of the school in ensuring Unity Academy is an environment that is meeting the needs of the children.

The benefits of working for our trust are wide and varied, but include:

- Defined benefit pension scheme
- The opportunity to work with others in a similar role
- A position in a trust committed to improving outcomes and aspirations for all its pupils and staff
- A commitment to continuous professional development opportunities
- A friendly and inclusive trust community
- A full well-being package
- 25 days paid holiday per year, rising to 30 days after 5 years service

The **closing date for applications is 12 noon on Friday 30<sup>th</sup> August 2024**. Applications should be made on a Rivers Academy Trust application form, which are available on the Rivers website. **Interviews are planned for week commencing 9<sup>th</sup> September 2024**. We would be delighted to hear from you if you share our vision and want to make a real difference to our pupils, school and Trust. Please send completed application forms to: **[swalker@riverscofe.co.uk](mailto:swalker@riverscofe.co.uk)**. I look forward to hearing from you.

Yours sincerely

Kuldip Berdesha  
**Head Teacher**

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service. This post is subject to a successful probationary period.

## Job Description

**Job title:** Office Administrator

**Salary Range:** Scale 3 (£20,704.86 - £21,525.37 dependent upon experience)

**Contract:** 37 hours per week, Permanent, Term Time Only plus 5 TED days, plus 5 days.

**Line of Responsibility:** School Business Manager

**Direct staff reports:** N/A

**Our People Values:**

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

**Key Purpose:**

To be an ambassador for the school when meeting parents and other visitors and to act as a first point of contact when people arrive.

To provide professional administrative, secretarial and financial support for the whole school including assisting the school leadership team (SLT). Contribute to the overall vision and values of the school in ensuring the school is an environment that is meeting the needs of the children.

**Main Activities:**

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

Reception

- Perform Receptionist duties throughout the school day: 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.

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
- Report premises, IT and other issues, ensuring the caretaker and SLT are aware of urgent matters. When required notify contractors and arrange service visits.

## Administration

- Provide general confidential administrative service for the schools' leadership team to include, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required.

## 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.

## Publications

- Assist with paperless methods of communication by sending out emails and post the newsletter onto the website.
- Photocopy and distribute hard copy publications.
- Support the SLT with maintaining the school website, twitter and other approved social media platforms.
- Promote the school through communications to local newspapers, broadcasters, MAT newsletter and other sources approved by the SLT.

## Finance

- Cashless systems (Arbor) – responsible for promoting cashless systems for collecting income and voluntary contributions for activities such as educational visits, clubs. Assigning activities to pupils, monitoring cash collection and chasing overdue payments.
- School Uniform - be responsible for ordering and maintaining stock levels as necessary.
- School Meals - publish and distribute menus, including Arbor set up for advance bookings. Notify school caterers of pre-booked meals and late changes, organise packed lunch provision for educational visits. In partnership with the SLT, promote entitlement and constantly review of entitlement of free meals (pupil premium), re-assessment and send reminders to parents.
- Liaise with parents regarding advance payments and send reminders for arrears according to school policy.
- Processing of Purchase and Sales invoices within the Elementary and Sage system.

## Data Management

- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times.
- Maintain the schools Every system to ensure the school is compliant at all times.
- Prepare census returns, following SLT approval submit returns in accordance with statutory requirements.

## Attendance

- In conjunction with SLT work with stakeholders in order to promote good attendance and to achieve attendance targets.
- Follow school attendance procedures.
- Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents as appropriate e. Enter daily attendance on the Arbor database.
- Attend meetings about attendance with the SLT.

## Admissions/Pupil Data

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

### Safeguarding

- Comply with policies and procedures covering child protection, health, safety and security.
- Contribute to safeguarding the welfare of children in the school, maintain the school's Single Central Record.
- Maintain the security of property in a way that is consistent with your organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person.
- Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges.

### Accountability, Performance and Line Management

- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required.
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges.
- Keep an up to date professional portfolio (CPD file).
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications.
- Model high professional standards and be a responsible and effective member of staff, attending regular meetings with SLT as appropriate.
- Appreciate, respect and support the role of other professionals.

### Other

- Undertake such other duties as directed and required from time to time.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

## Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and experience	<p>Levels of English and Maths equivalent to or exceeding GCSE (A-C)</p> <p>Experience of administrative work in a previous role.</p>	<p>Relevant professional qualification in administration</p> <p>Experience of working with children with SEMH needs</p> <p>Experience in working within a school setting</p>
Skills and knowledge	<p>Have integrity and ability to work confidentially</p> <p>Have effective oral and written communication skills</p> <p>Form effective professional relationships including team working</p> <p>Ability to liaise effectively with all stakeholders</p> <p>Have good organisational and time management skills</p> <p>Competent ICT skills</p> <p>Develop their knowledge through the evaluation of their own learning needs</p> <p>Be able to work independently</p> <p>Remain calm under pressure and be able to adapt to change quickly</p> <p>Excellent numeracy and literacy skills</p> <p>Able to use specialist ICT packages</p>	
Personal Qualities	<p>Promote the Academy's aims positively</p> <p>Engage in Continuous Professional Development</p> <p>Enthusiastic and versatile team player, committed to the ethos of the school</p> <p>Co-operative, reliable, customer responsive approach with a "can do" attitude</p> <p>Ability to be resilient in challenging situations</p> <p>A willingness to work alongside young children with challenging behaviour.</p>	

# About Our Schools

The Rivers Academy Trust pride ourselves in our warm, caring and safe environment. As a school community we are passionate about meeting the needs of all children, making the most of their individual talents and nurturing a love of lifelong learning. Our vision is encapsulated in the words Love Learn Live.

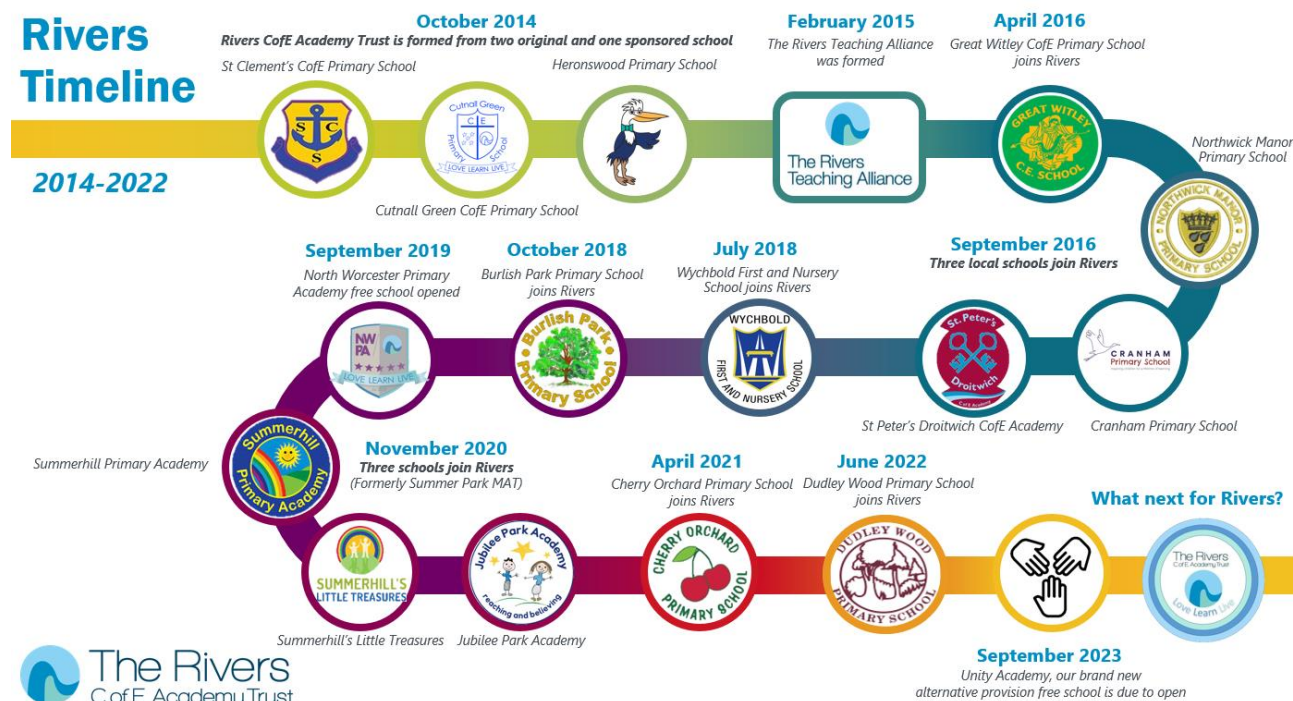
We challenge everyone to be the best that they can be – Pupils, Staff, Parents and Trustees. High self-esteem is encouraged, high expectations, standards and values are promoted.

We are opening Unity Academy, a primary alternative provision free school, in September 2023. A need for additional alternative provision primary school places in Worcestershire had been identified by the Department for Education and forms an integral part of Worcestershire County Council's five-year strategic School Organisation Plan.

Initially, the school will provide education for 26 pupils aged 4-11 years moving towards 60 pupils.

The Rivers C of E Academy Trust was set up in October 2014 as a Multi-Academy Trust with sponsor status and is a family of 'Good' and 'Outstanding' schools, all varying in size, economic and social backgrounds and religion, spread across Worcestershire, Sandwell and Dudley.

This timeline down below demonstrates what the trust has been doing:



We are specialists in primary provision with sixteen primary, first, pre-school and nursery settings and a thriving teaching alliance.

Children are at the heart of everything we do. Therefore, education provision across all our schools and pre-schools is closely matched to the specific needs of our learners, particularly the most vulnerable and their families. Our aim is to enable all children to lead healthy and happy lives and to prepare them for life and the next stage of their education. We place great emphasis on high expectations and quality first teaching to ensure that no child gets left behind.

## Our Vision and Values

The Rivers CofE Academy Trust's vision is encapsulated in the words **'Love, Learn, Live'**.

Our aim is that learners will love learning for life.

While each individual school's character is celebrated within our family of schools, we are united through our shared core principles and values.

Our 'STARS' values help staff and pupils strive for high standards; focus on making the right decisions; and help us fulfil our vision.



Our values.

## Why Join Us?

We are a trust of choice in Worcestershire with a very strong educational track record. We are led by our new CEO, Matt Meckin. As a result of our reputation, we carry out reviews, such as SEND, PP and EYFS, for other schools and trusts across the West Midlands and beyond.

All staff and pupils within the Rivers CofE Academy Trust benefit from staff sharing expertise and good practice. As a trust, we are committed to developing all of our staff, who are able to access high-quality training and CPD through the Rivers Teaching School Alliance (TSA), including training for the NPQ suite of qualifications, SLEs and a wide variety of CPD programmes. We also train our own School Direct students and are an appropriate body for NQTs.

Economies of scale and collective purchasing benefits our schools, which is particularly important in the current financial climate. By sharing costs and negotiating collectively, we can ensure that the needs of each school are met efficiently.

Rivers' pupils benefit from having access to additional facilities and enrichment activities, such as specialist IT equipment and our new school's green screen. We regularly hold joint events so that pupils meet their peers from other schools, develop new friendships and gain a sense of community spirit.