



Welcome to Colne Valley High School where we are currently looking to appoint a new Administration Manager. This is an exciting time to join Colne Valley High School's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



Administration Manager

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague

I am delighted that you are considering the position of Administration Manager at Colne Valley High School.

We are seeking to recruit an individual for our secondary school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team as we continue our exciting journey with Great Heights Academy Trust.

I am excited to start my role as Principal at Colne Valley High School and I am keen to build a highly effective, wider team in order to make further improvements and secure excellent progress for all of our students.

I strongly believe Colne Valley High School has an inspirational, positive, caring, and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at Colne Valley High School strives to 'achieve excellence together' and this role is integral to fulfilling the school's vision and supporting the shared RITA values.

We look forward to reading your application, best of luck to all.

Yours sincerely

Ms. Kate Smith

Principal



► Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

► About the Trust

The Trust currently comprises of six primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✔ Develop an effective partnership of schools that share a commitment to raising standards.
- ✔ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✔ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✔ Share expertise – both best practice and best practitioners.
- ✔ Develop all teachers and leaders through effective professional development.
- ✔ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

- G** Great teaching and learning opportunities for all in the partnership
- R** Real life opportunities to develop an understanding of the wider world
- E** Enthuse a love of learning and mutual respect
- A** Academic development to nurture potential for all
- T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

**JOB DESCRIPTION: ADMINISTRATION MANAGER**

Section:	Administration
Responsible to:	Vice Principal
Responsible for:	Managing Administration, comprising: Exams and Cover Officer, Reprographics Officer, Receptionist, Pastoral Officer, Admin Assistants
Salary Grade:	Grade 9

PURPOSE OF THE POST:

To lead and manage the administrative work of the team and to ensure operational efficiency across the school.

KEY AREAS:

- 1 Management and Supervision
- 2 Specific administration
- 3 General Administration
- 4 Miscellaneous

Management and Supervision

- To lead and manage the Administration team, developing a motivated, efficient and skilled team
- To manage the performance management process of the Academy's Administration Team.
- To ensure all Administration Team members receive a full induction programme either new to post or changing roles within the Academy.
- To deal with matters of discipline of the Administration Team, up to the level of appeal to the Principal, prior to entering formal stages.
- To supervise staff through work allocation, training and development to meet the needs of the Academy Development Plan.
- To prioritise workloads and determine who should cover in periods of absence and of peak workloads.
- To administrate confidential correspondence for the Senior Team.
- To identify the professional development needs of Administration Team and to allocate course funding as appropriate.



- To organise, review, update and monitor the Academy's office systems.
- To ensure a high standard in all correspondence sent from the Academy.
- To provide administrative support for the functions of the Senior Leadership Team.
- To develop the skills and capacity of the Administration Team.
- To work with other departments in sharing and creating capacity, developing skills and ensuring the smooth running of the school.

General Administration

- To liaise with staff (Teaching, Support, Site, Catering and Supply) and outside bodies, e.g. court officer, personnel companies, examination boards, police, and parents.
- To liaise with other staff to make the domestic arrangements including Governors' Meetings, school productions, bookings of Conference Room and Meeting Room.
- To manage the Academy's mail, both paper and electronic, including receipt, distribution, and despatch.
- To be responsible for regular updating/review of filing system – both paper and computer.
- To manage all internal listings (staff files, addresses etc).
- To prepare and despatch confidential correspondence to, and from the Governing Body.
- To re-route queries and contacts from Governors to the appropriate staff
- To manage external communications with parents via text, newsletter, and ad hoc letters home.
- To support Senior Leaders and the behaviour team in the administration of suspension and exclusion paperwork.
- To ensure that the school website is up to date and accurate.
- To manage the input of data for all student admissions and exclusions ensuring the Number on Roll data is accurate.
- To manage the academic database, set lists and student details. To enrol students, input data from transfer documents, contact feeder schools requesting academic information etc.
- To manage the administration of Appeals Panel hearings; ensuring documents are issued to within statutory timescales to the Panel, appellants etc.



- To ensure that the data on the student information system (Arbor) is kept up to date and all data required for the Census is collated and accurately inputted and maintained

Miscellaneous

- To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the Academy's Health and Safety policy.
- To undertake any other duties as may reasonably be required by the Principal.
- To play a full part in the life of the Academy community supporting its distinctive mission and ethos actively promoting its policies and practices.
- To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings and other similar events as appropriate.
- To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meetings.
- To engage actively in the Performance Management Review process.
- To participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.
- To carry out your duties in accordance with the Academy's Equal Opportunities policy.

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board

**Safeguarding:**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification: Administration Manager****Key to identification:** A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Education to GCSE or equivalent, including GCSE (A-C/Level 4 in Maths and English	✓		A/I
Relevant professional training or development	✓		A/I
Business or Administration qualification		✓	A/I/R
Evidence of accredited learning relevant to the post		✓	A/I
Experience	Essential	Desirable	A/I/R
Experience of working in an office environment at a senior level	✓		A/I/R
Experience of Microsoft Office 365 including Word and Excel	✓		A/I/R
A minimum of 3 years' experience in an administrative or secretarial field		✓	A/I/R
Experience of using school systems		✓	A/I/R
Experience of leading a team	✓		A/I/R
Experience of liaison with external agencies		✓	A/I/R
Experience of analysing/preparing data and report writing.	✓		A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Knowledge of procedures and regulations relevant to leading the admin function	✓		A/I/R
Knowledge of developing ICT systems to improve administrative systems	✓		A/I/R
Well- developed organisational, decision making, problem solving, time management and prioritisation skills	✓		A/I/R
Warm and approachable manner and the ability to relate to a wide range of staff, pupils and visitors	✓		A/I/R
Awareness of the importance of confidentiality and data protection	✓		A/I/R
An awareness and understanding of safeguarding responsibilities of all adults who work with children.	✓		A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Ability to organise, lead and motivate staff	✓		A/I/R
Ability to prioritise and work to tight deadlines whilst retaining professional composure	✓		A/I/R
Ability to work on own initiative and as part of a team	✓		A/I/R



Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required.	✓		A/I/R
Flexible and resilient	✓		A/I/R
Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents, staff and governors;	✓		A/I/R
Ability to set standards and provide a role model for others.	✓		A/I/R
Deal sensitively with people and resolve conflicts.	✓		A/I/R

► Reasons to work at Colne Valley High School



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

