



GREAT HEIGHTS
ACADEMY TRUST



THE MIRFIELD
FREE GRAMMAR

Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Administrator and Cover Officer across the school. This is an exciting time to join The Mirfield Free Grammar Journey as we begin a new chapter in our history, with The Great Heights Academy Trust.

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.



Administrator and Cover Officer



CANDIDATE INFORMATION PACK

► Welcome

Dear Colleague,

I am delighted that you are considering the position of Administrator and Cover Officer at The Mirfield Free Grammar.

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

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

We strongly believe The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to ‘achieve excellence together’ and this vision is embedded in ‘THE MFG Character’ across our school community.

We endeavour to create well-rounded, happy, and confident young people who are able to contribute positively within the community. I am a firm believer that THE MFG Character of Tenacity, Health & Happiness, Equity, Morality, Flourish, Generosity are the most appropriate foci to enable our students to achieve this.

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

Yours sincerely

Mrs Alexandra Fuller
Principal



Overview of the Position for The Mirfield Free Grammar

The Mirfield Free Grammar 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 administration 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 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](#).

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.

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.

Current Trust Academies and Designations

Click to view

JOB DESCRIPTION

Position:	Exams and Cover Officer
Department:	Admin
Pay range:	Grade 6
Hours of work:	37 hours per week, term time plus 15 days
Responsible to:	Vice Principal

Prime Objectives of the Post

To organise daily cover for absent staff. To provide administration support for the Administration Services Manager and the General Office. To allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the students. To inform relevant staff of any changes to the cover list. To produce a daily teaching cover timetable and individual timetables for supply teachers as necessary. To inform teaching staff of their cover responsibilities each day.

Range of duties and responsibilities:

Cover Duties

- To receive calls and emails from staff regarding their absence.
- To organise daily cover for absent staff using the diary which details planned absences, meetings, school trips and training, plus unplanned absences.
- To make full use of the school calendar and ensure that all future events that require cover/timetable changes/room changes are identified, prioritised, and planned for accordingly.
- To allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the students. To inform relevant staff of any changes to the cover list.
- To produce a daily teaching cover timetable and individual timetables for supply teachers as necessary.
- To inform teaching staff of their cover responsibilities each day.
- Throughout the day, deal with any changes regarding cover arrangements and deal with any issues arising. This requires considerable mobility around the school to ensure that all messages are received by relevant members of staff.
- To manage and administer the cover e-mail account for the delivery of cover work and advice from absent staff.
- To develop relationships with supply agencies (for long and short term supply) and decide which agencies are preferred suppliers to the school. This includes negotiating daily and hourly rates with supply agencies in order to achieve the best value for the school.
- To liaise with supply agencies daily and book supply staff as required.

- To meet and inform supply staff of their cover responsibilities, checking ID, DBS etc.
- To be the main point of contact for all supply staff and ensure timesheets are checked and signed daily and electronically authorised or emailed to agencies at the end of each week.
- To liaise with Heads of Department and Senior Staff with regards to supply teachers who are on a long-term contract, ensuring that appropriate feedback is obtained from the department and fed back to the agency.
- To collate any issues with regards to the quality of cover work that has been set and inform Heads of Department when issues have arisen.
- To maintain and provide data with regards to cover within the school, including levels of cover undertaken by individual members of staff.
- To maintain records of supply staff used (including DBS information) and agency bookings and record information for the Single Central Record.
- To prepare weekly record sheets of agency supply staff costs for the Finance Department.
- To arrange cover for absent staff within non-teaching departments where necessary.
- To keep abreast of Cover Regulations for teaching staff and agency supply staff.

General Office Duties

- To be an initial point of contact for enquiries, by telephone or in person, advising staff, parents, students etc. on administrative procedures and on appropriate sources of help or information. To operate the school's switchboard. To distribute messages, letters, equipment etc. to students, parents, or staff as necessary.
- To provide administrative support for the Administration Services Manager with a responsibility for data.
- Produce correspondence, reports, policies etc. by utilising MS Office, some of which may be of a confidential nature.
- To provide typing and data input as required by Teachers and Heads of Department, some of which is of a confidential nature.
- Operate the Office Information Database system as required. To obtain relevant information from the database for use in correspondence (mail merge) and for staff when necessary; to look up student details, to generate class lists, contact details, labels etc.
- Notify the Bursary of deliveries as necessary.
- To assist in the sorting, postage and recording of outgoing general mail, including postage of examination scripts.
- Attend relevant training including maintaining a current First Aid certificate.

- To assist with the filing, including filing of examination results to student files.
- To assist the Pastoral Secretary in providing first aid to students; recording first aid given and all necessary reports and paperwork. Contacting parents/carers when necessary and informing tutors when a student has been sent home.
- Liaise with other office staff to ensure the smooth running of the office during lunchtime breaks.
- Deal with Lost Property.
 - To ensure the two-way radios are kept secure, fully charged and ready for use at all times.
- To inform a senior member of staff of any incidents/emergencies that require their immediate assistance.
- To keep the office secure at all times and to keep the office tidy to reflect a professional frontline service.
- To keep records of all pupils leaving the site for medical appointments etc.

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

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.

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: Administrator and Cover Officer

Key to identification: A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Business or Administration qualification		✓	A/I
Evidence of personal commitment to CPD		✓	A/I
Willingness to attend appropriate training	✓		A/I
Experience	Essential	Desirable	A/I/R
A minimum of 2 years' experience in an administrative role	✓		A/I/R
Experience of IT and MIS programmes	✓		A/I/R
Experience of working with changing priorities and proven ability to handle a range of situations.	✓		A/I/R
Experience of using MIS system Arbor, Integris or equivalent.		✓	A/I/R
Experience of using Word, Excel, and Outlook	✓		A/I/R
Experience of working within a busy, diverse environment	✓		A/I/R
Experience of working and communicating with external agencies		✓	A/I/R
Knowledge and Skills	Essential	Desirable	A/I/R
Ability to set standards and provide a role model for others.	✓		A/I/R
Able to present information clearly to a wide range of audiences.	✓		A/I/R
Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative.	✓		A/I/R
Able to evaluate current systems and modify and enhance their effectiveness.	✓		A/I/R
An awareness and understanding of safeguarding responsibilities of all adults who work with children.	✓		A/I/R
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required.	✓		A/I/R
Ability to communicate with and build relationships with a wide range of audiences, including other employees within the Trust, parents, and students.	✓		A/I/R
Ability to work to tight deadlines and problem solve.	✓		A/I/R
Excellent attention to detail.	✓		A/I/R
Able to identify customers' needs quickly and deal effectively with enquiries	✓		A/I/R
Personal Qualities	Essential	Desirable	A/I/R
Excellent interpersonal and communication skills both written and verbal	✓		A/I/R



Warm, caring, and approachable nature	✓		A/I/R
Ability to work independently and as part of a team	✓		A/I/R
Receptive to new ideas, approaches, and challenges	✓		A/I/R
Demonstrate a commitment to the Trust vision, aims and ethos, its community, and the school improvement agenda.	✓		A/I/R
Complete confidentiality, discretion, and tact.	✓		A/I/R
Calm and able to respond to changing demands.	✓		A/I/R
Flexible and willing to adapt to changing circumstances.	✓		A/I/R

► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



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.

