



**GREAT  
HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*

**Administration Assistant**

**Partner Provision Team**

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**CANDIDATE INFORMATION PACK**



Dear Colleague,

I am delighted that you are considering the position of Administration Assistant in the Great Heights Partner Provision.

The Great Height Partner Provision provides a high-quality alternative education for children and young people with health (including social, emotional and mental health) or medical needs.

We are seeking to recruit an individual who has the inspiration, drive, and motivation to make a difference to the lives of young people. This is a unique opportunity to join a fantastic, dynamic and knowledgeable team and support children and young people whilst they are unable to access their mainstream school.

It gives me great pleasure to introduce myself as the Head of the Partner Provision. The Partner Provision is a safe, warm, welcoming, and inclusive Provision where all stakeholders have children's best interests at heart. The pupils who access the Provision are amazing! They are resilient, determined, caring and inclusive. As Head of Partner Provision, I am incredibly proud of the pupils that access our provision, be it on a short-term basis, or longer-term basis.

If you are considering applying for the position, you are welcome to come and visit us. Please contact 01924 326371 to arrange your visit. I look forward to receiving your application, best of luck to all.

Yours sincerely,

Miss L De Villiers

Head of Partner Provision



## ▶ 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

**GREAT HEIGHTS ACADEMY TRUST**  
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- BOWLING GREEN ACADEMY**
- CARLINGHOW ACADEMY**
- COLNE VALLEY HIGH SCHOOL**
- MARSDEN JUNIOR SCHOOL**
- RAYNVILLE ACADEMY**
- THE GREETLAND ACADEMY**
- THE MIRFIELD FREE GRAMMAR**
- WEST VALE ACADEMY**

**English Hubs**  
Teamworks English Hub @ The Greetland Academy

**Great Heights Research School West Yorkshire**  
Supported by the Education Endowment Foundation

**AA Teamworks WEST YORKSHIRE SCITT**

**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.





## ▶ Administration Assistant

*Achieving excellence together*

<b>Position:</b>	Administration Assistant
<b>Department:</b>	Great Heights Partner Provision
<b>Pay Range:</b>	Grade 5
<b>Hours of work:</b>	37 hours Term Time Only
<b>Responsible to:</b>	Head of Partner Provision

### Prime Objectives of the Post

To provide an efficient administrative service in order to ensure that the Provision operates efficiently and effectively.

### KEY AREAS

- Administrative
- Miscellaneous

### Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

### 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, processes and procedures are adhered to as requested from the Trust post holders.

### Main Duties and Responsibilities

#### Administrative

- To set up and maintain electronic filing and recording systems and contribute to changes and improvements to internal procedures
- To streamline processes to improve the efficiency of the service
- To provide prompt, polite and effective information, advice and access to services to colleagues, members of the public, other public sector bodies and external agencies
- To undertake word-processing and Excel duties as required including complex documents, correspondence, teaching materials and reports



- To maintain attendance records for all CYP within the service and share this information with schools and other agencies for safeguarding
- To deal with telephone queries and redirect contacts to the appropriate member of staff
- To be able to manipulate computerised databases and produce schedules and reports as required
- To ensure that student, staff, and other documentation is filed correctly and efficiently
- To provide secretarial and administrative functions to the Senior Team and other staff as required
- Update Students list, Telephone list, Staff list as necessary and upload to system
- To take receipt of mail deliveries and distribute internally, frank mail, deliver franked mail to the Post Office each day, to include registered, recorded and special delivery
- Checking the delivery of goods
- Liaising with other schools, suppliers, parents and Trust
- Set up systems for new pupils following regular Panel meetings
- The above responsibilities are not a limited list and other administration duties will be required.

### 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 be reasonably required by your line manager
- To play a full part in the life of the Academy's 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 school 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 the Academy Development Plan
- To carry out your duties in accordance with the Academy's Equal Opportunities Policy.

### 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.

### General

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder is responsible for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.



- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

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

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
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
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
A minimum of 3 years' experience in an administrative or secretarial field		✓	A/I/R
Experience of IT and MIS programmes	✓		A/I/R
Working with changing priorities and proven ability to handle a range of situations.	✓		A/I/R
Experience of successfully networking and building relationships with other organisations or institutions	✓		A/I/R
Experience of analysing/preparing data and report writing.	✓		A/I/R
Experience of using MIS system Arbor, Integris or equivalent.		✓	A/I/R
Experience of minute taking.		✓	A/I/R
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Able to support in the management of change and improvement in pursuit of strategic objectives.		✓	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
Deal sensitively with people and resolve conflicts.	✓		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 and beyond.	✓		A/I/R
Ability to negotiate best value.		✓	A/I/R
Ability to manage projects from inception to completion, meeting deadlines.	✓		A/I/R
Ability to work to tight deadlines and problem solve.	✓		A/I/R
Excellent attention to detail.	✓		A/I/R
<b>Initiative and Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Excellent interpersonal and communication skills both written and verbal	✓		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 Great Heights Academy Trust



### 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.

