



West End Academy
Office Administrator Application Pack

Post Title	Administrator
Location	West End Academy Regent Street Hemsworth WF9 4QJ
Salary & Grade	Grade 4 SCP 5-6 FTE (£23,500 - £23,893) Actual Salary £7,947.87 - £8,080.78
Hours	15 hours per week, Monday to Friday Permanent Term Time only

Waterton Academy Trust is looking to appoint a highly motivated and enthusiastic office administrator to join West End Academy, a one-form entry primary school, located in Hemsworth, Pontefract, from September 2024.

West End Academy is a smaller than average primary school and joined Waterton Academy Trust in July 2018. The Trust consists of 13 primary phase schools in the Wakefield and Barnsley area. As part of this Trust both staff and children enjoy varied opportunities for collaboration in all areas of the curriculum.

Waterton Academy Trust is a forward thinking Multi Academy Trust of 13 partner schools, serving the Wakefield and Barnsley districts.

Our ideal candidate will:

- Be enthusiastic, highly motivated and hardworking
- Provide a professional reception and front of house service to school visitors
- Act as the first point of contact for the School, greeting visitors, ensuring security processes are in place and followed and providing hospitality as appropriate
- Have a commitment to support our common purpose of providing our children with the best possible care and education
- Have the ability to form positive relationships with a wide range of stakeholders
- Have excellent organisational and communication skills
- Have the ability to work under pressure and to deadlines while maintaining a good sense of humour
- Be adaptive in an ever changing environment
- Have a secure knowledge of Microsoft Office
- Appreciate the role that efficient administration and organisation can play at the heart of a school
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person

In return we can offer:

- The support and expertise of the academy's leadership team and governing body
- Keen and engaging pupils with a desire to learn and develop
- An opportunity to work with a passionate and dedicated team of staff
- A happy and caring school community
- A health and wellbeing package
- A cycle to work scheme
- An excellent pension package

Next Steps

Interested candidates are welcome to visit West End Academy. To arrange a visit, or for further information, please contact Mr. Chris Johnson (Headteacher) at CJohnson@watertonacademytrust.org.

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page of the trust's website www.watertonacademytrust.org/recruitment.



Completed applications are to be returned to KShaw@watertonacademytrust.org or to the school address by the closing date below.

Selection Timeline

- **Closing Date:** Midday Friday 10th May 2024
- **Shortlisting:** PM Friday 10th May 2024
- **Interviews:** W/C 13th May 2024

Dear Applicant

Thank you for your interest in the post of Administrator at West End Academy. We hope that this pack provides you sufficient insight and information to decide if you have the right qualities, skills and experience to apply for this exciting position.

Our Trust came in to being on the 1st September 2014. Our infant, primary, specialist and preschool sites are currently situated within the Wakefield and Barnsley areas and consist of well over 3500 pupils. To find out more about the work of the trust view [our most recent stakeholder report here](#).

This is an exciting time for all concerned with Cherry Tree Academy and the trust. The school is continuing to deliver improvements at pace and develop provision in many areas. The trust has recently broadened its offer, opening more preschools and specialist settings. Our renewed drive for excellence, both at school and trust level will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.

Working for Waterton you will have the opportunity to shape the lives of not only those in your care within your own school, but contribute to the wellbeing of all those in the Waterton family. As a key leader in the development of our provision, you will also have the opportunity to work alongside partners from across the trust and the wider system leaders' network.

Given the trust's ambition for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals who will contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.



Yours sincerely,



Dave Dickinson OBE
Chief Executive Officer

Foreword from the Headteacher

On behalf of all the children, staff and governors at West End Academy, I would like to thank you for your interest in joining us.



Since I joined the school in September 2014, all the staff have worked hard to improve the learning experiences for our children. We are a very ambitious team and we all want the best for the children.

We have been recognised by Ofsted as a good school with outstanding features but we don't want to stop there. We recognise that we can do more and we are working hard, with the support and challenge of Waterton Academy Trust, to ensure that the school continues to improve on its journey to outstanding.

One of the strengths of the academy is the school's senior leadership team. Recognised as outstanding by Ofsted, the team shows a continued drive to develop the staff who work at the school.

The role of Administrator is essential to the successful running of school and provides the opportunity to be the first point of contact and make a difference our children and their families. We are looking for an efficient, organised and hardworking person who will have a positive impact on our admin function, and bring strength to our staffing team.

Another one of the academy's strengths is the children's behaviour. Also recognised as outstanding by Ofsted, children show fantastic attitudes to their learning. The school is a calm and happy place to learn.



West End Academy is a school which is committed to providing a stimulating, creative environment so that all our children enjoy learning, make outstanding progress and reach their potential. By offering a rich and diverse curriculum, we are constantly striving to provide high quality learning opportunities which engage, challenge and inspire all our pupils. Displays around school proudly show off our work in these subjects. It is our aim that children leave West End with a well-rounded education that equips them expertly for life at secondary school.

Chris Johnson
Headteacher

About Our School

West End Academy is a slightly smaller than average primary school located in the former mining village of Hemsworth. The percentage of disadvantaged children and the school deprivation indicator are slightly higher than the national average. Almost all of our children are from a White British background. The proportion of SEN children is broadly in line with the national average.

Ofsted's last Section 8 inspection, which took place in July 2019, judged that the academy continued to be good. The last Section 5 visit was in May 2015. Overall, the academy was judged to be a good school with outstanding behaviour and outstanding leadership and management. Here are some quotes from the report.

- The school is very calm and orderly. Pupils have extremely positive attitudes to learning. They work hard and are keen to do well. Most are resilient and persevere with challenging tasks. Pupils of all ages cooperate well to share resources and to complete collaborative tasks. Their conduct is exemplary and they are friendly and polite.
- Staff say that leaders provide an appropriate balance of support and challenge. They have many opportunities for professional development and could give examples of how it has improved their teaching. They especially value the opportunities they have to support each other and to visit other schools.
- Pupils speak with enthusiasm about the opportunities that school life offers. They enjoy a wide range of subjects and say that visitors and educational visits enhance their work by 'bringing learning to life'. Many enjoy the wide range of sporting opportunities and after-school clubs. Pupils are encouraged to take on a range of additional responsibilities, and some explained how they support others by being part of the 'Top Team'.



The academy aspires to be an outstanding school and we have extremely high expectations for all of our children. The academy will continue to evaluate and adapt to ensure the quality of teaching is outstanding at the next Section 5 inspection. We have put challenging targets in place for this academic year. These targets include focussing on improving the progress that our children make during their time in Key Stage 2.

From July 2018, the school has been sponsored by Waterton Academy Trust. We recognise the importance of working with others and there are plenty of opportunities for staff to do this within the trust. This allows the school to grow further on its journey to outstanding.



Since joining the academy as an NQT, the school has provided me with outstanding support and training from day one to develop my confidence and capabilities as a member of the wider team and as a class teacher. The working ethos, dedicated staff and friendly atmosphere creates the perfect environment and motivation to develop your career aspirations.

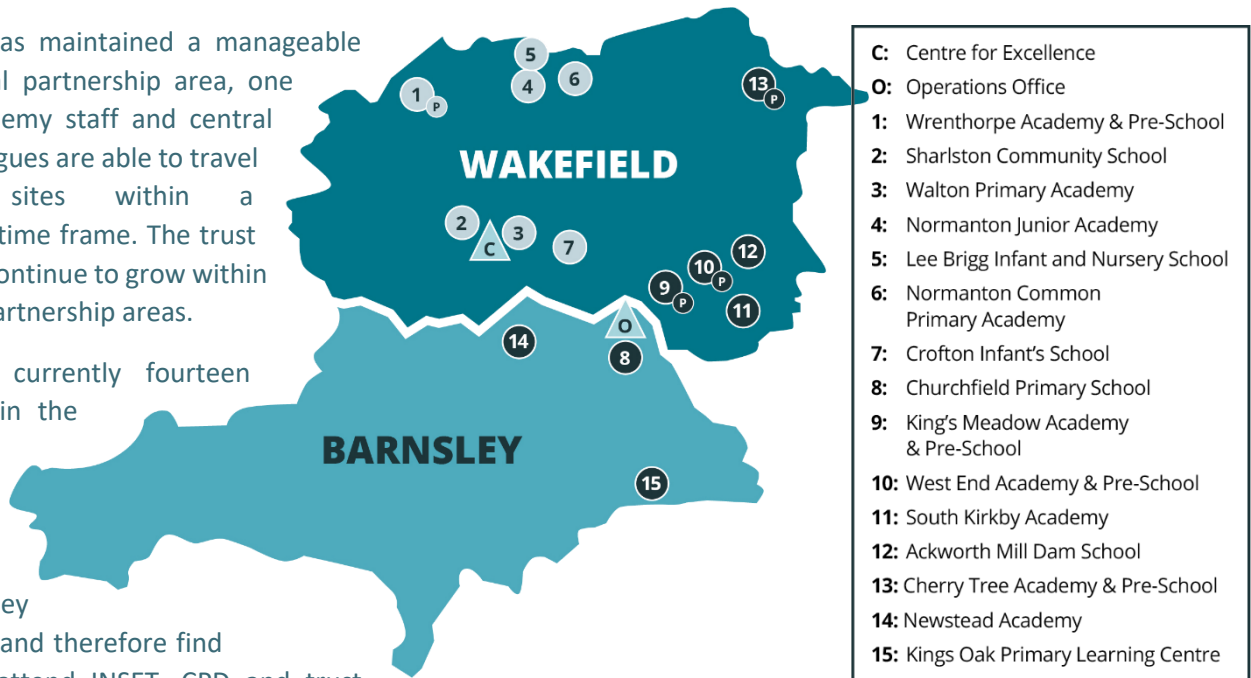
Samantha
Y1 Teacher

About the Trust

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about. We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and contributing to the wider system leaders' network. We encourage colleagues to take up opportunities and engage in projects outside of the trust.

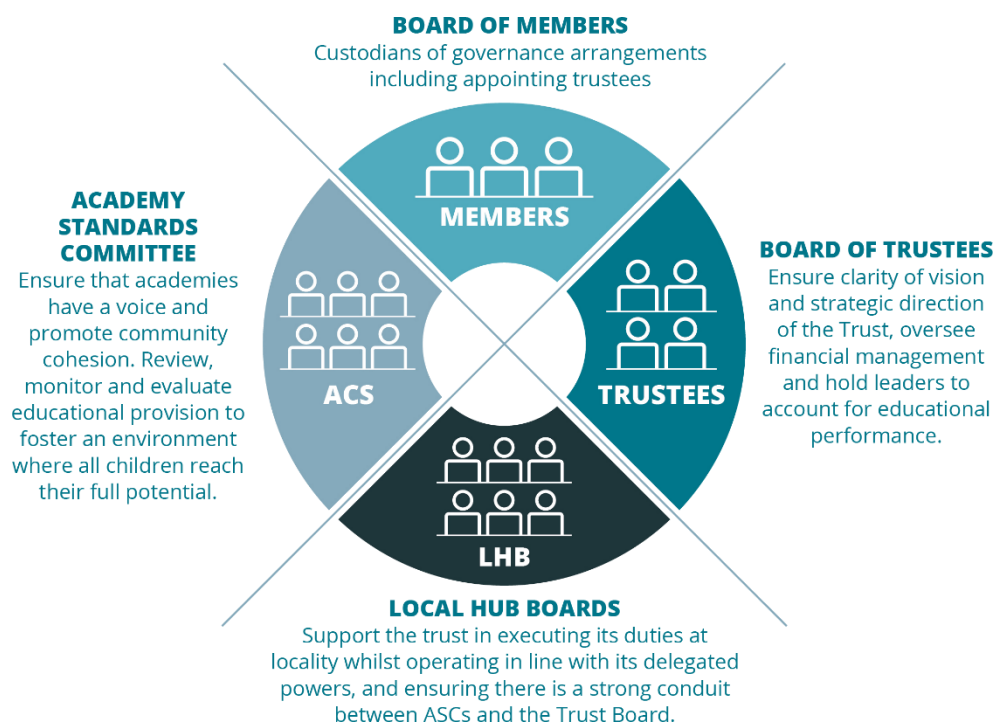
The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between sites within a reasonable time frame. The trust intends to continue to grow within these key partnership areas.

There are currently fourteen academies in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.

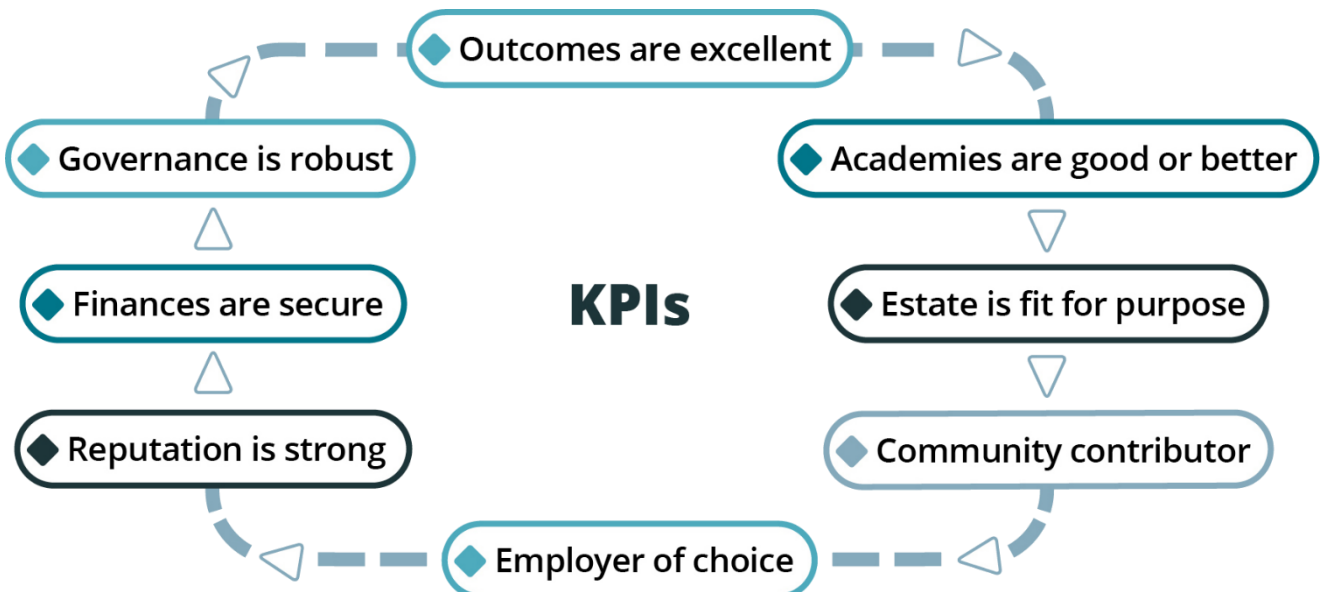
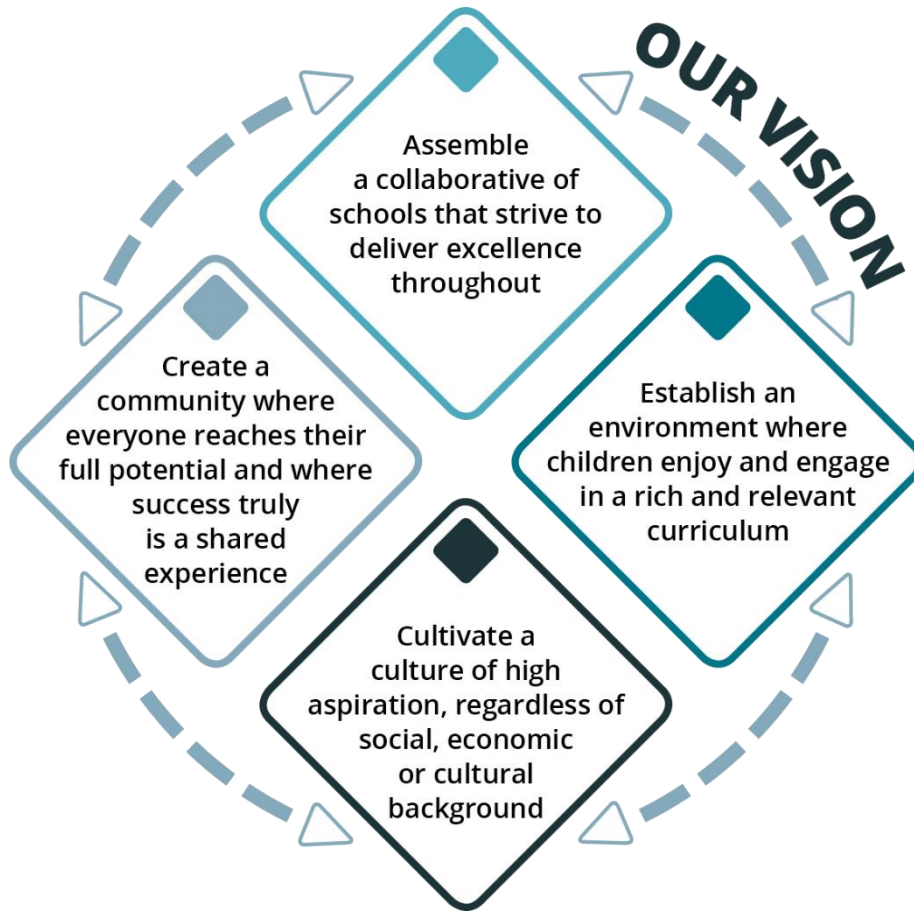


Governance

The trust model of Governance is based on two Geographical Hubs and is built to ensure scalability and clear lines of communication between all levels of Governance. The Members of Waterton Academy Trust commissioned a review of Governance by the NGA which took place during the academic year 17/18. This was a full 360-degree evaluation of our structures, systems and procedures. The review recommendations led to the restructure of Governance which has now been implemented.



Our Vision, Values and KPIs



Job Description

Post Title	Administrator
Accountable To	Headteacher

Purpose of the Post

Provide general administrative and financial support to the school.

Organisation Level Responsibilities:

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.
- Monitor attendance and attend discussions with EWO and senior staff
- Ensure that daily registers are completed and logged appropriately

Administration Responsibilities:

- Provide general clerical/admin., support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resource Responsibilities:

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Assist in the collection, recording and banking of money in relation to school activities
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

Expectations of All Employees:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Additional Information:

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibilities for Resources:

- Employees (Supervision) – None
- Financial – Undertake routine financial administration
- Physical – Effective use of materials and resources as determined by the Headteacher or nominated manager

Customers and Clients:

- Provide face to face reception service dealing with children and visitors to the school
e.g. parents
- Providing general information, advice and guidance on established internal school procedures

Working Conditions:

- Office based. Some ad hoc travel across the Trust may be required to attend training/events

Characteristics of the Post:

- Employees are encouraged to participate in training activities in order to enhance their own personal development
- The employment checks are required:
 - Evidence of entitlement to work in the U.K.
 - Evidence of essential qualifications – see page 1 of this job specification
 - Two satisfactory references
 - Confirmation of medical fitness for employment
 - Registration with appropriate bodies (where applicable)
- The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:
 - Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level

Personal Specification

Post Title	Administrator
Accountable To	Headteacher

AF: Application Form

I: Interview

CQ: Certificates/Qualifications

R: Reference

OT: Occupational Task

P: Presentation

Education and Training		Essential	Desirable	How Identified
Formal Qualifications and Relevant Training	5 GCSE passes including English and Maths (Grade C or above) or equivalent level 2 qualifications or willingness to work towards this	X		AF/OT/CQ/R
	NVQ 2 or equivalent qualification e.g. I.L.M. Certificate in Team Leading, OR	X		AF/OT/CQ/R
	Support Work In Schools (SWiS) Level 2 OR	X		AF/OT/CQ/R
Experience				
Ability to Undertake Duties of the Post	General clerical / administrative / financial work	X		AF/I/R
Knowledge				
Includes Abilities	Appropriate knowledge of First Aid		X	AF/I/OT
	Effective use of ICT packages	X		AF/I/OT
	Use of relevant equipment / resources	X		AF/I/OT
	Good keyboard skills	X		AF/I/OT
	Knowledge of relevant polices/codes of practice & awareness of relevant legislation		X	AF/I/OT
Physical Skills				
Includes any Specific Physical Requirements of the Post (Subject to the Provisions of the DDA Act)	Ability to relate well to children and adults	X		AF/I
	Work constructively as part of a team, understanding school roles & responsibilities and your own position within these	X		AF/I
	Ability to identify own training & development needs & cooperate with means to address these seek learning opportunities	X		AF/I
Suitability to work with children and young people				
Issues Relating to Safeguarding and Promoting the Welfare of Children and Young People	Satisfactory DBS disclosure and standard Trust pre-employment checks Ability to work in a way that promotes the safety and well-being of children and young people	X		I/R DBS Disclosure
Additional Requirements				
	General clerical skills involving use of keyboard and mouse	X		AF/I
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		AF/I
	Committed to professional development in connection with the post	X		AF/I
	Work in accordance with the Trust's core values and behaviours	X		AF/I
	Travel in connection with the post	X		AF/I

	A commitment to equality/diversity in the workplace and the wider educational community	X		AF/I
	A commitment to safeguarding and promoting welfare for all	X		AF/I
	The ability to work in a way that promotes the safety and wellbeing of children and young people	X		AF/I

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Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.



I have worked for Waterton Academy Trust for nearly 7 years and during this time I've watched it grow into something unique and exciting, providing fantastic opportunities for both pupils and staff.

Pam
Chief Finance Officer





Watererton

Academy Trust



Watererton Academy Trust,
The Grove,
Walton,
Wakefield,
WF2 6LD