



Ashlawn School
Administrator



ASHLAWN
SCHOOL

Job Description and Person Specification

Welcome from the Principal

As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell
Principal

About the Role

Thank you for your interest in the position of Administrator at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Ashlawn School is recruiting an administrator to join our Admin Services department. You'll have a good knowledge of all office applications and can respond to varied problems or develop solutions. You'll have a keen eye for detail, with the ability to use initiative within recognised procedures and apply ideas/concepts created by others. Based at Ashlawn School, you will be able to develop and maintain good relationships with colleagues, parents, pupils and can gather, retrieve or exchange information on an everyday basis.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Ashlawn?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the

chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Ashlawn School
Job Title:	Administrator
Salary:	NJC05
Contract:	Fixed Term Monday-Friday 08:00 – 16:00 Term time + 5 days
Responsible to:	Admin Services Team Leader
Key relationships/Liaison with:	SLT Mentors Students Parents
Job purpose:	Provides a full administrative service and clerical support to the Admin Services office. Work is governed by established processes/procedures and without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from a senior member of staff (normally admin).
MAIN ROLE AND RESPONSIBILITIES:	
<p>Office Duties</p> <ul style="list-style-type: none"> • Process and record Student attendance information • Maintain confidential Student/Pupil records • Manage manual and computerised MIS systems • Handle incoming email and distribute appropriately • Administer late and pass-out slips to Students • Undertake routine clerical activities /duties as required and completing routine forms. • Prepare documents and registers for distribution <p>Records</p> <ul style="list-style-type: none"> • To maintain accurate and up to date attendance/lateness records both manually and electronically and to ensure ongoing monitoring of attendance for all children to promote good attendance across the school 	

- Administer a daily attendance and punctuality check each morning and follow up the daily absences by telephone or other means including checking the school answerphone for absence messages and record appropriately on SIMS
- Process and record children who arrive late, and leave during the school day
- Process applications for any leave/special absence of children in liaison with the Senior Leaders and Principal
- To ensure full records are kept and filed appropriately
- To prepare relevant attendance certificates for individual pupils via SIMS reporting

Other

- Liaise with parents to notify of sick Student
- Administration of the on-call function as part of a wider rota
- Cover other areas of Admin Service department in cases of staff absence

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Administrator
Responsible to: Admin Services Team Leader

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Maths & English GCSE 4 or above • A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook 	<ul style="list-style-type: none"> • Trained on SIMs software • Trained on Edulink software
Experience	<ul style="list-style-type: none"> • A minimum of 2 year's administrative experience. • Successful development and monitoring of administrative procedures and processes. • Experience of a high degree of professional autonomy in relation to the key areas of school administration. 	<ul style="list-style-type: none"> • Relevant experience working in a school or business administration environment
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills • Effective verbal and written communication skills • Good time management skills • Produce and process data and documents to ensure accurate reports and information • Ability to organise own workload • Ability to prioritise workload • Ability to handle sensitive and confidential information and issues appropriately. 	<ul style="list-style-type: none"> • Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection • Ability to resolve complex problems, some of which are not covered by existing rules, procedures or instructions

	<ul style="list-style-type: none"> • Ability to self-evaluate learning needs and actively seek CPD • Ability to work independently and as part of a team • To establish good working relationships at all levels – students, teachers, senior management, board of trustees etc 	
Personal Qualities	<ul style="list-style-type: none"> • Calm • Confident • Flexible • Reliable • Professional and confident 	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk).

Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 24 October 2024
- **Closing date:** 01 November 2024
- **Final shortlisting:** w/c 04 November 2024
- **Final panel process:** TBC