



Transforming Lives

EDUCATIONAL TRUST

**Ashlawn School**  
**Sixth Form Administrative**  
**Assistant**

**Recruitment Pack April 2023**

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## About Transforming Lives Educational Trust

### Our History

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2500 children and young people and, along with the Trust's Central team, 350 employees and £15m of public money annually.

### Our Vision

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

### Our Strapline

Transforming tomorrow, today.

### Our Standards

#### One team, one goal

- ◆ We are totally united and committed to improve life chances.

#### Best daily deal, everyday

- ◆ We have the highest expectations for all, in all, from all, always.

#### No excuses

- ◆ We see it, own it, sort it.

#### Community First

- ◆ If it's important to you, it's important to us – we care.

### Our Values

**T**end the team – *listening to, sharing with, and learning from others so that we nurture the potential of all (loyalty)*

**R**each for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

**U**talise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

**S**eize success – *holding onto our vision and building on our achievements (tenacity)*

**T**hank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

### Our Academies



## Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

### Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

### Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

### Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

## Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.
6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from harm.

## Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

## Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

### Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

### Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

### TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

## About the Role

Thank you for your interest in the position of Sixth Form Administrative Assistant 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 of 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 to proceed with your application as we aim to make the very best appointment possible.

### So, who are we looking for?

Ashlawn School wishes to appoint an enthusiastic, efficient and proactive individual to the position of Sixth Form administrative assistant in our large, busy and successful Sixth Form. The successful candidate will perform vital administration tasks necessary for the smooth running of Sixth Form. They will also be front of house running the Sixth Form reception and working with students.

The successful candidate will enjoy being at the hub of activity with varied activities and interaction with staff across the whole school. They will be a strong role model who rolls up their sleeves and gets stuck in with day-to-day operations.

Applications are welcome from individuals currently working in a school or looking to move into the education.

Candidates should have experience of:

- working within an effective administration team
- managing their own performance
- excellent customer service
- development and implementation of new processes and procedures
- responsible for accurate administration of student intake to Sixth Form
- responsible for accurate administration of destination for Sixth Form students
- support with the smooth running of the Sixth Form study hub
- working with information management systems; sims, excel, word, Google systems
- liaising with different teams to ensure effective organisational performance; data team, admissions team
- Microsoft Office software and other school related IT systems

The successful candidate will also:

- Have a calm and reassuring presence
- Be able to advise and support in order to improve performance
- have initiative and self-management skills
- be an effective team player

You will enjoy support and guidance from a friendly team who work together and aim to give the best possible educational experience for their students.

### Why work for Ashlawn?

- A large, oversubscribed 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

### A Welcome from The Principal of Ashlawn School

Thank you for your interest in our school.

As the recently appointed principal of Ashlawn School, I remember well the excitement of considering a new challenge and opportunity. I also know that recruitment is a two-way process. We are looking for the right person for the position; someone who really buys into our vision of ensuring that all staff and students have the right opportunities to maximise their potential in all areas. You are looking for the right school in which to develop and progress, to contribute to the success of others and to get the support that you need to feel happy in your role. We hope that you agree that Ashlawn is exactly that kind of school.

We have a lot to do to move Ashlawn forwards, to regain our position of trust within our community and to become the outstanding school that we know that we can be. We are looking for someone who has the commitment and resilience to being a leader that supports 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 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 lead a highly effective 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 you too can appreciate our wonderful school and its community.

With best wishes

**Paul Brockwell**  
**Principal**

### 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.

## How to Visit & 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 [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to [careers@tlet.org.uk](mailto: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](mailto: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 in 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.

*\*Timeline may be subject to change*

<b>Recruitment Timeline*</b>	
02/05/23	<b>Position advertised</b>
15/05/23	<b>Closing date for applications (9am)</b>
16/05/23	<b>Final Shortlisting and contact with candidates</b> <b>References will be requested at this stage</b>
TBC	<b>Final Panel Process</b>





## Job Description

<b>Location:</b>	Ashlawn School
<b>Job Title:</b>	Sixth Form Administrative Assistant
<b>Salary:</b>	NJC07 £22,369.00 – NJC11 £24,054.00 FTE Actual Salary: £17,895.00 - £19,244.00
<b>Contract:</b>	35 Hours per week, Monday to Friday 8:30am – 4:00pm Term Time plus 7 days
<b>Start date:</b>	ASAP
<b>Responsible to:</b>	Head of Sixth Form

### MAIN ROLE AND RESPONSIBILITIES:

#### Main tasks

- Provide administrative support and assistance to the sixth form department
- Produce standard letters
- Produce documents from draft
- Undertake routine clerical activities/duties, e.g., photocopying, filing, faxing, emailing, completing routine forms
- Process complex mail merge
- Create and maintain simple Excel spreadsheets/databases
- Timetabling on SIMS
- Coordinate the admissions process for sixth form including the interviews for internal and external applicants and their subject choices
- Maintaining the records for all sixth form students and updating parents / carers as appropriate
- Be the first point of contact for students requiring support/help and referring them to appropriate staff
- Undertake reception duties: receive visitors, receive and deal with telephone calls, deal with other enquiries as relevant to post.
- Handling the incoming mail and distribute as appropriate
- Attending key meetings as requested and taking (action/summary) minutes
- Liaise and provide student reference for leavers
- Updating use of school's database
- Diary management, including electronically

#### Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the relevant pay and conditions document not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Transforming Lives Educational Trust is committed to safeguarding the welfare of children and expects all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the Trust.**

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.

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 children and young people.



## Person Specification

<b>Job Title:</b>	Sixth Form Administrative Assistant
<b>Reports to:</b>	Head of Sixth Form

**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
<b>Qualifications &amp; Specialist Knowledge</b>	<p>Maths &amp; English GCSE 4 or above</p> <p>A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook</p>	<p>Trained on SIMs software</p>
<b>Experience</b>	<p>A minimum of 2 year's administrative experience.</p> <p>Experience of diary management.</p> <p>Successful development and monitoring of administrative procedures and processes.</p> <p>Experience of a high degree of professional autonomy in relation to the key areas of school administration.</p>	<p>Relevant experience working in a school or business administration environment</p> <p>Financial management and reporting</p>
<b>Knowledge/Skills (Ability to)</b>	<p>Excellent numeracy and literacy skills</p> <p>Effective verbal and written communication skills</p> <p>Good time management skills</p> <p>Produce and process data and documents to ensure accurate reports and information</p> <p>Ability to organise own workload</p> <p>Ability to prioritise workload</p> <p>Ability to handle sensitive and confidential information and issues appropriately.</p> <p>Ability to self-evaluate learning needs and actively seek CPD</p> <p>Ability to work independently and as part of a team</p> <p>To establish good working relationships at all levels – students, teachers, senior management, board of trustees etc.</p>	<p>Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</p> <p>Ability to resolve complex problems, some of which are not covered by existing rules, procedures or instructions</p>

<b>Personal Attributes</b>	Calm Confident Flexible Reliable Professional and confident	
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**All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).**

