



**Castle View
School**

Pursue Excellence | Be The Best



Job Application Pack

Administrative Assistant – Student Support



ZENITH
MULTI ACADEMY
TRUST

The Vacancy



Administrative Assistant – Student Support

Required: Immediate start

Pay Scale 2-3 point 3-5

Actual Annual Salary £15685 - 16318

37 hours Monday – Thursday 7am – 3pm Friday 7am – 2:30pm

Term time only

Do you want to make a real difference to the life chances of students and the communities we serve? Do you have the potential to achieve the best possible outcome and highest level of wellbeing for all students?

If so we are looking for an Administrative Assistant to join our forward-thinking Student Support team.

We are looking to appoint an enthusiastic Administrative Assistant who will enjoy working in a school that values and delivers excellent professional development. The successful candidate will be able to multi-task, be adaptable, flexible, able to work under pressure to multiple deadlines using their own initiative whilst remaining calm and organised.

Ability to problem solve and ensure that the team is supported at all times. Excellent administration, literacy, numeracy, attention to detail, communication and ICT skills are essential. You will also be arranging cover for teaching staff, as requested either in advance or due to absence. You will liaise with external agencies to book cover teachers/supervisors as needed. This role may also involve covering the Student Services reception area at times.

You will need to:

- Have a minimum of GCSE English and Maths to Grade C or equivalent qualification and a sound academic background.
- Be a good and effective communicator at all levels
- Be open minded, creative and inspirational in your style
- Commit to working collaboratively with colleagues and students
- Possess a good working knowledge of ICT
- Have successful recent experience working with children of the relevant age range

This is an exciting opportunity to join a team who truly aim to make a difference, not only to student life chances and successes, but also developing young people who contribute to society with kindness and confidence.

We can offer you:

- Enthusiastic, friendly and talented students
- A dedicated, experienced and hardworking team of staff with a strong sense of collective endeavor
- The opportunity to develop within a school which is supported by a highly effective Trust that is committed to staff wellbeing and development.

Applications

To apply for the role please download the application form from the vacancy page on <https://www.zenithmultiacademytrust.co.uk/vacancies/>, completed applications should be submitted to recruitment@zmat.co.uk. CV's will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application. Full job description and person specification can be found at the end of this pack.

Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

Closing Date: 30th August 2022

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@zmat.co.uk or telephone 01702 426707.

We look forward to receiving your application. You will be notified of your application status within two weeks of the vacancy closing date.

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Welcome from the CEO



It gives me great pleasure to welcome you to our Trust, and I very much hope this job application pack you gives you a sense of what it is like working in our Trust, including our vision and values.

We are a small, locally-based Trust in South East Essex, currently comprising one primary school and three secondary schools: Laindon Park Primary School and Nursery, The James Hornsby School in Basildon, Castle View School in Canvey Island, and The King John School in Benfleet.

We are intentionally a small local Trust and very much see our role as central to the communities we serve.

As a member of staff within the Trust, you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You become a valued member of a small group of schools, able to shape the education of future generations. In doing so, we hope that you feel really well supported in your career, and that your well-being is always considered. As a member of our Trust, you engage in a professional learning journey which develops you as a practitioner, and allows you to use your talents to transform lives and make a genuine difference.

Our Core Purpose

To enhance the life chances of every child and drive social mobility.

Mission Statement

A quality education and experience for all.

Values

Dignity Collaboration Positivity Aspiration

Vision

Zenith Trust will ensure excellence across the pillars of school improvement, governance, and business operations, harnessing the transformative power of collaboration so that all students attend truly outstanding schools.

Regardless of background or need, all students will achieve highly and have high levels of well-being, because they are taught and supported by the very best staff, who are well-trained and supported, buy into Zenith’s vision, and are committed to providing a quality education for all. School leaders act ethically, inclusively, and always with the child’s best interests at heart. Our students will be aspirational for themselves, enjoying their time at school, and flourishing as individuals within a safe, secure and nurturing environment.

All Zenith schools value students’ social, moral, cultural, and spiritual development, building exceptional character so that students are kind, resilient, and inspired to be life-long learners. By working closely with the families and local communities we serve, and listening to students’ voices, students will be well-prepared for life in a modern, tolerant Britain. They will secure outstanding academic outcomes and high quality destinations, always well-prepared for their next steps. As adults, they will lead happy, purposeful, and rewarding lives, and make a positive contribution to the world.

Andy Hodgkinson
Chief Executive Officer

Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement, and would like to be part of our vision to provide excellence in education, we would like to hear from you.

In return we can offer you:

- A friendly Trust which places staff wellbeing and development at the forefront of everything we do
- School settings with excellent facilities
- Access to high quality and bespoke CPD across the Trust
- A supportive and positive Early Careers program run in partnership with University College London and Chafford Hundred Teaching School Hub
- The opportunity to develop your career with and across the Trust Schools
- The Trust are looking to be early adopters of the new NPQ's

Staff Wellbeing

The Trust is committed to providing a safe and healthy working environment for all staff and supports management practices that promote good health and wellbeing of all its employees. The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and Trust performance, including better outcomes for students.

The Trust has adopted a number of policies to support our commitment to staff wellbeing, including:

- Mental Health and Wellbeing policy which focuses on the Trust's commitment to maintaining the health and wellbeing of staff
- The Health and Safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff Recognition and Reward policy which ensures our staff feel valued for the work they do and recognised for the contribution they make.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that all our diverse and talented young people deserve.

Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding, and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice.

Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
 - Access to a GP 24/7 hours a day seven days week for you and your immediate family
 - Access to a Mental Health Helpline 24 hours a day seven days a week
 - Access to a care adviser who can provide advice and information on adult care issues
 - Medical Diagnostics
 - Medical Treatment at one of the hospitals in our treatment network for certain procedures.
 - Physiotherapy
 - Mental Health Counselling Support
 - Financial Assistances to a care adviser who can provide advice and information on adult care issues
- Access to Benenden Healthcare rewards and discounts scheme
 - 46% off digital fitness subscriptions
 - 22% off activity trackers from Fitbit
 - Save up to 11% on the cost of gift cards of E-Gifts
 - Lifestyle shopping vouchers – save 6%
 - Home movies rentals – save up to 40%
- VIVUP Employee Assistance Programme and Lifestyle savings membership
- On site staff counselling programme
- Access to Bike2Work scheme
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Free access to on-site gym facilities
- Generous Teachers' Pension and Local Government Pensions schemes
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum



The Schools of Zenith Multi Academy Trust



Castle View School

Pursue Excellence | Be The Best

Steve Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mind-set to contribute positively to our wider society. The Headteacher would warmly welcome you to visit the school and discover what it is that makes Castle View School the right choice for you and your child.



**THE
KING JOHN
SCHOOL**

A QUALITY EDUCATION FOR ALL

Daniel Steel, is the Headteacher at The King John School, as a parent of two young children himself, he leads the school through the eyes of a parent, with very high expectations and aspirations for his student. The King John School is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 68% A*, A or B grades at A-level. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.



Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Cristina Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

As Ofsted said about them “pupils are happy and enjoy school”. The school is always aiming to improve, not only the education that they provide to pupils but also the services and goods that they provide to the local community. Their SAT results are consistently good and put them in the top 4% of primary schools in the country.



The James Hornsby School is an oversubscribed ‘Good’ school; as rated by Ofsted, where students are at the heart of all we do. We have a strong family ethos where we believe “Together we excel”.

The Headteacher, Tammy Nicholls firmly believes that these are our key drivers for success not only for our students, but for our staff as well. We welcome the chance to meet with you and discuss your development opportunities as part of the James Hornsby and Zenith family!

They are extremely proud of the strong family ethos we have built, which focuses on developing personal character, resilience, independence and removing barriers to success. Our ethos ensures a safe and happy environment where students are at the centre of all we do. They have highly effective safeguarding structures in place and work in collaboration with parents and carers to ensure high levels of attendance, welfare and outcomes.

They have created an environment where all students can make great progress, this is underpinned by a well-structured curriculum that is rigorous and aspirational and is supported by quality first teaching.

The ultimate purpose is to ignite hope, drive ambition and advance the life chances of everyone who is part of their family. We will help students gain qualifications that will open the door of opportunity and develop the character to get them through.

As a school we pride our self on our core values of:

A Family ethos

High Expectations

Desire

Hope and Aspiration

Innovation



The King John School



Laindon Park Primary School



The James Hornsby School



Castle View School

Testimonials

I started my school finance career in James Hornsby as Finance Officer. My line manager and the school team were immensely supportive from the first day. I received regular coaching and development from my line manager, not to mention various external training opportunities. After spending 2.5 years at James Hornsby, the opportunity arose to apply for the Business manager role at Castle View. The recruitment process was straightforward, efficient and provided positive challenge within the application requirements. I was fully supported in my application by both my existing managers, Castle View and Zenith Multi Academy Trust. The interview and selection processes were fantastic in their level of challenge and support and felt as though they were focused on bringing the best out of candidates. My outcome was successful and the move to Castle View has continued to be supportive, with a number of training and CPD opportunities already provided by both the school and Zenith.

- Business Manager, Castle View School

Since joining as an instructor in 2018, I have been continuously supported by Castle View, and the wider Zenith Multi Academy Trust. This has included fortnightly mentor meetings and frequent observations, feedback and support with my pedagogy; a second school placement at another school within the Trust; and regular CPD opportunities. This all resulted in me achieving my Qualified Teacher Status last December via the Straight To Teach route (which was also funded by the school). Despite only recently qualifying, I am already in discussions with Castle View about my progression and moving on to the next stepping stone of my career and development.

- Teacher of Maths, Castle View School

In the short time I have worked at Castle View School, I have been surrounded by colleagues, at all levels, who have been so supportive and encouraging and have helped me settle into the school culture, quickly and positively. At Castle View School, the Senior Leadership team are extremely supportive of staff progression, allowing staff to show they are trusted. I have personally been able to demonstrate my strengths in other areas outside of the classroom; I am so grateful for being able to be a part of the School's Improvement Plan, as Excellence Strategy Coordinator with a focus on parental engagement on social media platforms and lead on The School's Inspire Magazine, for Excellence. I have also been given the fantastic opportunity to mentor another colleague in their ECT programme. I have really flourished, since being here and have welcomed the new challenges and exposure.

I feel that staff are valued.

- Teacher of English and Media, Castle View School

Castle View have been very supportive of me and my teaching career. They funded my degree which I completed whilst working firstly as an LSA, then as a cover supervisor and finally as an unqualified music teacher here. They then went on to finance and support my Assessment only route into teaching, enabling me to achieve QTS last year. Castle View have a genuine interest in encouraging and championing their staff which is evident in the way they have 'backed' me.

- Teacher of Music, Castle View School

Job Description

Job Title	Administration Assistant – Student Support
Band/Range	Scale 2- 3
Reports to	Senior Student Safeguarding Welfare & Wellbeing Officer, Headteacher
Liaison with	SLT, teaching staff, support staff, pupils.
Line Management	Not applicable
Job Purpose	To provide a high quality, efficient and friendly service for the school, acting as the first point of contact for students, parents and staff in connection with year groups.
Duties	<ul style="list-style-type: none"> • To collate and book cover requests for teaching staff and record sickness absence for all staff and arrange for external cover via agencies, where necessary • To provide administration support for the student support team (Heads of Year and Student Support Officers) • To provide administrative support to the pastoral team including the Assistant Headteacher responsible for mid term admissions and managed moves. • To assist the senior safeguarding, wellbeing and welfare officer with mid-term admissions, requesting student files and information and also sending off files for mid-term leavers • To receive and deal with enquiries from students and parents both over the telephone and in person, filtering queries/problems to the appropriate person or dealing with issues if possible • To assist the Head of Year 11 and SSO Year 11 in the preparation and sending of all references. To do so for past students, when requested. • Assist in collating all files, SEN and safeguarding from primary schools for all year 7 admissions. • To take and deal with messages from both internal and external callers • To communicate effectively with all staff, students and parents • To cover student reception and main reception lunch breaks, when required. • To log whole school and SLT detentions and inform students and parents via Edulink. • To support the pastoral team in booking events, eg school photos, as required. • To support, implement and encourage new processes and systems • To promote the image of Castle View School and encourage team working throughout the school • To ensure confidentiality is maintained at all times • To ensure Health and Safety regulations and Codes of Practice are observed at all times.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Relevant experience within a school administration setting
	Knowledge of relevant policies and procedures	Knowledge of school policies and procedures an advantage
	Literacy & numeracy	Good literacy and numeracy skills
	Technology	Ability to use all technology at a high level Precision, speed and attention to detail Good level of word and Excel
Communication	Written	High level of written communication
	Verbal	Good verbal communication skills
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with pupils and colleagues Ability to deal with people who may be angry, upset or unwell Resolving routine issues independently, within the procedural framework, referring complex or serious problems to the Student Support Officer
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Mental Health training will be provided
Working with others	Working with partners	Understand the role of others working in and outside of the school
	Relationships	Ability to establish rapport and respectful and

		trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other staff within the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills and prioritise workload effectively Ability to work under pressure to deadlines Working on own initiative Dealing with conflicting demands and many and varied interruptions Meeting deadlines imposed internally and externally
	Time Management	Ability to manage own time effectively & assist team members. Ensuring deadlines are met and leadership advised if there is a problem.
	Creativity	Creative thinking
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role