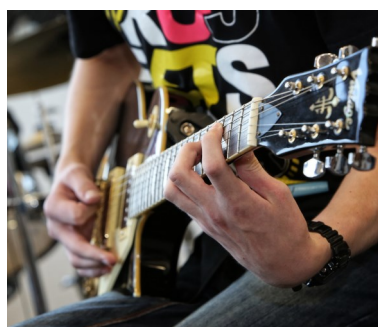


SEAX Trust



Administration Assistant

Candidate Information Pack



SEAX Trust, Fox Crescent, Chelmsford CM1 2BN

www.seaxtrust.com Tel: 01245 963000 Email: jobs@seaxtrust.com



Letter from the Chief Executive Officer



Dear Candidate

Thank you for your interest in this support role within the SEAX Trust Central Team. I hope this pack paints an informative picture of our Multi-Academy Trust, which will inspire you to apply.

The SEAX Trust is a thriving group of four special schools which share a common vision of excellence in their provision of education for pupils with special and additional needs. The Trust is also working to open a free school with residential provision for students with complex autism, which is due to open in 2020/21.

We now have a rare opportunity to appoint an experienced professional who will work within the Central Team to help support the next phase of the Trust's development. Our focus is collaboration—achieving more together for the best pupil outcomes.

We can offer the right person a stimulating and rewarding opportunity to work with highly professional colleagues in developing new goals and strategies and to support the delivery of exceptional business outcomes across the Trust.

To this end, we seek an individual who shares our ethos and will be committed to the Trust's vision and values which are to:

- ◇ **Provide outstanding educational experiences for children and young people with special educational needs**
- ◇ **Put the well-being and achievement of pupils at the heart of all decision making**

If you feel that your experience, skills, commitment and enthusiasm can help us, then we look forward to meeting you and exploring what you have to offer.

Yours sincerely

R Sturdy

Ruth Sturdy
CEO, SEAX Trust

About SEAX Trust



The **SEAX Multi-Academy Trust** was established in 2015 in partnership with:

- **Langham Oaks School**, Langham, SEMH, part-residential, boys, 10 – 16 provision
- **Thriftwood School**, Chelmsford, MLD 5 -13 provision
- **Thriftwood College**, Chelmsford, MLD, 14 -19 provision

Since that date, it has grown to include:

- **Grove House School** in Brentwood, SLCN, 8-19 provision
- **Kingswode Hoe School**, Colchester, MLD, 6 -16 provision

And in 2020/21 will include:

- **The Hawthorns**, Chelmsford, ASC, 7-16, with residential provision.

The Trust has a **Board of Trustees** and each academy currently has its own Academy Committee (AC). The Board of Trustees has overall responsibility for the Trust and its constituent academies. Some of these accountabilities are delegated to the AC through the **Scheme of Delegation**.

There is also a **Central Team** of staff who actively support each Headteacher and Academy and manage the affairs of the Trust:

- Chief Executive Officer
- Director of Academy Improvement
- Director of Business
- Director of HR
- Director of Governance & Compliance
- IT Communications Manager
- LOOP Outreach Service
- Administration Assistant

The Trust arranges regular group meetings, including those of all Headteachers, Business and HR Managers and specialist groups such as Safeguarding and Data Protection.

Although small, SEAX is currently the leading Trust in Essex dedicated solely to pupils with Special Educational Needs. We are extremely proud of the work we do to support our young people and their families towards achieving better life chances and brighter futures when they leave us to begin the next stage of their journeys.

LEADING, LEARNING, CHANGING LIVES

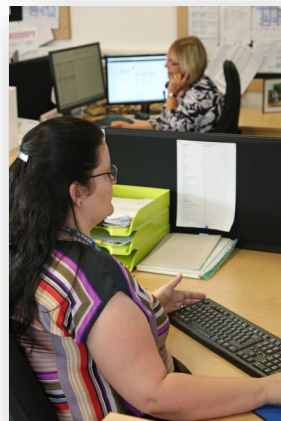
Part-Time Administration Assistant

SEAX Trust

Actual Salary: £11,161 to £12,022 per annum

LGPS Salary Scale 5

Term-Time + Two Weeks



Job Title:	Administration Assistant
Grade:	Scale 5 (Points 8-11)
Based At:	The SEAX Trust Central Office, Chelmsford
Reports to:	CEO, SEAX Trust Central Staff
Liaison with:	Central Team Members, Cross-Trust staff, external agencies
Job Purpose:	<p>To provide a wide range of efficient administrative support for all members of the SEAX Trust Central Team, including the CEO, and Directors of Business & HR</p> <p>To be the first point of contact for both telephone and face-to-face enquiries, providing a professional, welcoming and efficient first impression</p>

Principal Responsibilities



Reception

- Be the 'first point of contact' for both telephone and face to face enquiries for the SEAX Central Team, ensuring a professional, warm and efficient impression is always given and taking messages where appropriate
- Ensure visitor security arrangements are always complied with, including sign-in arrangements
- Accept and sign for deliveries as appropriate
- Provide hospitality for visitors, as required

Clerical

- Be pro-active in offering assistance to all members of the Central Team, including the CEO
- Provide personal assistance to the CEO by arranging meetings, updating diary entries and producing letters and documents, as requested
- Undertake word processing, as required; including letters, emails, documents and forms
- Undertake filing and photocopying, as required, including basic maintenance of the photocopier
- Arrange visits and appointments, updating the online diary system promptly and accurately
- Maintain the stationery and resources stocks, re-ordering when necessary

Finance

- Support the Trust's Directors of Business in providing a full finance support service to Trust schools
- Maintain appropriate financial records for monitoring by auditors, as directed
- Prepare and send invoices using finance software
- Monitor aged debtors (outstanding invoices) and liaise with clients for payment
- Record all income on financial systems
- Process expenses' claims for staff
- Assist with bank and VAT reconciliations (completed centrally), as required
- Support the Directors of Business in processing payroll entries and bank and VAT reconciliations
- Complete monthly payroll forms for onward-transmission to payroll providers as directed
- Attend regular cross-Trust Finance meetings and training
- Provide general administrative support to the SEAX Trust Directors of Business

Principal Responsibilities



Human Resources

- Support the Trust's Director of HR in providing a full HR support service to Trust schools
- Take responsibility for the administration of the Central Team staff absences, keeping up to date and accurate records on the database and spreadsheet records
- Assist the Director of HR in maintaining accurate personnel records for all Trust staff, gathering up to date information and cross-Trust reports from the MIS system as necessary
- Administer certain recruitment procedures when required and ensure that any checks in respect of safer recruitment are carried out fully and that procedures are strictly adhered to
- Carry out DBS checks when required, and liaise with appropriate staff to ensure that the Single Central Record is updated
- Assist in the maintenance of Central personnel files in line with statutory and SEAX requirements
- Assist with induction procedures within the Central Team
- Assist with Central Team staff probationary procedures, arranging and diarising meetings and keeping accurate file based records
- Attend regular cross-Trust HR meetings and training
- Provide general administrative support to the SEAX Trust Director of HR

General Duties

- Establish constructive relationships and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider Trust community
- Encourage interaction and teamwork within the Trust; sharing ideas and new initiatives
- Actively engage in the professional development programme, monitor and assess own performance and take a proactive approach to professional development
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall ethos, work and aims of the Trust
- Comply with all Trust policies and procedures, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

Principal Accountabilities



The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate whatever reasonable changes have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

This appointment will be subject to the satisfactory completion of a six month probationary period.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

The SEAX Trust will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability, as defined under the Act, to meet the requirements of the post.

Person Specification



Detail		Essential	Desirable
Qualifications	Educated to Level 3 qualifications in English & Maths	X	
	Recognised Secretarial/IT/Finance qualification	X	
Relevant Experience	Fast & accurate keyboard skills	X	
	Strong IT skills with experience of Microsoft Software Suite	X	
	Practical experience of working in a busy office environment	X	
	Experience of Arbor/FMS/e-Payroll		X
	Experience of completing returns, writing letters and detailed reports	X	
Personal Qualities	Discretion, sensitivity and confidentiality	X	
	An excellent telephone manner	X	
	Excellent interpersonal skills	X	
	Ability to use own initiative working independently and collaboratively as a member of a small team	X	
	A clear commitment to develop and learn in the role and effectively evaluate own performance	X	
Skills	An ability to prioritise work, to cope with competing demands, deadlines and interruptions	X	
	Excellent written and verbal communications	X	
	Excellent time management skills	X	
	Excellent organisational skills	X	
	Contribution to the development and implementation of effective systems to share and safeguard information	X	
	Quick to learn and willingness to undertake new challenges	X	
Physical Requirements	Stamina	X	
	Good level of health and wellness	X	
Disposition	A helpful and calm, professional manner	X	
	Friendly and approachable	X	
	A sense of humour	X	
	Patience, tact and diplomacy	X	
	Enthusiasm and a positive outlook	X	
	An enthusiastic approach to both routine tasks and unexpected challenges	X	
	Excellent personal presentation	X	
General Circumstances	A good record of attendance and punctuality in the last 3 years	X	
	Willingness to develop self within the post, undertaking training, performance reviews as appropriate, to ensure that relevant skills are updated in order to support the development of the Trust	X	
	To comply with the Trust's requirement to maintain complete confidentiality at all times (Data Protection Act)	X	
	To be aware of the Trust's duty of care in relation to staff, pupils and visitors and to comply with Health and Safety Policies at all times	X	
	To be aware of and comply with the Code of Conduct, regulations and policies of the Trust and its commitment to equal opportunities	X	
The Application Form, Interview and References will be used as sources of evidence.			

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Application and Recruitment Procedure



Candidates should download and complete the SEAX Trust application form available from:
www.seaxtrust.com or www.essexschoolsjobs.co.uk

Required: 2nd November 2020 (or as soon as possible)

Visits: Unfortunately, due to current COVID-19 restrictions, we are not offering visits at this time. However, candidates are encouraged to visit our website at www.seaxtrust.com to learn more about us.

Closing Date: Midday on Monday 5th October 2020

Shortlisting: Tuesday 6th October 2020

Interview: To be held via video-link or at the **SEAX Trust Office** on
Tuesday 13th October 2020

Salary and benefits: 22.5 Hours per Week
41 working weeks per annum (Term time plus 2 weeks during school closure)
Actual Salary: £11,161 to £12,022 per annum
LGPS Salary Scale 5 (Points 8-11)

References:

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates. The Trust may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in an educational environment.

Applications should be addressed to -

Mrs Kate Stannard Assoc CIPD
Director of HR
SEAX Trust
Fox Crescent
Chelmsford
Essex CM2 1BN
01245 963006

Email: jobs@seaxtrust.com

LEADING, LEARNING, CHANGING LIVES

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

**Provide outstanding educational experiences for children
and young people with special educational needs
and to**

Put the well-being and achievement of pupils at the heart of all decision making

Our greatest asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**
Holiday pay and **salary** which is paid *evenly* across the year for our support staff
Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff
An extensive range of **in-house training** opportunities
Experienced and **dedicated practitioners** who are keen to help you learn
A range of exciting internal **career opportunities**

Be inspired by us ...

Challenging roles and **recognition** of achievement
A **motivational** strategy towards both education and business
Staff **involvement** in wider decision-making

Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**
A **highly supportive** organisational culture
A firm commitment to the strengths of **equality and diversity**
A sense of **cohesion and belonging**
A policy to raise **matters of concern**

Ask us ...

If you would like the opportunity to progress your career within the **SEAX Trust**, we would be delighted to hear from you. You can register your details and area of interest by contacting:

Mrs Kate Stannard Assoc CIPD, Director of HR for SEAX Trust
Email: jobs@seaxtrust.com Telephone: 01245 963000

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory medical checks, enhanced DBS clearance and references.

We look forward to hearing from you soon