



Mighty Oaks
Academy
Trust



SCHOOL ADMINISTRATOR
CANDIDATE PACK



Letter from the Executive Leader.

Thank you for showing an interest in joining our Support Staff at Mighty Oaks Academy Trust (MOAT).

We are looking for a well organised, reliable, trustworthy and enthusiastic individual who has a proven track record as an effective administrator. The ideal candidate will assist in the deployment of effective administrative support across the school together with supporting our young people on a daily basis. The role will be varied and busy and ideally suited to an organised and efficient individual with an eye for detail and accuracy, and who understands the importance of confidentiality and integrity in the workplace.

You will demonstrate the motivation required to work with children, resilience in dealing with challenging behaviours, and possess the ability to form and maintain appropriate supportive relationships. The post holder will be responsible for administrative duties, including tasks associated with the attendance, pastoral and safeguarding teams.

The successful candidate will:

- Be able to demonstrate experience of office administration, ideally in a school environment
- Be a motivated individual with the ability to work on own initiative and as part of a team
- Be able to identify work priorities and manage own workload to meet deadlines
- Have high attention to detail and accuracy
- Have excellent organisation and communication skills
- Have excellent literacy / numeracy and be proficient in IT, covering all elements of Microsoft Office
- Show commitment, initiative and reliability
- Have a flexible approach to meet the varying needs of the school. This post will require ad hoc evenings to meet the needs of the school

You will also benefit from the support and experience of our amazing teams and will hopefully find being within Mighty Oaks a rewarding and exciting experience. If, having read the information provided, you think that you are the person we are looking for, I do hope you will apply.

We warmly welcome informal, confidential conversations and questions. Please contact our Executive Headteacher or COO for further information.

Executive Headteacher, MOAT – jodie.cooper@taw.org.uk

Chief Operations Officer, MOAT – tricia.wilkin2@mightyoaks.uk

With best wishes,

P. Doddridge

Executive Leader/CEO, MOAT



OUR TRUST

Mighty Oaks Academy Trust began in 2011, initially as a single academy at Priorslee in Telford. We joined with Buildwas Academy, which converted in 2016. Our aim was to develop a strong, collaborative MAT which focused on primary education. Our MAT employs talented and experienced leaders and practitioners who provide the highest quality school experience possible for each and every one of our children. We have a strong proven track record of strong teaching and learning which is overseen by a team of senior leaders. We are a small, but growing Trust, which enables us to know our schools personally.

We work closely with our schools providing support and structure, where necessary, whilst developing independence and creativity in schools to empower their leaders to imaginatively ensure they provide the very best quality learning opportunities for their children.

Our Vision and Values

At Mighty Oaks Academy Trust, we put the community at the heart of everything we do. This means that in our Trust we aim to:

- Be focused on the children making sure we provide an engaging, stimulating, and fun environment where our children can thrive
- Have talented and dedicated staff, who put the children at the center of all they do and go the extra distance to ensure their needs are met
- Value, celebrate and promote difference for all members of our community
- Form strong working partnerships with our parents to ensure that we are partners in our children's education
- Prepare our children for life and enable them to make a positive contribution to their community
- Enable and support schools to provide a unique curriculum that recognises and addresses the characteristics, history, and future of the community we serve
- Work closely with community leaders
- Commit to providing an outstanding education for all our children.

We aim to provide an outstanding learning experience for all our children, which will enable them to become the best possible version of themselves, within the community in which they live and grow. *"Planting the seeds for success"*.



Our Schools

Our Trust currently consists of two Primary Schools. We value working with other schools, so each of the Trust's schools is developing wider connections through a range of networks and actively seeks opportunities to work in collaboration with others.

Priorslee Academy



Mrs J Cooper, Executive Headteacher



Priorslee is a Primary Academy that is passionately committed to individual achievement, personal growth and the pursuit of excellence for every child. We are firmly committed to providing an inclusive education which meets the needs of all children in our care – ensuring all can achieve the best they can, and all can shine.

Have a look at the wonderful things we get up to on our [Facebook Page!](#)

Priorslee is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

At Priorslee, we believe that children should be curious about their learning. Through our engaging curriculum, we ensure that children can foster a passion for learning that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum; where individual talents can be spotted and nurtured to ensure that all children experience success and reach their full potential. Priorslee Academy is a truly exciting place to learn. No day is ever the same and there is always something new to discover.

We believe that children's happiness and emotional wellbeing is vital and is the foundation for children to be able to thrive and contribute to society. We aim to give children positive initial experiences of learning and relationships, which will help to make them responsible, responsive citizens who appreciate the value of community.



Our core values underpin daily life (ACORNS). We teach our children to **Aspire**, be **Community-Minded**, to always remain **Optimistic**, to show **Respect** and to **Nurture** ourselves, our passions and others in our school community.

We have a passionate and big-hearted staff team who work hard to provide our children with a huge range of opportunities, carefully designed to spark their interests and enthusiasm, inspire them, and enable them to realise their full potential.

We pride ourselves in our strong home/school relationships. We encourage an open-door policy, allowing parents and staff to meet whenever a need arises. We place a high value on establishing close links between home and the school so that we can effectively work together to achieve the best for your child.

We have worked hard on creating our new curriculum, in which we aim to provide a lively, creative curriculum to challenge and motivate our pupils and enable them to participate in a range of high-quality learning opportunities and experiences. We encourage parental involvement and parents certainly enjoy sharing in.

The recent improvement in the school's environment has enhanced the quality of the children's education and we are committed to an on-going programme of refurbishment to ensure the children learn in the very best learning spaces. However, our greatest resource is our skilled and dedicated staff who work tirelessly to provide the best teaching and learning experience for each child. We actively seek to secure highly skilled staff to the school so that our provision is continually improving and kept up to date.

We want our pupils to enjoy coming to school and to be enthusiastic about learning. We expect high standards of behaviour from all our pupils, and we will nurture and encourage pupils and inspire them to be active participants in their own development and education. We encourage them to be responsible, thoughtful, polite, and to play an active part in all aspects of school life. Our School Council gives the children a voice where their thoughts and ideas can be expressed and put into practice.

As a school, we are fully committed to developing each child's unique potential not only academically, but also socially, emotionally and physically. Our children are happy and enthusiastic learners, who work hard to reach the challenges set by their teachers.

We focus on making all aspects of our school a safe and secure learning environment where children feel confident to try out new skills and are encouraged to 'have a go' even if they find something difficult or challenging.

Our pastoral care arrangements are extensive and highly effective and enable children to feel safe and secure during every part of the school day, so that they have the confidence to achieve their full potential both academically and personally.

Buildwas Academy



Mr J Millington, Head of School

Buildwas Academy is set in a traditional Victorian building in the beautiful countryside close to the Ironbridge Gorge World Heritage Site and Ironbridge Museums. Our position, overlooking the River Severn, adds to the charm.

Our school has a strong tradition, educating children since 1855, using the community and extensive local resources provided by the local and wide Shropshire area.

Children are taught in four mixed-age classrooms with our Pre-School provision seamlessly fitting into in our mixed Reception/Pre-School class. We offer education for 3 – 11 year olds within the Buildwas, Leighton and Eaton Constantine parishes and the surrounding Telford & Wrekin and Shropshire areas.

Buildwas Academy is a school that endeavours to make each child feel valued as an individual, within a community that cares. At Buildwas we realise the importance in equipping children with the appropriate academic and physical skills. We try to instil in them correct social and moral values and, most importantly, stimulate and motivate them to achieve the highest levels of confidence, enjoyment and success in all that they do.

Have a look at the wonderful things we get up to on our [Facebook Page!](#)

Our curriculum has been designed with our children and the local area in mind. As a staff we thought about our school's ethos, the community and links we have already established or our plans and hopes for the future.

Our thematic curriculum has been designed with the children and our local context in mind. It aims to enrich the lives of our pupils, giving them skills and opportunities that will help them in later in life and take up their roles as global citizens. We hope that the children are as excited about the themes they will be covering as we are. We endeavour to bring these



themes to life through the local links, visits and immersion activities to help create life-long memories.

Children from Reception to Year 6 at Buildwas are given realistic and progressive opportunities to enable them to develop into mature, responsible, confident, sensitive, respectful and trustworthy individuals.

“A small school with a huge heart.”

Happiness

Enabling

Aspire

Resilience

Trust

These words are pivotal to all that we do. We aspire to ensure that the happiness of the whole school community is our priority. We put our trust in each other, enabling us to provide ambitious, creative learning opportunities, that build resilience and nurture our children to evolve into the best versions of themselves.

Our Central Team

At the heart of our Trust is a highly skilled and experienced team of professionals who ensure that all aspects of Trust operations are managed to a high standard. Ensuring efficiency and alignment is the key. The team continually review systems and enhance processes to ensure that school leaders are able to focus on the quality of education for pupils.



Paul Doddridge
Executive
Leader/CEO and
Accounting Officer



Tricia Wilkin
Trust Operations
Officer

(Maternity Cover)



Amanda Priddey
Chief Financial
Officer



Tina Hinton
Trust
Administrative
Lead



Governance and Management Structure

The MOAT governance structure consists of three key layers. Members, Trustees and Local Academy Committees. There are currently five trustees, including the Executive Leader/CEO, with a wide range of skills and experience both in and outside education.

There are two Local Academy Committees (LAC). Each LAC takes responsibility for oversight of its school's individual performance and holds the Head of School to account, whilst providing support and valuable community engagement.

Our school leaders have become a well-established support network for each other. Regular weekly briefings ensure that information sharing is facilitated. Peer review across the Trust is currently in its infancy. When embedded, this will enable a cycle of evaluations to take place so that each school has a monitoring visit with an agreed focus.

Regular group strategy meetings and 1-2-1s with the Executive Leader/CEO also take place and these serve to ensure that good communication and shared practice is given the important focus it requires.

Under the successful appointment of the new Executive Leader/CEO, we expect the current Trust structures will be shaped and further developed by the successful candidate.

MOAT Growth Plans

The Trust has currently grown organically with the existing two schools. We are expecting that the new Executive Leader/CEO will continue to grow our organisation. Our recently reviewed strategy for external growth is to:

- Proceed with care
- Ensure that growth does not adversely affect the existing schools and their pupils
- Implement a robust due diligence framework
- Develop and implement an operational plan to execute the growth strategy, covering both recruiting additional schools and developing partnerships (try before you buy)

A due diligence framework is currently being put into place to assist and guide this process. This will support conversations with prospective schools.

The Trust has ambitious plans to grow no greater than 10-12 schools over time with approximately 5000 – 6000 pupils. It has recognised that growth brings economies of scale, an opportunity to provide system leadership on a wider scale and the capacity to enhance teaching and school development on a Trust-wide basis to benefit the pupils, staff and their



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schools. The Trust recognises the importance of building relationships over time, whilst managing the internal growth and the development of its existing schools as a MAT.





Mighty Oaks Academy Trust

School Administrator

Salary:	Scale 1, £12.00ph
Contract Type:	8.15am – 3.45pm, Monday to Friday (35 hours)
Contract Term:	Term Time Only, plus 5 PD days.

General

This job description is subject to special employment conditions relevant to working in schools, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and promoting the welfare of Children and young People: adherence to Trust policies and procedures at all times.
- Health and Safety: compliance with Trust policy and taking responsibility for relevant risk assessment and personal Health and Safety.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with Trust policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

The post-holder must uphold the Trust's ethos and values, promoting the safety, happiness and well-being of staff and pupils of the academies.

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time with consultation with the post-holder. Employees of the Trust will be expected to comply with any reasonable request from the Executive Leadership Team/direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the Trust.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role. Employees are expected to participate fully in the staff appraisal review process.



Mighty Oaks Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Job Purpose

Work under the direction supervision of senior staff to provide general clerical, administrative and financial support to the Academy.

Duties:

- School Admissions administration
- Undertake organisation of school visits
- Undertake organisation of school clubs
- To maintain the office as an orderly and efficient working environment.
- Answering the telephone and welcome visitors to the school in a courteous and friendly manner.
- To deal with enquiries from parents and other visitors to the school efficiently, always remaining polite and helpful at all times.
- Offer sensitivity, high professional standards and to respect the confidentiality of information from staff, especially the Head of School.
- Other general administrative duties within the school office that may include word processing, copy typing, filing, general postal duties and photocopying.
- To undertake any reasonable duties as requested by the Head of School or senior management
- Provide advice and guidance to staff, pupils and others (where appropriate – refer to senior staff).
- To liaise with Head of School to promote pupil welfare and attendance.
- Ensure registers are completed promptly and accurately each morning and afternoon, following up children who have not attended without reason; escalating concerns of non attendance to the Head of School.
- Communicating with parents in the case of sick pupils and arranging for their collection.
- Taking telephone calls and delivering messages to staff and pupils.
- To deal with all visitors to the school ensuring they have been processed in accordance with the Trust's Visitor Policy.
- To promote children's welfare and consider at all times what is in the best interests of the child.
- Prepare the School Census returns
- Have regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions.



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- Establish constructive relationships and communicate with other agencies/professionals.
- To deal with first aid issues
- Maintain manual and computerised records. Ensure pupil data is accurate and up to date.
- Undertake routine administration.
- Ensure the children's records are kept up to date and renewed annually.
- To respond in the appropriate manner during a fire practice or in the event of a real fire.
- To do general filing within the office and keep files organised.
- Assist with marketing and promotion of the school.
- To participate in training and other learning activities and performance development as required.
- Comply with and assist with the development of 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.
- Undertake minor financial administration procedures
- Place approved orders for supplies
- Prepare money for banking and take to bank as required.
- Assist in the record keeping of money paid into school fund
- The post holder will be dealing with confidential personal/sensitive information
- To provide high quality, efficient, administrative support for the school and be a welcoming, professional contact for official visitors and parents.
- The level of physical demands would be that expected of a typical desk based job, such as carrying files and setting up for meetings/training events. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job.



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School Administrator

Criteria	Essential/ desirable
EDUCATION, EXPERIENCE AND QUALIFICATIONS	
Good interpersonal skills	E
Experience of working in Administration	E
Experience of working in School Administration	D
Level 2 Food and Hygiene (or willingness to undertake training)	D
Good numeracy / Literacy Skills	E
Excellent computer skills	E
First Aider (or willingness to undertake training)	E
SKILLS AND ABILITIES	
Ability to work constructively as a team	E
Ability to relate well to children and adults	E
Good priority skills	E
Demonstrate and assist in the safe and effective use of materials and equipment.	E
Ability to communicate effectively using various methods.	E
Self motivated and well organised, but flexible approach to work	E
Has a good sense of humour	E
Be able to demonstrate patience, sensitivity and tact with others, including children, parents and staff.	E
Be committed to continual improvement and development	E
Readiness to accept and implement change, openness and willingness to learn and flexibility.	E
PERSONAL QUALITIES	
Resilience and the ability to maintain an objective perspective	E
Reliability, integrity and stamina	E
Honest and open	E
Determination and the highest possible expectations of self and others	E
Demonstrates a 'can do' attitude including offering solutions	E
Flexibility to meet deadlines and respond to unplanned events	E
Ability to inspire confidence in all stakeholders	E
Communicates effectively	E
Enjoy being part of a forward-thinking team and approach change in a positive way	E
GENERAL REQUIREMENTS	
Commitment to the Trust's ethos and values	E
Commitment to providing a responsive and supportive service	E