

# ERNULF ACADEMY



**Astrea Academy Trust**  
INSPIRING BEYOND MEASURE

## Apprentice Operations Assistant

## CANDIDATE PACK

## Job Description

**JOB TITLE:**

Apprentice Operations Assistant

**REPORTING TO:**

Operations Manager

**SALARY RANGE:**

£21,850

**CONTRACT TYPE:**

Full time (52 weeks)

**WORKING PATTERN:**

Permanent

**SCHOLARSHIP**

**CURIOSITY**

**TENACITY**

**RESPONSIBILITY**

**RESPECT**

# Open Letter from our Principal

Dear Candidate,

Thank you for your interest in Ernulf Academy. The core purpose of the Academy is to secure the best possible experience, learning and outcomes for each young person for whom we have responsibility. Ernulf Academy is an 11-16 Secondary School based in St. Neots located in North Cambridgeshire.

Ernulf Academy is a school fully committed to an inclusive, comprehensive curriculum for all, which is underpinned by our five core values: Scholarship, Curiosity, Tenacity, Responsibility and Respect. These values are at the heart of our vision for the school and the important qualities and characteristics we want all our pupils to develop. Our pupils are encouraged to develop confidence, independence and resilience.

We strive for them to be ambitious and 'be the best they can be' whilst being considerate, tolerant and willing to contribute positively to the wider community.

We have high aspirations for all of our young people. Our ethos is based on the celebration of success and the determination to secure further improvement. Visitors to the Academy comment on the purposefulness of lessons and the calm, friendly conduct of students.

Ernulf Academy is a friendly and supportive school which prides itself on treating everyone as an individual and have a family atmosphere.

A scholarly approach is at our core but enabling our pupils to have a holistic education, preparing them for life in the 21<sup>st</sup> Century and becoming global citizens is just as important.

**Mark Neesam**  
**Principal**  
**Ernulf Academy**

Please visit our website for further details on our friendly and supportive [school](#)

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# Role Description

## Main Duties and Responsibilities

To play a vital role in:

- ★ onboarding of new members of staff and the processing of leavers;
- ★ maintenance of employee files;
- ★ liaising with the payroll team in relation to maternity / paternity / adoption / shared parental leave requests;
- ★ submitting recruitment / mid employment change requests on behalf of the Academy;
- ★ liaising with the payroll team in relation to maternity / paternity / admin relating to staff appraisals;
- ★ assist fire drills and fire evacuations (as appropriate);
- ★ processing of overtime, timesheets and staff absence;
- ★ creation of purchase orders, goods receipting and supplier invoices payments;
- ★ supplier statement reconciliation;
- ★ note taking at HR related meetings;
- ★ communications to all areas of the school as required.

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# Person Specification

## Experience

It would be desirable but not essential to have recent experience of working in a secondary school environment. Similarly, experience of ICT systems and general administration and a willingness to undertake First Aid Training would be an advantage.

## Qualifications

- ★ ★ GCSE Maths and English Grade C/4 or above education or equivalent
- ★ ★ A good standard of literacy and numeracy
- ★ ★ Willingness to work towards Level 3 Business Administrator Apprenticeship or Level 4 School Business Professional Apprenticeship.

## Skills and Knowledge

- ★ ★ Ability to communicate well with staff and pupils
- ★ ★ Ability to prioritise administrative tasks and ensure deadlines are met
- ★ ★ Confident in carrying out tasks and problem solving
- ★ ★ Resilience
- ★ ★ Work well as part of a team, however, can also work independently to meet targets
- ★ ★ Have high expectations of themselves and of pupils
- ★ ★ Share school values and promote the ethos of the school

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

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# About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

## Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

## Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

## A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

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Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

## Astrea Talent Programme

*We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.*



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