



Thank you for your interest in working with the Raedwald Trust.

This information pack should contain everything you need to know about working with us and the post of **FOHR Administrator** at the Raedwald Trust.

The Raedwald Trust is a partnership of Alternative Provisions and bespoke pathways serving children and young people requiring a different route to success. The Trust is established to deliver its core purpose devolved by parliament: the advancement of education in the public interest. Committed to the 7 Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership), the Raedwald Trust uses compliance to drive a culture of ethics and probity. Through this approach, the Raedwald Trust is able to unleash greatness by enabling bold, imaginative and innovative learning.

You can find further information about the Raedwald Trust at [www.raedwaldtrust.com](http://www.raedwaldtrust.com)

We always welcome visits from potential applicants. Please get in touch with Laura Leeder, Trust PA (email: [lleder@raedwaldtrust.org](mailto:lleder@raedwaldtrust.org), tel: 01473 550472) if you would like to arrange a visit or need any further information.

**The closing date for applications is Friday 5<sup>th</sup> July 2024**

Please email completed application forms to Laura Leeder at [lleder@raedwaldtrust.org](mailto:lleder@raedwaldtrust.org)

**Interviews will be held w/c 7<sup>th</sup> July 2024 (you may be invited to interview before the closing date).**

Included in this pack is:

- A welcome from Angela Ransby, CEO of the Raedwald Trust
- A job description
- A person specification
- The Raedwald Trust Safer Recruitment & Selection Process

## **Welcome from our CEO**

Thank you for your interest in applying to work for the Raedwald Trust.

The Raedwald Trust is a thriving, inspirational Trust situated in the heart of communities across Suffolk and delivers exceptional education to pupils of all ages who require personalised bespoke education pathways.

I have a genuine interest and enthusiasm for learning and I am passionate about education and working with young people. Making a difference in the lives of young people is what brought me into this profession. It is my belief that all pupils should be successful in schools and that schools should serve the needs of their communities. Staff, governors and trustees at the Raedwald Trust are ambitious for every pupil, and this is evident in the day-to-day life of the Trust.

Learning and Teaching is at the heart of all we do. We believe that the Raedwald Trust should be a centre of excellence with high expectations, positive pupil attitudes, good behaviour and a clear focus on raising standards and ensuring progress for all. We do our utmost to create a culture where every pupil feels valued and where every member of staff is committed to pupils achieving their very best. This is achieved by fostering an ethos firmly rooted in social justice, civic values and lifelong learning.

The Raedwald Trust values its staff as professionals and we provide them with access to a wide range of CPD and training opportunities. We are committed to safeguarding and promoting the welfare of children and we expect all of our staff to share this commitment.

Job Description: FOHR Administrator	
Post title:	FOHR Administrator (essential car user)
Pay Range:	20 – 24
Reporting to:	FOHR Officer / Trust Business Manager
Key purpose of the post:	
<ul style="list-style-type: none"> <li>FOHR Administrator postholders will provide administrative support within sites or centres under the supervision of the FOHR Officer/Trust Business Team.</li> <li>To be an ambassador for the school when meeting parents and other visitors and act as a first point of reference when people arrive.</li> </ul>	
Specific roles/responsibilities of the post:	
<ul style="list-style-type: none"> <li>To contribute to the overall ethos/work/aims of the Trust</li> <li>To be committed to the safeguarding and promotion of the welfare of children and young people</li> <li>To comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection (GDPR), equal opportunities, reporting all concerns to an appropriate person</li> <li>To develop constructive relationships and communicate with all staff and other agencies/professionals</li> <li>To participate in training and other learning activities and performance development as required</li> <li>To recognise own strengths and areas of expertise and use these to advise and support others</li> <li>May be required to attend and participate in meetings with the FOHR Team to provide updates, discuss developments of the administration function and share any issues or concerns</li> <li>Such other responsibilities allocated which are appropriate to the grade of the post.</li> </ul>	
Duties and responsibilities:	
Office Management	<ul style="list-style-type: none"> <li>To be part of an office team that delivers and meets the needs of the academy and the Trust.</li> <li>To liaise with key professionals within the Trust's team as appropriate and communicate effectively to ensure professional and seamless working.</li> <li>Ensure a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building.</li> <li>To maintain all school records and relevant IT systems to ensure a smooth running of all school administration.</li> <li>To ensure the school office is kept tidy, organised and in good order at all times.</li> <li>To present, at all times, a positive image of the school to all staff, parents and visitors both internally and externally.</li> <li>To adhere to standardised administrative systems, processes and working practices across the school</li> <li>To maintain clear and effective filing records and other systems and to keep them updated in accordance with legal requirements such as GDPR referring to Raedwald Trust retention schedule. To use electronic office based systems wherever possible and to minimise paper based records.</li> <li>To hold a current first aid certificate if appropriate – training will be provided on this.</li> <li>To assist with school events and the promotion of the school.</li> <li>To manage queries and provide information and advice about the school and school activities to parents, students and visitors by phone or written communications.</li> <li>To ensure efficient and timely communication of school events and activities.</li> <li>To support the administration and correspondence for curriculum related activities in liaison with relevant school staff.</li> <li>To support the SLT in the preparation and arrangements for annual review meetings and any additional multi-agency meetings.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>General clerical / administrative / filing support / reprographics.</li> <li>Communications with staff, students, parents and other external stakeholders.</li> <li>Administration supporting the functions of admissions, attendance and/or behaviour, student welfare and data management.</li> </ul>

	<ul style="list-style-type: none"> <li>• To assist with the smooth running of the office, organise day to day activities and jobs and contribute to the planning and development of the administrative support for the school and its Senior Management.</li> <li>• To answer telephones and emails courteously, with sensitivity and confidence, using initiative as required and forward detailed messages as appropriate.</li> <li>• To take minutes at meetings when required.</li> <li>• To maintain the school's diary, dealing with any relevant administrative and organisational issues.</li> <li>• To maintain office supplies and first aid equipment, re-ordering as necessary.</li> <li>• To provide first aid to students and staff as necessary and in a sympathetic and efficient manner, ensuring the correct records are kept and logged and the accident book is completed for more serious injuries. To communicate with parents where necessary and in line with policy, particularly for collection of child or for head injuries.</li> <li>• To administer medicines to any student as required (following school policy).</li> <li>• To carry out projects and tasks as directed.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• To assist with administration processes and systems for admissions and for school leavers are successfully completed (including the maintenance of the school admissions register).</li> <li>• To liaise with outside schools and providers for records and information about students.</li> <li>• To assist with the accurate recording of attendance data and reasons for absence, including school registers and student and staff records and to run regular reports for SLT and the Trust.</li> <li>• To assist up to date records are kept for students attending any offsite activities, ensuring permission slips are received and tracking parents for sickness and non-attendance.</li> <li>• To support the admissions process for potential parents to view the school and for students attending taster and transition days. To issue information to new families and ensure all details are gathered, signed and filed including transport.</li> </ul>
Personnel	<ul style="list-style-type: none"> <li>• To report on staff attendance and absences regularly to Head of School and TBM.</li> <li>• To report staff absence insurance information is sent to TBM within the timescale when required.</li> <li>• To update monthly staff sheets for absence/additional hours/mileage.</li> <li>• Ensuring documentation is approved per the Trust policy and within timescale.</li> <li>• To liaise with FOHR and personnel to ensure the school central register is maintained and is checked regularly for up to date information.</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• To support the Trust finance team to collect and record invoices</li> <li>• To liaise with the Trust finance team with regards to managing and reconciling income from uniform/meals etc.</li> <li>• To liaise with the Trust's finance team to ensure ordering process is adhered to within Trust policy.</li> </ul>
Premises	<ul style="list-style-type: none"> <li>• To liaise with FOHR Officer / TBM regarding any on site works, orders or visitors.</li> <li>• To support with all health and safety regulations and checks are up to date.</li> <li>• To carry out the role of Fire Warden and update all records for evacuations are up to date and accessible.</li> <li>• To report any premises or health and safety issues to FOHR Officer /TBM</li> </ul>
<b>In addition to the specific responsibilities outlined above, the staff are expected to</b>	
<ul style="list-style-type: none"> <li>▪ Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture</li> <li>▪ Support the aims and ethos of the school</li> <li>▪ Set a good example in terms of dress, punctuality and attendance</li> <li>▪ Take on any additional responsibilities which might from time to time be agreed with the TBM or Head Teacher/Head of School</li> <li>▪ Build strong links with parents and carers</li> <li>▪ Uphold the school's behaviour code</li> <li>▪ Participate in and where appropriate lead staff training</li> <li>▪ Attend team, SLT and staff meetings</li> <li>▪ Develop strong links with Raedwald Trust sites, LGB, LA support teams, outside agencies, and partnership schools</li> <li>▪ Take appropriate responsibility for own health, safety and welfare</li> </ul>	

<b>Person Specification: Raedwald Trust (RT) FOHR Administrator</b>	
<b>Training &amp; Qualifications</b>	
A-C / 4-9 GCSE (or equivalent) in Maths & English	Essential
Access to personal transport	Essential
Evidence in participation in recent CPD and commitment to further professional development relating to curriculum/learning and teaching	Desirable
<b>Skills</b>	
Excellent communication skills	Essential
Excellent organisational skills	Essential
Ability to prioritise, work under pressure and to meet strict deadlines	Essential
Ability to work as part of a team	Essential
Excellent communication skills	Essential
Excellent organisational skills	Essential
Ability to prioritise, work under pressure and to meet strict deadlines	Essential
Ability to work as part of a team	Essential
Excellent communication skills	Essential
Excellent organisational skills	Essential
Ability to prioritise, work under pressure and to meet strict deadlines	Essential
<b>Knowledge</b>	
An understanding of a range of special needs incl SEMH, ASD, ADHD	Desirable
Microsoft office software including Outlook, Word and Excel	Essential
<b>Experience</b>	
Working in a customer facing or reception role, dealing with enquiries	Essential
Administration and clerical duties	Essential
Working in a school environment	Desirable
Experience of working effectively in partnership with parents	Desirable
<b>Aptitude &amp; Attitude</b>	
Commitment to safeguarding and protecting the welfare of children	Essential
Smart and professional appearance	Essential
Calm disposition, courteous and ability to work under pressure	Essential
Ability to work independently on own initiative and also to contribute as part of management team	Essential
Willingness and ability to be flexible in duties and hours worked	Essential
Ability to get on well with a wide variety of people, be tactful and ensure confidentiality	Essential
Completer and finisher	Essential
Commitment to ensuring confidentiality and security of data	Essential
An interest in issues relating to teaching & learning	Essential

## Raedwald Trust Safer Recruitment and Selection

The Raedwald Trust is fully committed to safeguarding and promoting the welfare of children and young people.

Please read our Safeguarding and Child Protection Policies on our website here  
<https://www.raedwaldtrust.com/about-raedwald-trust/raedwald-trust-policies/>

We implement robust recruitment procedures to ensure the highest standards of safer recruitment are met. We carry out checks when appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

### **Shortlisting**

Only those candidates meeting the essential criteria set out in the person specification will be considered for interview. As part of our safer recruitment and selection process, we operate a strict pre-employment checking procedure which successful applicants will be required to undergo. These include:

- Disclosure - all RT employees will be required to undertake an enhanced DBS check before they start.
- Qualification – all applicants will be required to bring original certificates for any qualifications that are specific to the role that they are applying for.
- References – applications are required to provide a minimum of two references, one of whom must be your most recent/current employer. References must cover all employment and/or voluntary work in the past five year period.
- Eligibility to work in the UK – RT has a legal obligation to check documentation to confirm that all potential employees are eligible to work in the UK.
- Medical questionnaire – all RT employees are required to complete a medical questionnaire.