



Apprentice Office Administrator

Required September 2024

Contract for the time taken to
complete the apprenticeship

32.5 hours per week (time built into working week to carry out apprenticeship requirements)

Salary: To be graded based on successful candidate's age



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Dear Colleague

Thank you for expressing an interest in this exciting post.

Orchard Primary Academy is a unique and vibrant school where staff are fully committed to changing the fortunes for the children and families that it serves. The Academy, under the guidance of South Pennine Academies, has been on a journey of improvement in the last 5 years and in June 2022 achieved a 'Good' Ofsted grading with all areas inspected as 'Good'. Our children are fantastic. They are curious, willing and have taken challenges that have been put in front of them head-on. Our staff are committed and passionate practitioners who truly want the best for each child.

Inspection of Orchard Primary Academy

Princess Road, Chickenley, Dewsbury, West Yorkshire, WF12 8QT

Inspection dates: 15–16 June 2022

Overall effectiveness	Good
The quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
Early years provision	Good
Previous inspection grade	Requires improvement

Orchard Primary Academy serves a community that has its challenges and staff work tirelessly to not only educate children, but to keep them safe, ensure they are in school regularly and to make sure they are ready to learn. Chickenley is a close-knit community and the school is at the heart of it.

We are committed to not only providing our children with a high-quality academic curriculum, but also a carefully planned enrichment curriculum. We place a huge emphasis on physical activity, sport and competition and love to teach our children outdoors through our forest school programme and active learning sessions. Trips and enrichment are a key part of our approach to help children understand the world outside of the community. All children, in all classes attend regular trips which are linked to their curriculum and we have a range of visitors who come in and share their knowledge, experiences or provide an 'out-of-this-world' experience.

We are looking for someone who is:

- Committed to raising standards by being passionate about enabling every child to fulfil their potential.
- Willing to be fully involved in the life of the school.

- Committed to our local community.
- An excellent practitioner who has experience working with children
- Caring and consistent.

The Governors, South Pennine Academies and Academy leaders work together to ensure Orchard Primary Academy provides the very best educational success for our children. All stakeholders are aware of the challenges that Academy faces on a daily basis and will not stop in their pursuit to ensure Orchard becomes a good school that we can all be proud to say we are a part of.

If you think that you are still right for the job then we look forward to receiving your application. If you wish to discuss the job in more detail then please do not hesitate to contact the Principal, Matthew Carbutt, to arrange a visit.

Yours faithfully

Mr. M Carbutt

Executive Principal

Our mission and priorities at Orchard

Mission:

Empower all to be the best that they can be.

Priorities

Engaging children through our outstanding curriculum

Making meaningful and consistent relationships

Promoting diversity and inclusion

Offering excellent wider-world experiences

Widening world and local responsibility

Enabling all children to read fluently and accurately

Raising outcomes for all pupils

All children can achieve, not matter their starting point or barrier.

All staff at Orchard Primary Academy are committed to their role in safeguarding our children in all aspects of their lives. Our staff are caring, vigilant and leave no stone unturned in their pursuit to keep our children safe. Safeguarding procedures, policy and systems are thorough and are part of our everyday practice.

Through our curriculum and ethos, we aim to instil 3 core values in our children that will encourage our children to 'Dream Big and Dare to Fail' in all aspect of their lives



Dream big and dare to fail

South Pennine Academies



Orchard Primary Academy is a proud member of South Pennine Academies.

South Pennine Academies help us to reach our aims and objectives through tailored support. The vision, values and key priorities of the Trust are outlined below:

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class Centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

South Pennine Academies believes in school improvement through a partnership model.

This brings drive, expertise and capacity to the school improvement agenda. We recognise and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Working within a multi academy trust allows school to school support to flourish. Becoming part of our partnership will allow you to become a leader not a follower and be involved in shaping the partnership rather than having it shaped for you.

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community



Joining South Pennine Academies

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure - [South Pennine Academies - Professional Development at SPA](#)
- **Pension** – Every employee of South Pennine Academies has access to the Teachers’ Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

South Pennine Academies Partners



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Apprentice Office Administrator at Orchard Primary Academy**, then you should:

- Apply via My New Term – please ensure all sections are completed.

Timetable for the selection process:

Application deadline: Monday 29th July at 9am

Short listing and notification of interview: TBC

Interview date: TBC

Visiting Orchard Primary Academy

If you would like to visit the Academy please contact the school office on 01924 469 578 to make an appointment. **Visits are welcomed and strongly encouraged if you wish to be considered for the next stage of the application process.**

Successful applicants will be required to undertake a Criminal Record Check via the DBS. Orchard Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Job Title	Apprentice Office Administrator
Salary	<i>Depends on successful candidate's age</i>
Responsible to	Office Manager
Required for	September 2024
Academies:	Orchard Primary Academy

The Role

We are looking for a committed and enthusiastic office administrator who will promote high standards of communication and all aspects office administration.

KEY AREAS

1. Office Management
2. Reception
3. Systems Management
4. Pupil Records
5. Finance
6. General

DUTIES AND RESPONSIBILITIES

1. Office Administration

- Produce statistical data as required.
- Update internal listings (parent/carer contact numbers, email addresses) etc.
- Support with producing academy letters, newsletters and other communications as required.
- Provide administrative support to ensure reports are sent out to parents in line with the academy calendar
- Provide administrative support for parents evening
- To use desktop publishing skills to support with the preparation of school documents, plans and policies, prospectuses, school displays, open / parents' evenings.
- Administer the sale of Uniforms when required under the instruction of the office manager.

2. Reception

- Provide an efficient reception service dealing with visitors and telephone callers to the school and including liaising with parents and external agencies.
- Operate a visitor recording system
- Attain the relevant visitor documentation and liaise with the office manager when signing visitors in
- Ensure all safeguarding checks are carried out on all visitors
- Transfer calls to the relevant person

3. Pupil Records

- Support with communicating with parents with regards to updates of student records e.g. letters home etc.
- Support with providing data e.g. parents evening percentages and administrative returns as required within the purview of the post.
- Complete filing jobs as instructed by the office manager
- Prepare documents for the completion of medical forms by parents/carers
- Provide attendance and school data reports as and when required under the instruction of the Office Manager.

4. Procurement

- Accept deliveries in line with trust procedures
- Check delivery notes to ensure all goods ordered have been received.
- Pass delivery notes to the relevant person.
- Provide support with unpacking stationary orders and ensuring the storage room is kept in order.

GENERAL

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's manager from time to time, in consultation with the postholder.

The postholder's duties must at all times be carried out in compliance with the academies Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Co-operate with management of the academy as far as is necessary to enable the responsibilities placed upon the academy under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

As part of your wider duties and responsibilities you are required to promote and actively support the academies responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to your Employee Handbook for further information regarding Safeguarding

Job Specification

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1	RELEVANT EXPERIENCE	1.1	Previous experience of word processing and/or administrative work.	Application Form/ Selection Process	E
		1.2	Experience of working with computer databases		E
		1.3	Previous experience of working in a school environment.		D
2	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and literacy skills in order to produce basic reports and perform simple calculations.	Application Form/ Selection Process	E
		2.2	Level 3 qualification or equivalent in administration or able to demonstrate ability to work to that level		D
		2.3	First Aid qualification or willingness to complete training		D
3	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding and commitment to the Trust's Equality Policy and how it relates to the duties of the post.	Selection Process	E
		3.2	Experience of quality customer service	Selection Process	E
4	SKILLS AND ABILITIES	4.1	Computer literacy skills: including e-mail and internet.	Application Form/ Selection Process	E
		4.2	Ability to communicate effectively with a range of people both verbally and in writing.		E
		4.3	Ability to work effectively as both part of a team and as an individual.		E
		4.4			E

		4.5	Ability to work effectively and respond positively to the demands of a varied workload. Ability to work to strict deadlines whilst maintaining accuracy.		E E
5 .	ANY ADDITIONAL FACTORS	5.1	Commitment to undertake continued training and development	Selection Process	E