



ATHENA
LEARNING TRUST

**Year Team Office
Administrator**

Applicant Pack

Closing date:

17th January 2025

Interview date:

24th January 2025



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:

Year Team Office Administrator

School Base:

Camborne Science and International Academy

Closing Date:

17/01/2025

Interview Date:

24/01/2025

Vacancy Start

As soon as possible

Date:

Permanent

Contract Type:

£12.17 - £12.24 ph

Salary:



Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Car Schemes: car schemes that cater to your commuting needs

Perkbox: discounts, benefits, and rewards to enhance your lifestyle

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

As a vital member of the administration team, your role is integral to the effective functioning of the Trust and its school(s). Under the guidance of the Director of Year, you will provide essential administrative support, ensuring smooth operations and professional interactions with visitors. Accurate record-keeping and confidentiality are crucial aspects of the role, requiring adherence to established policies and procedures. You will navigate confidential and sensitive information with discretion, demonstrating the ability to handle unexpected situations independently while seeking guidance when necessary. Effective time management and attention to detail are essential for managing tasks under pressure and ensuring timely completion.



What you will be doing

Build Knowledge:

- Review and triage incoming call logs and telephone messages for appropriate staff referral, enhancing understanding of staff responsibilities and procedures.
- Monitor daily attendance, make calls to parents, and record on SIMS, contributing to comprehensive student attendance tracking and reporting.
- Ensure accurate recording of unauthorised student absences on SIMS, fostering knowledge of attendance management protocols.
- Maintain effective administration processes for student records, including filing and photocopying, building organisational knowledge and proficiency.

Build Trust:

- Respond to student enquiries, take statements, and deliver messages promptly and professionally, fostering trust and reliability.
- Monitor truancy and first aid emails relevant to the year team, demonstrating diligence and reliability in communication.
- Communicate effectively with parents/carers regarding student matters via various channels, establishing trust and rapport.
- Organise and record meetings with parents/carers for Director of Year and Assistant Principal, ensuring transparency and accountability

Prioritisation:

- Triage and administer First Aid as required following appropriate training, prioritising student well-being and safety.
- Escort students when necessary and support administrative tasks for Director of Year and Pastoral Care Officer, demonstrating effective task prioritisation.
- Welcome visitors and escort them to meetings as appropriate, managing multiple responsibilities efficiently.



What you will be doing

Clarity and Energy:

- Organise locker and bike permit allocations and maintain relevant administration, ensuring clarity and efficiency in resource management.
- Support in-year activities such as Immunisation days, PSHE days, and parent information meetings, demonstrating energy and enthusiasm for student support initiatives.
- Administer lost property for the year group, ensuring clear procedures and communication.

Follow up:

- Ensure personal health, safety, and welfare, providing ad-hoc/emergency cover for other administration teams, showcasing readiness and reliability.
- Undertake training for self-development and fulfil additional duties as required, demonstrating commitment to continuous improvement.
- Adhere to all Trust and School policies while maintaining confidentiality at all times, ensuring follow-up and compliance with regulations.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students..
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above.

Desirable

- First Aid qualification.

Experience

- Reception and clerical experience.
- Proficiency in Microsoft Office packages including Outlook, Word, and Excel, gained through previous experience in administrative roles.
- Ability to work independently.
- Friendly, professional, diplomatic, and tactful
- Commitment to child safeguarding and protection.

Desirable

- Experience with SIMS, although training will be provided as necessary.
- Experience in educational environments.

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.