



# Administrative Assistant Apprentice

**GRADE: Apprenticeship Wage**

**ACTUAL SALARY: £9,326 per annum**

**Contract: 32.5 hours per week, 39 weeks per year**

**Start Date: September 2024**

## CANDIDATE INFORMATION PACK



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## What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

## Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Administrative Assistant Apprentice position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint a candidate who enjoys working in a team-based administrative environment, with friendly and professional communication skills and strong ICT knowledge.

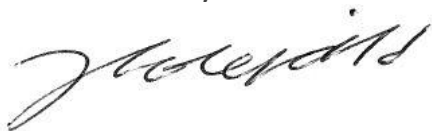
Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Ruth Samme on 01283 216883, via email to [info@elmsleigh.derbyshire.sch.uk](mailto:info@elmsleigh.derbyshire.sch.uk) or visit our website at [www.esteemmat.co.uk/vacancies](http://www.esteemmat.co.uk/vacancies). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield  
Chief Executive Officer

## About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities
- Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.

We will deliver high standards and value for money from our support services, resources, estate and technology.

We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

## Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the post of Administrative Assistant Apprentice at Elmsleigh Infant and Nursery School. I am very pleased that you are considering applying to work in a successful, fun and innovative school.

We are extremely proud of Elmsleigh and it gives us great pleasure to inform you about life at our school. Elmsleigh is all about creating a happy and secure learning environment for your child.

The first years in school are vital in the development of attitudes and we will ensure that your child will develop a positive enquiring mind in a stimulating learning environment, whilst at the same time excelling in enjoyment and achievement.

Every single member of staff at Elmsleigh brings something special to our school and it is our dedicated team that makes our school so unique, along with the children who attend our school. We pride ourselves very much in working closely with parents to create a happy and successful partnership to enable your child to achieve the very best that they can.

As well as making a positive contribution to the lives of our students, we can offer you:

- a supportive, collaborative, and friendly staff environment in a setting where you will have the chance to make a real and positive impact on the lives of Elmsleigh Infant and Nursery School students.
- professional and continuous training programmes and a supportive career progression.
- generous pension schemes (Teachers'/ LGPS Pension Scheme)
- A range of health and wellbeing services through Westfield Health
- Free, on-site car parking
- School social events
- A commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skill and experience to fulfil the role.

The closing date for applications is 12 July 2024 at 23:59. A visit to the site is encouraged, please contact the school on 01283 216883 to arrange this.



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Interviews for this post will be arranged upon suitable application.

I wish you well in your application.

Yours faithfully,

Nicola Price  
Executive Headteacher  
Elmsleigh Infant and Nursery School

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## About Elmsleigh Infant and Nursery School

Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school. We are one of 17 Derbyshire schools that has ER status.

Our Enhanced Resource which has developed over time, supports 16 places throughout school from Nursery to Year 2. Eight places are intended for pupils with ASD (Autism Spectrum Disorder) and eight places for pupils with other severe and complex special educational needs.

Throughout their school day, the children with an ER placement in the Reception to Year 2 age range may spend time in a separate highly staffed and specially adapted class room known as the Rainbow Room, or within a mainstream class with additional support, or a mixture of both, dependent on each child's individual needs.

Further information about our academy can be found on the website at [www.elmsleighinfantschool.co.uk](http://www.elmsleighinfantschool.co.uk)

## The advertisement

**Job Title:** Administrative Assistant Apprentice

**Location:** Elmsleigh Infant & Nursery School, Queens Drive, Swadlincote, DE11 0EG

**Grade/Scale:** NMW/Apprenticeship Wage Actual Salary £9,326 per annum

**Start date:** September 2024

**Contract:** 32.5 hours per week, 39 weeks per year (TTO)

Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school.

We are eager to appoint a candidate who enjoys working in a team-based administrative environment, with friendly and professional communication skills and strong ICT knowledge.

Benefits include: LGPS Pension Scheme, school holidays, Westfield Health membership and free parking.

For further information, please contact Ruth Samme, Elmsleigh Infant and Nursery School, on 01283 216883, via email to [info@elmsleigh.derbyshire.sch.uk](mailto:info@elmsleigh.derbyshire.sch.uk) or visit our website at [www.esteemmat.co.uk/vacancies](http://www.esteemmat.co.uk/vacancies). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 12 July 2024 (23:59)**

**Interviews will be arranged upon suitable application**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



## Job description and person specification

### Job Description: Administrative Assistant Apprentice Esteem Multi-Academy Trust

<b>Post Title:</b>	<b>Apprentice School Admin Assistant</b>
<b>Location:</b>	<b>Elmsleigh Infant and Nursery School</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• <b>To provide effective administration support to the school and SLT</b></li> </ul>
<b>Reporting to:</b>	<b>School Business Manager</b> <b>SLT – when working at academy level</b>
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• <b>Supporting the School Business manager and SLT in the operational functions across school including support with the Academy Finance, Premises, ICT, Health and Safety and Administration functions</b></li> </ul>
<b>Liaising with:</b>	<b>Academy Senior Leadership Team and staff</b> <b>Academy Local Governing Board</b> <b>Central MAT team – School Improvement team, Finance team</b> <b>Other local schools</b> <b>Contractors and external agencies, including local authorities</b>
<b>Working Time:</b>	<b>32.5 hours per week, 39 weeks per year</b>
<b>Salary/Grade:</b>	<b>Apprentice / National Minimum Wage</b>
<b>Disclosure level</b>	<b>Enhanced DBS</b>
<b>PRINCIPLE RESPONSIBILITIES</b>	
<b>To Achieve the Above</b>	<ul style="list-style-type: none"> <li>• To work to defined business standards and processes, performing a wide range of business support tasks with due regard to confidentiality and safeguarding.</li> <li>• Perform a comprehensive range of high level complex administrative tasks, including complex or sensitive reports and correspondence, monitoring or reconciling budgets, producing complex financial reports and statements as required.</li> <li>• Provide efficient, friendly and professional communication skills to support the smooth running of the school including face to face, telephone and email.</li> <li>• To create, manage and manipulate information relating to finance, student or staffing information or any service requirement, including producing bespoke and complex reports.</li> <li>• Administration and reconciliation of events, trips and excursions, including booking venues, arranging transport, issuing communications, compiling paperwork and recording and reconciliation all financial transactions.</li> <li>• To follow financial processes in accordance with MAT Financial regulations, ensuring confidentiality and compliance with GDPR.</li> <li>• Process purchase orders promptly ensuring they are correctly coded and in line with set budget.</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake a range of financial support processes, including processing of purchase orders, ensuring accurate coding, resolving queries and issues, reporting, reconciling accounts and handling cash.</li> <li>• Management of school meals including ensuring the accurate recording and reconciliation of school meals taken. Collect, receipt, record and bank all income in relation to school meals accounts and ParentPay including weekly and monthly reconciliation. Send reminders for arrears in accordance with School policy.</li> <li>• To maintain and monitor the school's attendance records and produce returns and report as necessary ensuring daily attendance is complete on database (Integris).</li> <li>• Preparation and maintenance of manual and computerised pupil data records, ensuring pupil records on database (Integris) is accurate and up-to-date.</li> <li>• To assist with the monitoring and maintenance of stock and order supplies as necessary.</li> <li>• Maintain an accurate and up-to-date inventory of all the organisations resources.</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development.</li> <li>• Actively promote and act at all times in accordance with the policies of the school e.g. Safeguarding, Health and Safety, Equal Opportunities.</li> <li>• Provide a high standard of customer service in all dealings internal and external to the school.</li> <li>• 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.</li> </ul>
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**OTHER GENERIC RESPONSIBILITIES:**

<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development.</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>• Provide a high standard of customer service in all dealings internal and external to the Academy and the MAT</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• 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</li> <li>• The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust</li> <li>• The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</li> </ul>
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This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification: Administrative Assistant Apprentice Esteem Multi-Academy Trust

	Essential	Desirable
Qualifications and Training	Good pass in English and Maths GCSE of at least Grade C (or equivalent)	Educated to A Level; or higher
Knowledge and Understanding	Ability to create, interpret and present complex data accurately and confidently	
Professional Skills and Equal Opportunities	<p>Strong ICT skills including Excel, Word and Outlook</p> <p>Excellent verbal and written communication skills with the ability to relate to people at all levels.</p> <p>Well organised, logical approach to workload with the ability to manage several processes and tasks at the same time and prioritise accordingly to meet deadlines.</p> <p>Analytically minded and demonstrates attention to detail in all tasks.</p> <p>Ability to work flexibly in a team situation whilst be able to prioritise, show initiative and work independently.</p> <p>Ability to be proactive and plan ahead, to allow for fluctuations in demand.</p> <p>Takes responsibility for own actions and decisions.</p> <p>Knowledge and awareness of equal opportunities policy and commitment to its implementation.</p>	

## Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

## Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/what-you-need-to-know-about-the-dbs-check>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

### **Closing date for applications: 12 July 2024 (23:59)** **Interviews will be arranged upon suitable application**

For further information, please contact Ruth Samme, Elmsleigh Infant and Nursery School, on 01283 216883, via email to [info@elmsleigh.derbyshire.sch.uk](mailto:info@elmsleigh.derbyshire.sch.uk) or visit our website at [www.esteemmat.co.uk/vacancies](https://www.esteemmat.co.uk/vacancies). Please use the relevant application form on the MAT website; CVs alone will not be accepted.