



# SCHOOL BUSINESS ASSISTANT

**GRADE: 6 (Point 7)**

**ACTUAL SALARY: £14,713 - £15,044**

**Contract: 26 hours per week**

**8am – 3pm, term time only**

**Monday to Friday**

**Start Date: September 2024**

## CANDIDATE INFORMATION PACK





## 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 engagement officer position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Peak Academy provides education for pupils aged 2-19 who experience a wide range of learning difficulties, from profound to moderate. Many of our pupils have additional medical and physical difficulties, and some have complex challenging behaviour.

We are looking to appoint an enthusiastic and experienced individual with excellent interpersonal and organisational skills to join our pastoral team. The successful applicant will have energy, optimism, initiative, flexibility and commitment to assist with ensuring that pupils attend school and are kept safe.

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

For further information and/or to arrange an academy visit please contact [johowarth@peakschool.co.uk](mailto:johowarth@peakschool.co.uk) or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the Esteem 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 role of School Business Assistant at Peak School. I am very pleased that you are considering applying to work at our academy.

Peak School is an academy special school located in North Derbyshire. It is the only special school in this area and serves a large catchment area from Tameside and Glossop to the North, as far as Chesterfield to the East and Derbyshire Dales to the South of the county, while also catering for pupils from Cheshire. Due to our large catchment area, we cater for pupils who experience a wide range of needs.

Peak School is co-located with Peak Lodge a Social Care residential and respite provision for pupils with additional needs and Alderbrook is an adult care day centre for adults with additional needs. All pupils resident within the Peak Lodge provision attend Peak School and have entered care due to the impact of their behaviour and/or medical needs on their families. In many cases they have moved to us from other Derbyshire special schools, because of placement breakdown or because they have entered the care system.

In response to the wide profile of needs that our pupils experience, our curriculum starts in early years and continues on a developmental learning journey, following the pathway(s) that is suitable to their developmental, social and academic needs. For the majority of our pupils, the journey concludes when they are nineteen and make their transition to adulthood, and the next phase of their lives. The exception is pupils who reside at Peak Lodge and move out of area for their adult placement at eighteen.

Our vision at Peak School is for all pupils to be successful at each stage of their educational careers, ensuring that they acquire the necessary skills and knowledge which will enable them to prosper at the next stage, both at school and in the wider world and eventually beyond Peak school. We do this through our offer of an appropriate, accessible and engaging curriculum which enables pupils to explore a wide range of concepts. Our curriculum helps pupils to develop and build upon their knowledge and skills, allowing them to develop a positive identity as a learner. At Peak School, we aim to make learning meaningful, striving for mastery development across all subjects.

Please visit our website for more information about our wonderful school and fabulous pupils. If you would like to visit us, or would like a discussion about this post, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jo Howarth'.

Jo Howarth  
Headteacher



## The advertisement

**Job Title:** School Business Assistant

**Location:** Peak School, Buxton Road, Chinley, High Peak, Derbyshire, SK23 6ES

**Grade/Scale:** Grade 6 (Point 7) £14,713 - £15,044

**Start date:** September 2024

**Contract:** 26 hours per week, 8am – 3pm, Monday to Friday, term time only

We are eager to appoint a friendly, motivated individual to join our busy school office, providing exceptional levels of support both internally and externally to our parents, carers and visitors. Working in a special school the ideal candidate will have an awareness of pupils with Special Educational Needs (SEN), also having an awareness of the importance and responsibility of keeping children safe in school and have a good work ethic, time management and reliability.

Benefits include: Local Government Pension Scheme, Westfield Health, and free parking.

For further information, please contact Mel Smith, School Business Manager, Peak School, on 01663 750324, via email at [msmith@peakschool.co.uk](mailto:msmith@peakschool.co.uk) or visit our website at <https://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: 07 July 2024 (23:59)**

**Interview date: 15 July 2024**

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: School Business Assistant Esteem Multi-Academy Trust

<b>Post Title:</b>	School Business Assistant
<b>Location:</b>	Peak School, Buxton Road, Chinley, Derbyshire, SK23 6ES
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To provide a high quality front of house service to pupils, staff and visitors.</li> <li>To administer the clerical systems and reception service of the school on behalf of the Headteacher.</li> <li>To ensure the secure operation of the school's computer based administration systems.</li> </ul>
<b>Reporting to:</b>	School Business Manager
<b>Responsible for:</b>	As Above
<b>Liaising with:</b>	School staff and pupils in a positive, courteous and helpful manner also visitors outside of our Organisation
<b>Working Time:</b>	26 x hours over 5 days
<b>Salary/Grade:</b>	Grade 6 (Pay Point 7)
<b>Disclosure level</b>	Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>	
<b>To Achieve the Above</b>	<ul style="list-style-type: none"> <li>To liaise with all staff, pupils, parents and representatives of external agencies appropriately.</li> <li>To handle enquiries appropriately.</li> <li>To welcome and deal diplomatically with telephone enquiries and visitors.</li> <li>To control the schools main entrance security system ensuring appropriate security checks are adhered to, issuing ID badges and signing in.</li> <li>To ensure that all office administrative systems are followed and operated in line with School Policies and Procedures.</li> <li>To support the Headteacher, diary management, arranging and attending meetings, taking and writing up minutes, keeping records, liaising with parents and external agencies.</li> <li>To prepare and maintain pupil records, including attendance files using the Arbor administration system</li> <li>To support with the administration of pupil EHCP (Educational Health Care Plans) reviews, overseeing the review process from start to finish.</li> <li>To ensure that stocktaking for first aid equipment, stationery, computer consumables and general is carried out and stocks maintained.</li> <li>To assist in managing the school website.</li> <li>To support the PTA with the organisation of activities and functions.</li> </ul>



	<ul style="list-style-type: none"> <li>• To ensure that the computer based and manual filing systems are maintained.</li> <li>• To supervise the operation of the telephone system.</li> <li>• To coordinate school events and events when necessary.</li> <li>• To provide some ICT support as and when necessary.</li> <li>• To operate the school's Parentpay system, inputting schools meals that have been taken and acting as a first point of contact for Parents/Carers.</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 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 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: School Business Assistant Esteem Multi-Academy Trust

<b>QUALIFICATIONS AND EXPERIENCE</b>	
<b>Essential</b>	Good qualifications in English and Mathematics to GCSE level.
<b>Desirable</b>	Business admin qualification Training in/understanding of systems e.g. RM Integris; ParentPay First Aid qualification.
<b>KNOWLEDGE AND ABILITIES</b>	
<b>Essential</b>	Computer literate - sound working knowledge of all MS Office applications or similar. Awareness of data protection issues/Freedom of information act. Understanding the need for confidentiality and sensitivity. Understanding of safeguarding policy and guidelines.
<b>Desirable</b>	School/office systems. Knowledge of staffing systems.
<b>ATTITUDES AND ETHOS</b>	
<b>Essential</b>	Professional Courteous, friendly and kind Helpful Exceptional levels of customer service skills Ability to work in and support a team Conscientious and hard working Organised and a good manager of time and workload
<b>Desirable</b>	
<p>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.</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/documents-the-applicant-must-provide>.

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.

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**Interview date: 15 July 2024**

For further information, please contact Mel Smith, School Business Manager, Peak School at [msmith@peakschool.co.uk](mailto:msmith@peakschool.co.uk), call on 01663 750324, or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.