



School Administration Apprentice

GRADE: National Apprentice Wage

ACTUAL SALARY: £11,162.75

**Contract: 37 Hours Per week (Term Time Only 39
weeks + 2 weeks)**

Start Date: September 2024

**Fixed Term Contract until completion of
apprenticeship**

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 School Administration 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 positive, flexible staff who will support class lessons, engaging and motivating pupils and improve the quality of our pupils learning.

Bennerley Fields is an age 2-16 special school, for 100 pupils with a range of learning difficulties and diverse needs.

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 the school office on 0115 9326374, via email to info@bennerleyfields.derbyshire.sch.uk or visit our website at 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 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, and opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflects 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 School Administration Apprentice at Bennerley Fields School. I am very pleased that you are considering applying to work in a successful, fun and supportive special school.

I feel privileged to be leading Bennerley Fields Special School Academy. We are proud to be a part of the Esteem Multi Academy Trust.

Bennerley Fields is an inspirational place to learn and work. We are a strong team of pupils, staff, parents and carers and governors. We value the strong links we have with the wider community. I lead a committed, skilled and highly specialised staff who provide outstanding, challenging and exciting learning opportunities for our incredible students.

Our students are independent and inquisitive learners. They never cease to amaze us with their attitude, determination and achievements. We believe strongly in teamwork and work closely with parents and carers to provide the best opportunities for our students. Together we shape our school. Together we support each other and strive to be the best we can be.

Our school is made up of two buildings. Our Primary Department is housed in a separate building and has its own outside space with suitable play equipment. The Primary block houses our pupils in Dovedale and Newstead and Duffield classes. The extension that houses our Community Room was officially opened in 2011. As part of this building work, the school gained a Therapy/Meeting Room and a Sensory Room. Our Main School block has classes in KS2, KS3 and KS4.

Around the main school building, we have extensive playing fields and open spaces with each Key Stage having its own playground. There is a large polytunnel in our school garden where the children can learn how to grow plants and vegetables. Down near the canal, there is our Forest School area which is accessed by all pupils during the school year.

As Headteacher, I am committed to promoting emotional wellbeing and positive mental health, we embed a culture which values the happiness and emotional welfare of all our students, staff, parents, and stakeholders.

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 specialist setting where you will have the chance to make a real and positive impact on the lives of Bennerley Fields 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 skills, experience, and strength of character to fulfil the challenges of the role. The closing date for applications is Wednesday 10 July 2024. Should you wish to visit the school or discuss the post please contact the school on 0115 9326374 and a member of the Senior Leadership Team will arrange a call.

Interviews for this post will be held during week commencing 15 July 2024.

I wish you well in your application.

Yours faithfully,

Jenni Wright

Headteacher
Bennerley Fields School



Further information about our academy can be found on the website at www.bennerleyfields.derbyshire.sch.uk



The advertisement

Job Title: School Business Assistant Apprentice

Location: Bennerley Fields School, Stratford Street, Ilkeston, Derbyshire DE7 8QZ

Salary: National Apprenticeship Wage £11,162.75

Start date: ASAP

Hours: 37 hours per week, 41 weeks per year (TTO+2)

Bennerley Fields School is a vibrant, stimulating and specialist community in which pupils and staff value themselves and others. We aim to challenge, motivate and empower individuals with the skills and knowledge for a life beyond school. We want the students and staff of Bennerley Fields to be both aspirational and inspirational.

We are seeking a positive, flexible, caring individual who are willing to contribute fully to the life of the school and who are committed to safeguarding and promoting the welfare of children and young people.

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

For further information, please contact the school office on 0115 932 6374, via email to info@bennerleyfields.derbyshire.sch.uk or visit our website at 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: 10 July 2024 (23:59)

Interview dates: WC 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 Apprentice Esteem Multi-Academy Trust

Post Title:		School Administration Apprentice
Location:		Bennerley Fields School, Stratford Street, Ilkeston, Derbyshire DE7 8QZ
Purpose:		<ul style="list-style-type: none"> To provide clerical and administration support within school. To work under the guidance of senior staff.
Reporting to:		Operations Manager / Executive Business Manager
Responsible for:		n/a
Liaising with:		All staff
Working Time:		5 days per week (37 hours per week) 39 weeks per year + 2 weeks, Mon-Fri
Salary/Grade:		National Apprenticeship Wage £11,162.75
Disclosure level		Enhanced
PRINCIPAL RESPONSIBILITIES		
Purpose of role:		<p>As an apprentice you will be in a learning role that is structured to provide you with the essential hands-on experience needed to gain the relevant qualification. You will be working alongside experienced colleagues who will supervise your development and you will have a dedicated mentor to provide you with support and guidance throughout your apprenticeship. As an apprentice you will spend 20% of your working time engaged in your apprenticeship training which may consist of:</p> <ul style="list-style-type: none"> Distance learning, webinars, online learning Mandatory in-house training Job shadowing, mentoring Time spent researching, writing assessments/assignments <p>As an apprentice you will be expected to attend all necessary training activities as well as carry out your job duties as detailed below.</p> <p>PROFESSIONAL PRACTICE: Maintain, develop and apply professional knowledge to enable effective teaching and learning support. Share such knowledge with colleagues to improve whole school effectiveness. Promote positive values, attitudes, and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy. Understand and apply the principles of good classroom management. Understand and apply a range of appropriate support strategies.</p>



BENNERLEY FIELDS SCHOOL



		<p>Be conversant with the schools safeguarding policy and actively employ said policy in order to keep pupils across school safe.</p> <p>Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.</p>
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Key Apprenticeship Responsibilities:

- To undertake the specified apprenticeship to achieve a nationally recognised qualification.
- To report for duty on time at work and college as detailed by both the employer and training provider.
- To ensure students files are kept up to date.
- To gather evidence as instructed by the training provider in order to compile a portfolio for the end point assessment.
- To attend meetings and/or training as set out by the training provider throughout the apprenticeship

Core Responsibilities and Duties:

Finance

- To assist in obtaining quotations for good and services
- To good receipt goods on arrival
- To maintain contract records

Premises & Assets

- To collate and maintain premises and asset records and produce reports.
- To monitor the Parago ticketing system and liaise with admin support staff on outstanding issues.

HR

- To assist in maintaining HR records and produce reports, e.g training, staff surveys, ect.
- To support the HR & Finance Officer to place vacancy adverts and help to administer the recruitment process.

General Administration

- To answer and direct phone calls and email enquiries.
- To book and organise meetings.
- To update the website

Health & Safety

- To maintain Risk Assessment records.

Social Media

- To maintain the schools Social Media accounts & post relevant material when required.

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 Administration Apprentice Esteem Multi-Academy Trust

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Training	<ul style="list-style-type: none"> • Grade C / 4 or above in GCSE English (or equivalent) • Grade C / 4 or above in GCSE Maths (or equivalent) 	<ul style="list-style-type: none"> • Full UK Driving Licence
Experience	<ul style="list-style-type: none"> • Experience of working / supporting a team. 	<ul style="list-style-type: none"> • Experience of working with young people with behavioural needs.
Skills, knowledge and competences	<ul style="list-style-type: none"> • Ability to follow processes and procedures in line with GDPR, Health and Safety, HR Confidentiality, Compliance, Premises & IT. • Good oral and written communication skills. • Good organisational skills. • A commitment to teamwork. • Able to form positive relationships. • Accuracy and attention to detail. • Time management • IT Skills 	<ul style="list-style-type: none"> • Knowledge and use of Microsoft software and office 365. • Ability to maintain accurate records.
Personal qualities	<ul style="list-style-type: none"> • Energy, optimism, initiative, flexibility and commitment • Hard working • Reliable • Approachable • Enjoy working with others 	
Equal Opportunities	<ul style="list-style-type: none"> • Knowledge and awareness of equal opportunities policy and commitment to its implementation. 	
Other	<ul style="list-style-type: none"> • Suitable to work with children • Committed to safeguarding and promoting the welfare of children and young people. • Commitment to raising standards of academic and personal achievement. • Patient, tactful and approachable • Flexible approach to tasks and workload • Able to undertake a range of tasks as appropriate for the role. 	

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: WC 15 July 2024

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