



Transforming Lives

EDUCATIONAL TRUST

Administrator

Recruitment Pack July 2022

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About Transforming Lives Educational Trust

Our History

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2400 children and young people and, along with the Trust's Central team, 350 employees and £13m of public money annually.

Our Vision

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

Our Strapline

Transforming tomorrow, today.

Our Standards

One team, one goal

- ◆ We are totally united and committed to improve life chances.

Best daily deal, everyday

- ◆ We have the highest expectations for all, in all, from all, always.

No excuses

- ◆ We see it, own it, sort it.

Community First

- ◆ If it's important to you, it's important to us – we care.

Our Values

Tend the team – *listening to, sharing with, and learning from others so that we nurture the potential of all (loyalty)*

Reach for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

Utalise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

Seize success – *holding onto our vision and building on our achievements (tenacity)*

Thank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

Our Academies



Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.
6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from harm.

Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

About the Role

Thank you for your interest in the position of Administrator at Ashlawn School..

So, who are we looking for?

This is a rare and exciting opportunity for an experienced Administrator with a real can-do attitude to have the possibility of working from home a few days a week (to be negotiated), and covering our busy reception on a Friday.

This is a generalist administrator role. Reporting into our Admin Services Team Leader, you will be responsible for a wide range of administrative duties, which include, but are not limited to, trips, achievements and certificates, our on-call rota and weekly school newsletter. This is a hands-on role working to established processes/procedures and without close supervision, other than that provided through working arrangements, methods and procedures.

You actively seek out ways of improving your own performance and that of others, and are a real self-starter. Experienced in administration, reception and possibly line management, although you will not be leading a team, we are looking for someone who seeks out ways of improving your own performance and that of others – a real self-starter.

We can offer flexible working, however there will be a requirement for you to come to the office for the first few weeks to ensure that you are set up with all the correct systems, and learn the different MIS we use.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn School. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.

How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline*	
Week commencing 2 nd August 2022	Position advertised
Friday 12 th August 2022	Closing date for applications (9am)
TBC	Final Shortlisting and contact with candidates References will be requested at this stage
TBC	Final Panel Process

**Timeline may be subject to change*



Job Description

Location:	Ashlawn School
Job Title:	Administrator
Salary:	NJC05 08:30 – 16:00 Monday to Thursday (possibility of working from home, to be negotiated) 08:30 – 16:30 Friday's in reception Term time + 5 days
Contract:	Support Staff Terms and Conditions
Start date:	Monday 5 th September 2022 pending successful checks
Responsible to:	Admin Services Team Leader
Responsible for:	The post will have impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety). The post has no or limited direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc. The post has direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.
Key relationships:	The post has no direct responsibility.
Job purpose:	Under the day-to-day direction of the Admin Services Team Leader, be responsible for day-to-day administration of the Admin Services department. Provide MIS reports as required by staff, Senior Managers and Department of Education (DfE).

MAIN ROLE AND RESPONSIBILITIES:

Administration

- To provide full administrative support to members of the SLT
- Produce and edit the school's newsletter on Canvar
- Provide on-call assistance
- Populate and produce the achievements and certificates.
- CPOMS entry for HOY and KSL
- Trip administration
- References
- Department letter distribution
- Maintain confidential Student records
- Manage computerised MIS Systems
- Prepare documents, letters, and reports

- To ensure full records are kept and filed appropriately
- Be multi-skilled in all other admin teams in the case of staff absence

Reception – Friday’s

- Providing a 5* welcome
- Answering incoming calls
- Book meeting rooms as required
- Providing roll call Fire Registers
- Update CSR for all Agency and Contractors on site
- All general duties as required

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

Person Specification

Job Title:	Administrator
Reports to:	Admin Services Team Leader

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	NVQ3 or equivalent in related field e.g. NVQ 3 in Business Administration (or working towards)	Be willing to attend in-service training CANVAR

<p>Experience</p>	<p>Good standard of written and spoken English Proficient in the use of excel, word, outlook, MIS Be able to communicate with a wide range of people – staff, pupils, parents, contractors, visitors Be able to organise their own and others work efficiently and to use their own initiative Have a good telephone manner</p>	
<p>Knowledge/Skills (Ability to)</p>	<p>Be able to work highly effectively as part of a team and individually as required Be sensitive to the needs of children Be able to work calmly and effectively in a very busy environment Be able to follow rigorous procedures in relation to general office systems Be conscientious and enthusiastic and committed to the highest expectations</p>	
<p>Personal Qualities</p>	<p>Be flexible and adapt to changes and new technology Good time management skills Excellent attendance and punctuality Commitment to and evidence of promoting all areas of safeguarding, pupil welfare, and health and safety at work</p>	

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).