



THE FOUNTAINS FEDERATION

ESTEEM MULTI-ACADEMY TRUST CLERICAL ASSISTANT

37 HOURS PER WEEK, TERM TIME ONLY
£15,615 PER ANNUM

CANDIDATE INFORMATION PACK



Version: Sept 2019

What's 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
- About us
- 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 Clerical Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

We are eager to appoint an enthusiastic individual who is keen to support our existing administration team at Fountains High School.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Kathryn Linstead, on 01283 247590 or via email to officehigh@fountains.staffs.sch.uk.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About us

Esteem Multi-Academy Trust currently comprises of ten academies throughout Derbyshire, Derby City and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown to include 7 special schools, 3 support centres (PRUs) and a primary school. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The MAT's main aims are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

The advertisement

Clerical Assistant

Location: Fountains High School, Bitham Lane, Stretton, Burton-on-Trent, DE13 0HB

Grade/Scale: £15,617 per annum

Contract: 37 hours per week / term time only

Start date: 12th October 2020

Esteem Multi-Academy Trust currently comprises of ten academies throughout Derbyshire, Derby City and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further. We wish to grow further to fulfil our vision to become a centre of excellence for SEND and Alternative Provision.

We are seeking to appoint a Clerical Assistant

Reporting directly to the HR Manager

The ideal candidate will be enthusiastic, keen to learn and able to support existing staff in our busy office.

Benefits include; Local Government Pension Scheme.

For further information, please contact Kathryn Linstead, on 01283 247590, via email to officehigh@fountains.staffs.sch.uk or visit our website at www.fountainsfederation.co.uk. Please use the application form on the website as CVs will not be accepted.

Closing date for applications: 1st September 2020 (midday)

Interview date: 11th September 2020

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: Clerical Assistant Esteem Multi-Academy Trust

Post Title:		Clerical Assistant
Location:		Fountains High School
Purpose:		To support existing personnel in our busy school office.
Reporting to:		HR Manager
Responsible for:		Day to day clerical support
Liaising with:		HR Manager and existing office staff
Working Time:		37 hours per week (Monday to Friday)
Salary/Grade:		£15,617 per annum, Grade 3, term time only
Disclosure level		Enhanced
Other Generic Responsibilities:		
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • 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 • 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 		

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Clerical Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills.
Desirable		<ul style="list-style-type: none"> Participate in development and training opportunities. Willingness to support pupils with special educational needs.
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> Effective use of ICT packages Ability to use relevant equipment/resources Good keyboard skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to work constructively as part of a team Ability to relate well to children and to adults Good organising, planning and prioritising skills Methodical with a good attention to detail
Desirable		<ul style="list-style-type: none"> To be discussed at interview
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher 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 2019' 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 www.fountainsfederation.co.uk.

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.

Closing date for applications: 1st September 2020 (midday)
Interview date: 11th September 2020

Completed application forms can be returned electronically to Mrs Kathryn Linstead via email to officehigh@fountains.staffs.sch.uk.

If you wish to submit your application form by post, please return it to the following address:

Mrs K Linstead
Fountains High School
Bitham Lane
Stretton
Burton-on-Trent
DE13 0HB