

June 2020

Dear Applicant,

Thank you for your interest in the role of **Admin Assistant** at The Mead Academy Trust.

The Mead opened in 2001 as a new school to serve a new housing development in Trowbridge. It now serves two distinct residential areas in Trowbridge on two separate sites. This follows the amalgamation with Wingfield School in 2009. The large site is two form entry and the small village site has four mixed age classes; but it operates as one school, with two campuses. The Mead has been judged as Outstanding repeatedly by Ofsted.

The Mead became a National Support School in 2007 and in 2011 it became a Converter Academy, and The Mead Academy Trust was established. We were designated as a National Teaching School in the first cohort and we are a National Lead school for Early Years, The Arts, SEN, Research & Development, English and Outdoor play and learning.

In 2013 The Mead Academy Trust became an Academy Sponsor and was awarded the tender to establish a primary school to serve the new housing development at East Trowbridge. This new provision opened in brand new purpose-built accommodation, as Castle Mead School, in September 2014. The school started as a one form entry primary school with a nursery with an extension recently completed to enable two forms of entry to the school in the future. Core facilities are designed to be of a suitable size for the extended school. In addition we secured the sponsorship for River Mead School (formerly King's Park Academy) in Melksham which joined the Trust in September 2014.

What does The Mead Academy Trust offer?

- Attractive well-resourced schools
- Excellent provision for music, including a purpose-built music studio and specialist teacher
- Laptop suites and interactive whiteboards in all classes
- Delightfully motivated children and interested, supportive parents
- A fantastic Business Services team
- A strong ethos of mentoring and co-operative working
- Excellent staff development and professional learning opportunities

We are looking for a friendly, organised and energetic Admin Assistant to work in our vibrant, friendly school. The post will initially be based at The Mead Primary School, Wingfield Site.

We are seeking applicants who are:

- Committed to The Mead Academy Trust's vision, purpose and values
- Able to form positive relationships and be part of a friendly, dedicated business services team
- Able to provide clerical support to the Leadership Team
- Committed to valuing and supporting the development of each child, with experience of working in a school environment desirable
- Flexible, with a strong commitment to teamwork
- Energetic and enthusiastic with a good sense of humour
- Competent in all aspects of Microsoft Office software
- Someone who possesses excellent inter-personal skills as you will be the first point of contact for parents, visitors and the general public

I very much look forward to receiving your application.

Yours sincerely,



Mrs Lyssy Bolton
Executive Headteacher

Administration Assistant

Candidate Information Brief

Job Description: Administration Assistant

Reports to: School Business Manager, SENCO and Head Teacher

Start Date: 1st September 2020

Salary: Grade C – Grade D (£17,771 – £18,426 pro rata) depending on qualifications and experience

The Role

The Mead Academy Trust has 3 schools; The Mead Community Primary School; a highly successful primary school, operating on two sites at Hilperton and Wingfield; Castle Mead School, a new school that opened in September 2015 to serve a newly built community and River Mead School in Melksham. In addition to the schools the Trust has well-established roles as both National Support School and National Teaching School, and a reputation for excellence and disciplined innovation.

We have a part time vacancy initially at The Mead Primary School, Wingfield Site. The role offers exceptional opportunities for an energetic, caring and friendly Administration Assistant to join our committed team.

Working as member of a team in the school the post holder will be part of the high functioning Business Services Team within The Mead Academy Trust, initially based at the Wingfield site. The role will be a permanent position, commencing at 7.45am every day, for approximately 34 hours per week, working 39 weeks per year (including INSET days). There will be occasions when you may be required to work evenings and / or weekends to support school functions out of hours.

Qualification Criteria

- An NVQ Level 2 in Business Administration or equivalent qualification or experience
- Applicants must be qualified to work in the UK

Experience and Knowledge

- Applicants will require a good level standard of practical office skills and IT skills including word processing, database/ spreadsheet work, minute taking and dealing with telephone calls/visitors.

Key Tasks

- Receptionist duties: Welcome visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately. Liaise with staff, Governors, pupils and parents and outside agencies as directed
- Undertake word processing of correspondence, standard letters, reports, publications and other documents
- Attend meetings and take minutes as required
- Photocopy and collate documents
- Input new and updated information on the schools SIMS system for pupil records and attendance and ensure all records are maintained and up to date. Assist in the production of report, lists and other information relating to pupil records including attendance
- Open sort and distribute incoming mail in a timely manner and check school emails on a daily basis. Prepare and post mail at the end of the day.
- Receipt payments to the school
- Provide First Aid
- Provide cover to other sites if required

Vision and Values

- Vision aligned with the Trust's high aspirations, and holds high expectations of self and others.
- Deep commitment to a collegiate approach and to working with others as a means of securing the best outcomes for children.

Personal Characteristics

- Demonstrate high standards of personal organisation
- Be able to follow direction and use initiative
- Highly positive, creative and energetic
- Relish accountability and take personal responsibility for own actions
- Able to build trust and mutual respect between pupils, families and staff
- Strong interpersonal, written and oral communication skills
- Demonstrate commitment to continuing professional development
- A good health record
- Good and appropriate sense of humour
- Energetic, warm and caring

Safeguarding

- Value and respect the views and needs of children
- Have up to date knowledge of relevant legislation and guidance in relation to working with, and protection of children
- Display commitment to protection and safeguarding the welfare of children
- Demonstrate commitment to CPD in relation to safeguarding/child protection

The Mead Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service check before appointment is confirmed.

If you would like to be part of our friendly, energetic Business Services team, please return your application form together with a covering letter detailing any additional information.

To:

Mrs Helen Goodall
The Mead Primary School
Hackett Place
Hilperton
Trowbridge
BA14 7GN

Email: admin@themead.wilts.sch.uk

Closing Date: 9.00am Thursday 25th June 2020

Interview Date: Week commencing Monday 6th July 2020

We look forward to hearing from you.