



SHIRES MULTI ACADEMY TRUST

RECRUITMENT PACK

ABOUT THE TRUST

The Shires Multi Academy Trust is a family of academies working together to offer our communities excellent educational experiences, so that everyone in the Trust can flourish. We believe that developing an inclusive, proactive and dynamic culture, supports our staff and pupils in achieving what they are capable of.

There are currently six schools in the Trust: Webheath Academy Primary School, Feckenham Primary School, Ridgeway Academy, Studley High School, Astwood Bank Primary School and North Bromsgrove High School, all within a fifteen-minute drive of one other.

Shires MAT employs a collaborative approach where schools retain high levels of autonomy, enabling school leaders to focus on making a real difference for their pupils, staff and the wider community. This autonomy is framed by core systems and processes common to all schools which support safeguarding, finance, IT, HR, Health & Safety, SEND and Improvement planning and Quality Assurance.

Our Trust workforce benefits from positive and progressive policies aimed at supporting and developing people in their roles. We are continually looking at ways to improve our provision for both pupils and staff and will always try to provide the best possible environments in which to learn and work.

This is an exciting time to join the Trust, as expansion brings further opportunity for new roles, system development, and the potential to impact positively across the MAT.



Astwood Bank Primary School was **opened in 1877** as an all-age school serving the village of Astwood Bank. In the subsequent hundred years the school underwent a number of changes culminating in its redevelopment as a First School during the 1970s, when the three-tier system of education was introduced in Redditch.

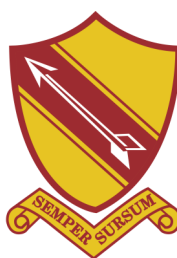


RIDGEWAY
SECONDARY SCHOOL

Ridgeway Secondary School is a coeducational secondary school located in Astwood Bank (near Redditch) in the English county of Worcestershire. **Established in 1959**, it was a middle school for many years, known as Ridgeway Middle School.



Feckenham CE Primary school, a small, rural, inclusive school in Redditch. We serve two small villages: Feckenham and Bradley Green, however we have many pupils from other, larger areas of Redditch and beyond. As well as having the fortune of beautiful surroundings we also have a wonderful Forest School site used by all our pupils all year round.



Studley High School is an outstanding 11 – 16 mixed Academy school with capacity for 850 students. It is a community where students care for one another and staff work tirelessly to support all students as they develop.



North Bromsgrove is an exciting place in which to work and learn. Our recent 'Good' Ofsted Inspection (January 2023) noted 'A calm and orderly culture which helps pupils to feel safe. Leaders have maintained their high expectations of pupils' and 'Teachers use their expert knowledge of their subject to explain new ideas and concepts clearly to pupils.'



Webheath Academy Primary School opened in 1944 in the village hall and moved to the present school building in 1959. We are a happy school and consider ourselves to be a very large and diverse family; here to challenge and support.

WHY WORK WITH US?

Our Trust is formed from the basis that no two schools are the same but that all schools have much in common. Our approach is based around core systems of alignment for aspects such as finance, Safeguarding, SEND, Compliance, IT combined with freedom for each headteacher to develop a school curriculum, staffing structure and offer for pupils appropriate to the school's size and context.

This means we need to recruit people with the ability to lead, deliver and monitor trust-wide processes and systems, whilst also framing their roles within a mixed landscape of schools and communities where some things need to be done differently. This versatility and understanding is important to us and we recognise that to employ and retain high calibre people who will support our Trust vision, always promote high quality experiences and have the diligence to always develop and improve both self and others, we need to offer a fantastic place to work with the right culture and additional benefits.

Our central offices are best described as homely and compact. We are currently homed in a 'caretaker's bungalow' at Ridgeway Secondary School where we have offices for up to eight people. This is a purposeful environment where staff can work in a safe, supportive environment to help develop Trust provision. Central staff often make visits to various schools and are also made to feel welcome and part of the wider Trust team of over 400 staff.

The central team has grown over the past three years to incorporate a chief finance officer, a finance team, a chief operations officer and chief executive officer. This team works closely with staff in each school to help deliver great experiences and opportunities for both staff and pupils. As we continue to expand our offer, we need to recruit dynamic, forward-thinking people with the skill set and ability to add value to our successful organisation. We ensure we provide high quality CPD (through online platforms or separate courses/events) to enable staff to develop their practice, skills and expertise in their role.

All Central staff are enrolled into the generous LGPS or TPS schemes with employer contribution rates in excess of 20%. There really are excellent pension options within the Trust.

All staff benefit from;

- salary sacrifice schemes electric vehicles (some restrictions on use)
- Bike to work scheme
- Free flu jabs
- Employee assistance programme
- Access to mental health first aiders
- Free parking as offices within a school site!
- Wider development programmes and CPD opportunities

We have an excellent track record of developing staff to take on greater responsibility and build their career. In the past 3 years ten new roles exist within the Trust, that are helping us shape our current offer and plan for what our future self looks like. As we grow there will be more need for greater responsibilities and also new roles within all sectors of the Trust.



THE ROLE

Senior Administrator Vacancy

Shires Multi Academy Trust are seeking to appoint an Executive Administrator. We are looking for a dynamic, versatile professional with the ability to manage their own time, work effectively across a broad range of tasks and priorities day to day, and support the Trust vision. Shires MAT has grown significantly in the past 3 years; this role offers excellent development opportunities for the right candidate to establish themselves within a successful Trust but also to benefit from progression as the Trust grows further.

Hours of work: Full Time 37 hours a week Term time plus 10 days and 5 TED days (some discussion around flexibility available). This is a permanent post.

Hours of work: 8.30am-4.30am Mon -Thurs, 8.30am-4.00pm Fri

Start Date: As soon as possible

Salary NJC points 21-24: £30825-33024 FTE (£27,997.47 - £29,994.76 actual salary)

This role has been created to provide high quality administration support to Trust Senior Leadership Team covering a wide variety of functions to include duties as follows:

Administration

- Provide administration support to the Trust Senior Leadership Team to include diary management (where appropriate), attending meetings and note taking, preparation of reports for Trust / Governor meetings and general admin duties, to include liaison with outside agencies and staff, and management of appointments.
- Produce accurate and timely reports to a range of stakeholders at the request of the Trust Senior Leadership Team.
- Plan and coordinate Trust senior meetings (Headteachers/Business leads).
- Be responsible for the management of the central office site, keeping it up to date and compliant, processing agreed policies as required, maintaining records as appropriate.
- Be responsible for the collation and have input into the risk register and Business Continuity Plan for the Trust.
- Work alongside the Trust lead for Website Management regarding overview and ensuring compliance with Trust website.
- Central management of the MIS system including running reports, analysis and presentation of data, trust overview reporting to a range of stakeholders as directed by the executive team.
- Coordinate and manage the Trust calendar underpinning all strategic and operational activities across academies (Cycles of meetings, INSET, SLT group meetings, project coordination)
- Overview of the Trust contracts register, working with the COO to identify opportunity and explore options.
- Management of the Trust benefits offer including administration of the electric vehicle scheme.
- Working with the COO on staff wellbeing offer.
- Under the direction of the COO, obtaining quotes and working with external agencies for services, works and contracts.
- Training and development overview for the central team.
- Liaison with Governance professional.
- HR administration duties
- Travel with CEO to meetings/presentations as required (note taking and contributions)
- Compile board/committee papers in liaison with Governance professional.
- Conduct research as required by executive team.
- Coordination and management of Trust events (training/development).



THE ROLE

General Responsibilities

- Work in compliance with the Trust's Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities, and inclusion at all times.
- Work on own initiative, referring complex issues to executive team as required.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practises in premises / work areas for which you are responsible.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager.
- The details provided in this job description are to give an indication of the nature of the role, additional duties may also be requested of the successful applicant.

COMMITMENT TO SAFEGUARDING CHILDREN

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
 - Having awareness of the school safeguarding policy and procedures regarding child protection.
 - Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.
 - Understand and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation.
 - Report all causes for concern to the Safeguarding team using detailed and accurate information.
 - Ensure the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

If you would like to arrange a visit to the central office please email Kirsty Anthony on kanthony@shiresmat.org.uk, please also return completed application forms to this email . CV's will not be accepted.

Closing date for applications: 11th December 2023 at 12pm

Interviews to be held week commencing: 18th December 2023



PERSON SPECIFICATION

	Essential	Desirable/ An Advantage
Qualifications and training	GCSE Maths/English grade at least 4 or C	Relevant qualification
Knowledge, Skills and Experience	<p>At least 2 years' experience in providing high level administration in a previous role.</p> <p>Strong IT skills including Microsoft Office applications</p> <p>Excellent organisational, planning and prioritisation skills</p> <p>Maintaining accurate records and processes to ensure compliance with relevant legislation</p> <p>Meticulous attention to detail</p> <p>Highly developed interpersonal skills</p> <p>Ability to build effective working relationships with staff of all levels and other stakeholders</p> <p>Flexible and adaptable with ability to work under own initiative when required</p> <p>Ability to meet deadlines and work to strict timescales</p>	Experience of working in a school/ educational or public sector environment
Other	<p>A commitment to the Trust's aims & values</p> <p>Hold positive values and attitudes and adopt high standards of behaviour in a professional role</p> <p>Able to work well within and contribute to a team, constantly striving to seek improvements in processes</p> <p>Integrity, discretion and ability to maintain confidentiality</p> <p>Essential car user able to undertake travel to the Trust central office and to other Trust schools or other necessary locations</p>	





General enquiries: hello@shiresmat.org.uk

To contact the CEO directly: ceo@shiresmat.org.uk

For teacher training enquiries: traintoteach@shiresmat.org.uk



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