



**Exceed Learning Partnership**

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

# Business and Admin Assistant RECRUITMENT PACK



Willow  
Primary  
School

INSPIRE • INCLUDE • INTEGRITY • EXCEED



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## A message from the CEO

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership.

As a trust we are passionate about improving the life chances of the children and families we are serve. When any of us choose to work in education, I think we do so for three major reasons; we want to make a difference and inspire others; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster, particularly the most disadvantaged pupils. Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations, all pupils can and will succeed. This is our

ultimately goal within our Trust – making sure all our academies are exceptional places of learning where everyone thrives.

In our Trust we believe that colleagues need the freedom to develop and perform to the highest standards, dovetailed with leadership and support that comes from an organisation that is passionate about removing any barriers to outstanding teaching and learning.

In our Trust we are delighted to welcome colleagues who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences. All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role and the difference you can make!



**Beryce Nixon**

Chief Executive Officer  
and National Leader  
of Education





## Our Ethos



Children within our Trust will always be our main priority, with personalised learning as our starting point, making the challenges of 'Helping Children Achieve More' a reality.



Every child will have the opportunities to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in an Exceed Learning Partnership School, must be spent productively. Once wasted, it is gone forever and cannot be given back.

Every Child | Every Chance | Every Day





# Our Vision

**To equip young people with the knowledge, skills and mind-set to thrive and then take on the world!**

We will achieve our vision by:

Every child developing:

- a greater understanding of themselves as a learner
- recognise what their strengths are
- how they can share their strengths with others
- understand what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

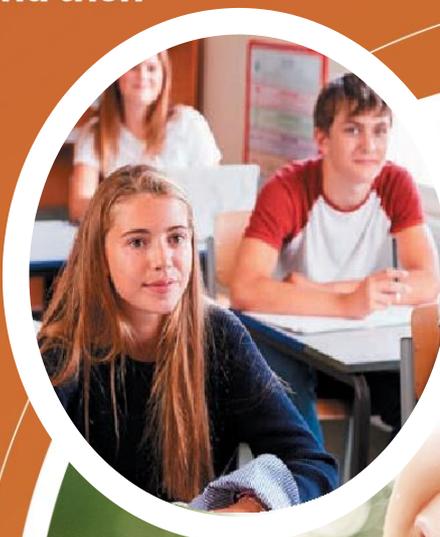
At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment. A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust. This will focus on our learning philosophy skills:

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**Resilience, Motivation, Collaboration, Creativity, Investigation, Teamwork and Evaluation.**

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# Our Values

## Inspire

Embodied in the Trust motto, "Every Child, Every Chance, Every Day", all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidenced-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

## Include

At Exceed Learning partnership we are concerned with achieving equitable, diverse and quality education for all pupils. Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

## Integrity

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

## Exceed

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!

# Our Aims and Strategic Objectives



## SO1. Outstanding Professionals

- To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others



## SO2. Innovative Systems Enabling Creative Schools

- To create innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well resourced and exceptionally well governed and led



## SO3. Strong Partnerships and Communities

- To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.
- To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.



## SO4. Exceptional Learners

- To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.
- To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.

# People Vision



We create exceptional, inclusive and enjoyable places to work

We are passionate about our purpose and inspire each other to deliver high performance

We act with integrity and our Values drive our behaviours and decision-making

We strive to exceed in all we do and learn from every opportunity

**...to deliver on our motto**



Every Child.  
Every Chance.  
Every Day.





# A Message for the Candidate

Dear Applicant,

Thank you for your interest in the position of Business and Admin Assistant at Willow Primary School. Willow Primary school is a vibrant two form entry school that sits at the heart of the community, with 400 pupils. You will be joining our school at an exciting time, as we have just had the privilege of joining Exceed Learning Partnership. This will provide further opportunities for our school, as we continue our journey for excellence within a supportive and highly skilled community.

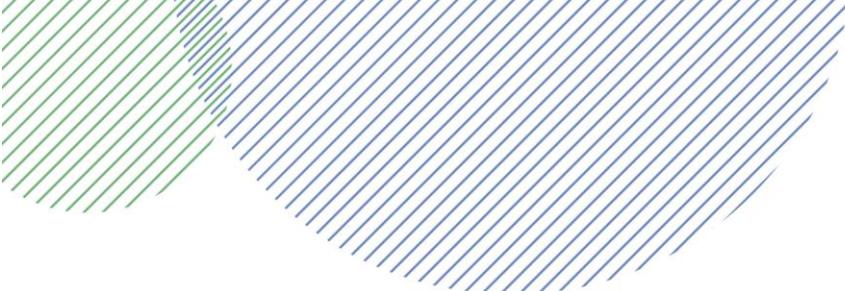
At Willow Primary School, we look to appoint ambitious individuals with a passion for teaching and learning. Our vision and ethos are integral to the success of our academy as we strive to ensure that every child, is given the best chance, every day. Our commitment to strong leadership, staff development and high pedagogical standards, means that the successful applicant will be joining an inclusive academy that puts people and pupils first.

We are seeking applicants who are innovative and proactive and who would relish the opportunity to make the next step in their journey. We place great emphasis on creating a supportive culture. I hope this will inspire you to apply for this opportunity and I look forward to receiving your application. If you wish to find out more information about our school, please take a look at our website [www.willowprimaryschool.co.uk](http://www.willowprimaryschool.co.uk)

Once again thank you for your interest in this position.

Yours Sincerely

Davina Sumner  
Principal



# Job Description

Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and gives pupils access to opportunities through excellent teaching and inspirational leadership. ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions.

**Job Title:** Business and Admin Assistant

**Grade:** Grade 5 (SP 4 -6) £21189 - £21968 pro rata 15 Hours

**Responsible to:** Office Manager, Business Manager, Headteacher.

# Job Specification

- Provision of administrative support to the teachers, staff and governors as appropriate.
- Responsibility for reconciliation and monitoring of school meals income and meals taken.
  - Collating and producing weekly numbers
  - Providing accurate information of dietary and medical needs to the kitchen
  - Prompting parents re meals bookings and payments
  - Publication of the menu on Parentpay and the school website.
- Parentpay
  - Setting up accounts for new pupils and secondary accounts for estranged parents
  - Troubleshooting and resolving difficulties for parents
- Provision of assistance with the maintenance of the school's computerised database of information on staff and pupils and producing reports for the same.
- Lead on School Visits providing:-
  - Accurate costing of visit
  - Coaches booked in line with best value
  - Liaising with teachers to plan visits for the year to ensure parents have adequate notice of the visit.
  - Communication to parents via letter, email, text and school website and setting up of payment item on Parentpay.
  - Ensuring that all parents have given consent and that the class teacher has all relevant medical information and contact information for pupils.
  - Monitoring of payments and reconciliation of visit
  - Providing Pupil Premium data to school lead.
- Responsibility for setting up and monitoring Parents Evenings using the Parents Evening System. Liaising with staff and producing appointment lists for teachers.
- Responsibility for costing, setting up and organising the music provision in school including First Access, Let's Make Music and group tuition.
  - Liaising with Doncaster Music Service and parents to ensure that all children are registered and have access to instrument hire when available.
  - Monitoring and reconciliation of payments
  - Producing registers and monitoring attendance of children.
- The provision of an effective reception and switchboard service, portraying a professional approach at all times.
- Assisting parents with requests for information: Holiday forms etc.
- Assisting Office Manager in maintaining an efficient and confidential filing system.
- To be one of the schools nominated First Aid Officers with the responsibility of ensuring First Aid boxes are maintained to statutory requirements.
- To work as part of a team and to create an environment, which promotes the professional and efficient running of the school office – maintaining a welcoming atmosphere for visitors.

# Job Specification

- To work as part of a team and to create an environment, which promotes the professional and efficient running of the school office – maintaining a welcoming atmosphere for visitors.
- To access the school email account and deal with incoming emails. To regularly access personal school emails and respond accordingly.
- Other duties of an appropriate level and nature will also be required.

# Person specification

## Post Title: Business and Administration Officer

ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	<p>Minimum NVQ Level 3 relevant qualification or equivalent (A levels, BTEC, OND, City &amp; Guilds)</p> <p>GCSE in Maths and English at grades A to C or equivalent level 2 qualification</p>	Ability to obtain and/or enhance qualifications and training for development in the post.	Examination of Certificates Application Form
<b>RELEVANT EXPERIENCE</b>	<p>Previous clerical/admin work including managing own workload. Expert use of ICT systems and ability to work accurately and produce statistical analysis Working knowledge of SIMS Use of Microsoft office applications</p>	Working knowledge of Parentpay	Application Form Interview References Working in a school
<b>KNOWLEDGE AND SKILLS</b>	<p>Be able to work in an organised and methodical way and have excellent organisational skills Ability to work on own initiative Excellent written &amp; verbal communication skills. Excellent ICT skills Excellent customer service skills</p>	Working knowledge of schools policies and procedures	Interview Application Form
<b>PERSONAL CHARACTERISTICS</b>	<p>Ability to relate well to children and adults as well as being flexible and adaptable Ability to prioritise workload and meet deadlines Ability to work as part of a team</p>		Interview References
<b>PHYSICAL ATTRIBUTES</b>	As assessed and advised by Health and Well Being		Medical Questionnaire Medical examination if required
<b>ADDITIONAL FACTORS</b>		A requirement to work occasional additional hours during term-time to meet the needs of the school	Interview
<b>CONTRA-INDICATORS</b>	<b>A satisfactory record check (Enhanced) being undertaken by the Disclosure &amp; Barring Service</b>		

# How to apply

## Important Information for Candidates

**Visits to the school:** By arrangement with the academy office

**Closing Date:** 27<sup>th</sup> March ( 9am)2023

**Shortlisting:** 27<sup>th</sup> March 2023

**Interviews:** 29<sup>th</sup> March 2023

If you would like to visit the academy, please contact the academy office on 01302 539249 to arrange a visit.

## Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment. Please be aware that the job description contains the full range of responsibilities of the role. In order to be effective, staff discuss and prioritise key aspects of their role with the Executive Principal & Principal and establish a realistic programme of work.

## Person Specification

This specification sets out the criteria that will be used to shortlist candidates for interview and during the interview process.

## Applying

If you decide to apply for this post, please complete the application form. Your formal letter of application (supporting statement) should be no longer than three sides of A4 and should address the selection criteria detailed in the Person Specification. Please do not attach supplementary information.

Please return your application to: [admin@willow.doncaster.sch.uk](mailto:admin@willow.doncaster.sch.uk)

## Conditions of employment

The responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the academy's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the academy's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the academy's performance appraisal scheme

# The Exceed Learning Partnership



**Exceed Learning Partnership**

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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