



Bradford Academy



Application Pack

English



Bradford Academy

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Dear Applicant

Thank you for requesting details about a teaching role at Bradford Academy.

I have lived and worked in Bradford throughout my teaching career. It holds a vibrant, diverse community and possesses unique character. Its diversity reflects Britain. The Academy plays an important part in preparing young people for life in our complex society. Students are prepared to be active participants in their own communities through developing relationships and understanding the importance of exercising their voice. We hold this dear and believe it to be a major reason behind our success. We are developing leaders for the future; both staff and students.

You have shown interest in us at an exciting time. We have recently celebrated our tenth anniversary and continue to be judged by Ofsted as a good school. Having expanded our age range with students from the ages of 2 to 19, you will appreciate that this is no mean feat and we don't sit still.

I have worked at the Academy since its inception and am incredibly proud of our achievements. Success is down to working hard. We listen to each other. We do not shy away from challenge.

Why do you want to work for this Academy? I would ask you reflect on the following:

- Your personal vision for education.
- Your tenacity to being the best.
- Your sense of moral purpose.

You need to be committed to improving the life chances of our students for whom educational success is the only secure route to raising the quality of their future lives. Can you demonstrate how you would contribute to our team to get results? We need talented people with a proven track record of effectiveness based on a thorough understanding of why you have been successful. You get things done.

We need colleagues who share our values and aspirations. You will be rewarded by access to the highest quality CPD through our talent management strategy.

Does this resonate with you? Are you inspired? Then start your journey and submit your application.

Yours sincerely,

A handwritten signature in black ink that reads 'Tehmina Hashmi'.

Tehmina Hashmi

Executive Principal

If you would like more information please contact our HR Department on 01274 256789 or by email to recruitment@bradfordacademy.co.uk

ADMINISTRATOR

Salary Scale **SCP 6**

Hours: **37 hours, all year round**

Responsible to: **Office Manager**

Work under the direction of the Office Manager

JOB DESCRIPTION

The first responsibility of all members of staff will be to secure the affirmation, formation and achievement of every learner, in the management of rights of access, choice and freedom from discrimination.

CORE PURPOSE:

To work, as part of the administration team providing a comprehensive service in the preparation and production of learner data, learning & communication resources, exams administration, preparation of documents for school events such as rewards evenings, parents evening's and learner reports in addition to undertaking a wide variety of general administrative and reception duties.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

No direct supervision over other members of staff but may be required to assist in the supervision of learners, trainees, work experience and voluntary helpers with whom the postholder is working.

SUPERVISION AND GUIDANCE:

To work under the instruction/guidance of the Office Manager or Operations Director and other staff members as appropriate, referring complex problems for guidance but exercise initiative in performing delegated duties

RANGE OF DECISION MAKING:

Expected to make decisions within established Academy policies and procedures.
To interpret guidance from other staff on the preparation of documents and materials.
To liaise with other administrative and academic staff to ensure time schedules are met.
The postholder will be expected to use good common sense and initiative in all matters.
Expected to take initiative in the development of new administrative procedures to meet changing requirements and improvements in quality.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

To maintain the confidential nature of information relating to the Academy, its Governors, staff, learners, parents and carers.

The provision, use and storage of all equipment and materials.

Responsible for the safe keeping of the computer hardware and software and the back up of computerised data ensuring compliance with the requirements of the Data Protection Act and GDPR requirements.

Responsible for the occasional handling of substantial amounts of cash.

RANGE OF DUTIES:

- To promote a professional and courteous service that is consistent with the academies ethos.
- To provide a comprehensive administrative service to all internal personnel as requested.
- To liaise with the central offices of the LA and other agencies on behalf of the Academy.
- Take a lead role in the development and maintenance of learner records including preparation of learner reports.
- Provide administrative support and work alongside the Exams manager at peak examination periods.
- Create and prepare documents for Academy events.
- To contribute to the administrative side of attendance.
- Provide detailed reports as required.
- Provide advice and guidance to staff and others on complex issues.
- Undertake research and obtain information to inform decisions.
- Reception duties as required
- May from time to time be required to undertake any other administrative duties commensurate with the level of responsibility of the post as may be required.
- To provide reprographics support to the Academy.

RESPONSIBILITIES:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Develop constructive relationships and communicate with other agencies/professionals
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the academies equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

**ADMINISTRATOR
PERSON SPECIFICATION**

EXPERIENCE	
Essential	
Minimum of 2 years experience of: ♦ Operation of IT based Management Information systems/Microsoft Office. ♦ Working as part of a team	App Form & Selection process
Desirable	
♦ Experience of the use of complex databases ♦ Experience of co-ordinating school type events. ♦ Experience of working with children of relevant age ♦ Experience of spreadsheets/database applications	App Form & Selection process
QUALIFICATIONS	
Essential	
♦ Maths & English GCSE grade C or above or equivalent e.g. Adult Literacy/Numeracy level 2. ♦ NVQ level 3 or equivalent qualification or experience in relevant discipline	App Form & Selection process
TRAINING	
Essential	
♦ Willingness to undertake job related training as required.	App Form & Selection process
Desirable	
♦ Customer relations / telephone skills training. ♦ Computer trained. ♦ First Aid at Work qualification	App Form & Selection process

SPECIAL KNOWLEDGE	
Essential	
♦ Office methodologies ♦ An understanding of the relevance of accurate data in an educational establishment	App Form & Selection process
Desirable	
♦ Knowledge of the national examination system	App Form & Selection process

ESSENTIAL SKILLS AND ATTRIBUTES	
• Good timekeeping – must be able to report for work at specific times. • Flexible and willing to accept change. • Enthusiastic, good sense of humour. • Able to act in a firm, but fair manner. • Able to use good common sense and initiative.	

• Able to work constructively as part of a team.	App Form & Selection process
• Ability to prioritise conflicting demands and pressures	
• Ability to relate well to learners and adults	
• Ability to work proactively and independently using own initiative	
• Ability to cope with requirements of post	
• Willingness to share expertise, knowledge and experience	
• Demonstrate good co-operative, interpersonal and effective listening skills	
• Approachable, courteous and able to present a positive image of the academy to callers and visitors.	
PERSONAL CIRCUMSTANCES	
• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)	Sight of official document ation

Information for Applicants

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.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

Visiting

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact recruitment@BradfordAcademy.co.uk to arrange an appointment.

Applying

If you decide you would like to apply for this post please complete the application form online, which can be found at

<http://www.bradfordacademy.co.uk/recruitment/>

Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a signed copy of the form.

Please email to;

recruitment@BradfordAcademy.co.uk

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

Interviews

Shortlisted candidates will be contacted within two weeks of the closing date.

All appointments will be subject to satisfactory DBS/ISA registration and reference checks.