



**STOUR VALE  
ACADEMY  
TRUST**

# **ADMINISTRATIVE ASSISTANT (PART- TIME)**

RECRUITMENT PACK

# Administrative Assistant

## Permanent

### Grade 4 SCP5 – SCP 6

**£10,965 - £11,148 pa**

Based on 20 hours per week for 39 term time weeks  
(Monday to Friday, working pattern negotiable)

Stour Vale Academy Trust is seeking to appoint a highly motivated and committed Administrative Assistant to support the Central Team. The successful candidate will be based at the Central Team's office at Halesowen College.

The role requires a dedicated, flexible, organised and meticulous person who will approach work with a positive attitude, honesty, confidentiality and integrity.

If you wish to work within a successful multi-academy trust dedicated to improving the quality of education for pupils in the Black Country then this role is for you.

Stour Vale Academy Trust can offer the following:

- An excellent Local Government Pension Scheme for Support Staff
- Access to mental health and wellbeing support via Qwell
- Free on-site parking
- Opportunities for CPD.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

**For an informal conversation to discuss the role, please contact:**

Louise Broxton  
Director of Operation  
Stour Vale Academy Trust  
0121 585 5385

**Closing date:** Monday 16<sup>th</sup> September 2024 @ 9.00 am

**Interviews:** TBC

## **A MESSAGE FROM OUR CEO**

Stour Vale Academy Trust is a diverse and interdependent, successful family of schools, founded on effective collaboration and committed to pursuing excellence through continuous improvement. Whether you are a member of the finance team, the operations team, the teacher training and development team or the executive team, as a central team member our role is to provide comprehensive support and appropriate challenge to member schools and to work together to ensure the very best outcomes for children and young people. Our expectation is that you are committed to our Stour Vale values, ethos and approach and that you place children and young people at the heart of all decision-making.

If you are someone who enjoys challenge and is ready to play a vital part in the team who will create a successful future for all of the pupils in Stour Vale Academy Trust, we would welcome your application for the post.

# ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently eleven member schools, five primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.



## OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

# OUR VALUES

**INTEGRITY**

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

**RESPECT**

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

**COLLABORATION**

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

**EXCELLENCE**

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

STOUR VALE ACADEMY TRUST

SVAT.ORG.UK

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that *Stour Vale* member schools will *create the difference together*.





# Job Description

## Administrative Assistant (p/t)

### Grade 4

Responsible to: Executive PA

Responsible for: N/A

**Core Purpose:** To provide administrative support to the central team

#### Main Activities

##### Initial Teacher Training (ITT) Administration

- Support the Trust Administrator to complete administrative tasks relating to the Initial Teacher Training programme

##### Governor Appointment, Induction and Training

- Support the Trust Administrator to complete administrative tasks relating to the appointment, induction and training of governors across the Trust

##### General Administration

- To provide a first class reception service which includes answering telephone, face to face enquiries, email correspondence, signing in visitors and facilitating meetings.
- To provide high quality general administrative support i.e. typing, photocopying, filing, data input, emailing, completing forms, responding to routine correspondence.
- To represent Stour Vale Academy Trust with a positive attitude and professional appearance.
- Responsible for ensuring the Trust Office is a clean, tidy and welcoming environment.
- To maintain manual and computerised records.
- To produce lists, information and data
- To provide operational support at Trust meetings and events including booking, preparing rooms and providing hospitality.
- Notify college reception of visitors; receive visitors
- Collect and distribute post received; send outbound post
- Photocopy, scan and file paper/electronic documents
- Monitor and replenish stationery supplies
- Complete general/ad hoc admin tasks for team as required

## Other

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the Trust.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post



# Person Specification

## Administrative Assistant

No	Categories	Essential	Desirable
<b>QUALIFICATIONS</b>			
1.	NVQ Level 3 in administration or relevant subject or equivalent qualification	◆	
2.	Very good numeracy and literacy skills	◆	
3.	Willing to undertake the relevant training as required	◆	
<b>EXPERIENCE</b>			
4.	Demonstrable office experience, including the development, management and operation of administrative systems	◆	
<b>ABILITIES, SKILLS &amp; KNOWLEDGE</b>			
5.	Effective use of ICT packages	◆	
6.	Ability to use relevant technology and equipment e.g. computer/keyboard/photocopiers	◆	
7.	Ability to plan and develop systems	◆	
8.	Ability to meet strict deadlines	◆	
<b>PERSONAL QUALITIES</b>			
9.	Able to communicate at all levels both verbally and in writing	◆	
10.	Able to work calmly and efficiently under pressure	◆	
11.	Smart appearance	◆	
12.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
13.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
14.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	
15.	Can-do attitude and solution-focused approach with an ability to manage expectations and not over promise	◆	
16.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	
17.	Willing to travel to Stour Vale academies	◆	



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# CONTACT US

For informal talks please contact:

Rachel Salter  
Chief Executive Officer  
Telephone: 0121 585 5385

Please visit our website: <http://www.svat.org.uk/>