



 **FAIRFAX**  
SINCERITAS LABORIS

# GENERAL ADMINISTRATOR-PASTORAL TERM-TIME ONLY

Candidate Information Pack



PART OF THE FAIRFAX MULTI-ACADEMY TRUST

 **FAIRFAX**  
MULTI-ACADEMY TRUST



## 10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- Comprehensive support package for NQTs, and a development package for NQTs + 1.
- No requirement to work late and emailing after 7pm is strongly discouraged.
- Centralised behaviour detentions including lates.
- Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- Flexible working is supported wherever possible.
- Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- A supportive Special Leave Policy.
- Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.



## **WELCOME** - *CEO of the Trust*

---

Dear Candidate

Firstly, thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

Fairfax Multi-Academy Trust was established in 2014 and is grounded in the values, established over 60 years ago, of the founding MAT School – Fairfax.



I joined Fairfax in 2007, and like you, had a choice about where to work. I came to Fairfax because I believed in its values: tradition; excellence; ambition; dedication; integrity. Gordon Philpott, the founding Head Teacher of Fairfax, was passionate about social mobility. He believed that all of his pupils, many of whom would be considered disadvantaged today, deserved nothing less than excellence. I knew there was no better school to join if I wanted to make a difference. It is the very same inspiration that continues to drive our teachers, leaders, governors and support staff across the Trust today. We are looking for individuals who share our drive and ambition to make a difference to the lives of our pupils.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a difference!

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Stevens', followed by a long horizontal line extending to the right.

**Mr. Chris Stevens**  
**Interim CEO | Fairfax Multi-Academy Trust**

## **WELCOME** – *Head of Academy*

---

Dear

Candidate

Education is the bedrock for a successful and fulfilling life. Our aim is to prepare each and every student to succeed in a 21<sup>st</sup> Century workplace and have the skills and competencies to do this. Our broad and balanced curriculum underpins our ethos of creativity, innovation and mastering of the basics; reading, writing, communicating and mathematics.



We are proud of our pedigree both locally, nationally and internationally through our endeavours with the Duke of Edinburgh Award, World Challenge Expeditions and cutting edge Teaching and Learning initiatives. Our House system provides the support, challenge and competition to help students develop the confidence to achieve more and our Annual Eisteddfod celebrates our artistic talent. Fairfax succeeds in a variety of local and national sport team events; including our physically disabled students who regularly take part in regional Zone Hockey competitions.

My personal aim is to ensure that each student's individual experience is as enjoyable and rewarding as possible. I believe in the basics and will relentlessly pursue excellence in punctuality, behaviour, uniform and respect for one another. The mantra of 'All of us, all of the time' resonates throughout Fairfax in everything we do.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'DB' with a flourish.

**Debbie Bunn**  
**Head of Academy**

December 2018

Dear Applicant

**Re: General Administrator-Pastoral**

Thank you for your interest in the above post. Please find enclosed:

Application form  
Recruitment Monitoring Sheet  
Job description  
Person Specification  
An introduction to Fairfax School  
Support Staff Information

The closing date for this post is Sunday 16<sup>th</sup> December 2018 at 18:00.

Completed application forms should be returned to Jenny Piper, HR Manager. If you have any queries prior to completing your application form, please contact Jenny on 0121 378 1288 ext. 233.

We have regularly attracted large numbers of quality applications over the past few months. Consequently we are unable to respond to each applicant. If you have not heard from us within 14 days of the closing date, please assume that you have been unsuccessful on this occasion.

**Fairfax is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.**

We look forward to hearing from you.

Yours faithfully



**DEBORAH BUNN**  
**Head of Academy**

## **CONTEXT** - *Our school*

---

Fairfax Academy is much larger than the average comprehensive school. It serves the area of Sutton Coldfield which has retained two selective grammar schools. The proportion of students with special education needs is below average. However, the proportion with a statement of special educational needs is much higher than average because the school manages specially provision for students with a range of physical disabilities. The proportion of students known to be eligible for the pupil premium is average, as is the percentage of students from minority ethnic groups.

## **POSITION** – *General Administrator-Pastoral*

## *Support Staff Team*

---

An unusually large, diverse and effective range of support staff bring additional quality, care and expertise to our educational provision. A team of Teaching Assistants work with students in and outside of lessons.

A large range of other support staff are employed to manage the school's finance, payroll and HR functions, to provide IT support, administrative and technician support as well as caretaking, grounds, cleaning and in-house catering and lunchtime supervision.

In all there are around 65 support staff and the team continues to adapt to the changing needs of the school. All staff benefit from the clear line management structure and regular opportunities for training and development. Full induction programmes and a mentor are provided for all new appointments.

Support staff are fully integrated into the life of the school. They are involved in all of the school's training days, whole school discussion groups and staff meetings. Support staff are encouraged to become involved in the day to day life of the school community and play significant roles in the numerous House activities, sports and extracurricular events (including educational visits).

The person appointed will have a 'can-do' attitude and a commitment to working as part of a team to meet standards. They will conduct themselves in a professional manner and be able to build and maintain effective relationships with staff, pupils, visitors and the community we serve. Ideally, they will have similar experience of working within a school environment but must be able to demonstrate excellent general maintenance skills. They must be able to work within the academies policies and procedures whilst having an understanding of Health & Safety regulations, risk management, site security and comply with safeguarding practices.

## POST - *Person Specification*

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

<b>Experience/knowledge/qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Experience working with students in a school setting		✓
Intermediate or above qualification in word processing/typing		✓
Recent experience in an administrative role	✓	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Experience in using database applications		✓
Good knowledge of standard office procedures and equipment	✓	
Previous experience in working in a school in a similar role		✓
Previous experience in using SIMS		✓
<b>Personal qualities and attitudes</b>	<b>Essential</b>	<b>Desirable</b>
Pleasant and confident telephone manner		✓
Able to develop positive relationships with students	✓	
Excellent administrative skills	✓	
Excellent attention to detail and ability to work to the required standards of accuracy and presentation		✓
Ability to prioritise and deal with conflicting demands		✓
Good verbal, listening, literacy and written communication skills	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Ability to follow set procedures	✓	
The ability to prioritise own time, with an emotional resilience when working under pressure to tight deadlines with a sense of balance and perspective.	✓	

Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude including a commitment to undertake First Aid.	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to meetings if required	✓	

<b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Emotional resilience in working with challenging behaviours	✓	
Attitudes to use of authority and maintaining discipline	✓	

**Fairfax is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**An enhanced DBS check is required for all successful applicants.**

## **SUBJECT – Job Description**

---

<b>DEPARTMENT</b>	<b>Administration Team</b>
<b>RESPONSIBLE TO</b>	Administration Manager
<b>LINE MANAGEMENT OF</b>	No Line Management Responsibilities
<b>WORKING HOURS</b>	37 hours per week with half an hour unpaid lunch break
<b>WORKING PATTERN</b>	Monday to Thursday 08:00 until 16:00, Friday 08:00 until 15:30 – Term Time only
<b>SALARY</b>	FMAT Pay Scale 3
<b>HOLIDAY ENTITLEMENT</b>	A paid entitlement of 25 days annual leave and eight statutory holidays (to be taken during school holiday periods)

### **JOB PURPOSE**

To provide administrative support to the Pastoral team

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head teacher than those contained in this document and may be required to have specific job-related knowledge and skills.

### **MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST**

#### **KEY DUTIES**

1. To provide administrative support to the, Assistant Head Teacher – Student Wellbeing, Heads of Year 7 to 11, and the Assistant Heads of Year 7 to 11. Such duties to include:

- Answering the telephone, filtering calls as necessary.
- Dealing with routine student and parental enquiries, both in person and on the telephone.
- To be trained in first aid and to support first aid.
- General typing, filing and delivering of messages for Student Support.
- Putting information into student record cards.
- Requesting and collating information from staff about students.
- Distribution of student cards.
- Allocation of student lockers for Year 7 students.
- Assisting with administration for open evenings and parents evenings.
- Maintenance of Behaviour Register.
- Collate the whole school extra-curricular activities.
- Preparation of exclusion letters.
- Support students with Carrot Rewards.
- Liaise with the Graphic Designer with the production of Merit certificates.
- Update Standards for Learning each week including distribution of equipment.
- Uniform Standards – supplying and keeping a record of ties, shoes, blazers etc.
- Collating information for PEP/LAC meetings and keeping a record of meetings taking place.
- Ensuring all consent forms and medical forms are collated for trips.
- To act as a link between Pastoral and the Main School Office, ensuring prompt exchange of information (e.g. regarding student contact details/students leaving or joining the school etc.).
- To perform administrative tasks with on-line student tools such as, Carrot Rewards and Show My Homework.
- To perform any other administrative tasks as directed by the administration manager.
- To perform any other duties as the Headteacher may from time to time determine.

## **GENERAL**

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Head of Academy may from time to time determine.

**Fairfax is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**An enhanced DBS check is required for all successful applicants**