



Information for Applicants

- Birchwood Primary School



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- Admin Assistant

Education is for improving lives and for leaving your community and world better than you found it.

INFORMATION TO CANDIDATES

Vacancy Title: Admin Assistant

Vacancy Description: 15 hours per week, Term time only (39 weeks)

Vacancy Location: Birchwood Primary School

Vacancy Closing Date: 5th November 2018 at 12 noon

Vacancy Details: Detail as advertised

About us:

Community Academies Trust currently operates in three hubs in North Warwickshire & Tamworth, Warwick & Stratford-upon Avon and in Telford & Wrekin. The Trust works across three local authority areas and suspect that this will only increase as it is envisaged that expansion will lead to more hubs being created in the Midlands.

Our Trust is a values driven organisation, believing fundamentally in the talent of young people and is motivated to ensure local communities have exceptional schools. Directors have set strategic objectives for the trust. These ensure that the schools in our Trust are:

- Focused on achieving outstanding academic, personal and social outcomes for the children
- Committed to the moral imperative of community school improvement and shared system leadership.
- Mutually supportive, not in competition with each and are fiercely loyal to each other
- Equal partners with all other schools irrespective of their phase, size or successes.
- Multi academy trust minded - our schools celebrate the success of others as well as themselves and share accountabilities
- Financially disciplined and committed to fulfilling their delegated responsibilities to the best of their abilities under a robust governance arrangement

About our school:

Birchwood Primary School is a large two form entry school that serves the local community of Polesworth and Dordon. Birchwood is rated as an Outstanding School (Ofsted 2014/2015) with 430 excellently behaved children. We have a strong reputation for high expectations and standards and are committed to ensuring we provide the highest education for all pupils.

If this role is of interest to you and you can contribute to our future success an application pack is available on the school website www.birchwoodprimaryschool.com. Should you require any other details please contact **Mrs J Jackson, Office Manager** on jackson.j@welearn365.com

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How to complete the Application Form:

Please note that it is essential that a fully completed application form is submitted. Community Academies Trust cannot accept Curriculum Vitals (CVs)/Resumes alone. It is recommended that you retain a copy of your application form so you can refer to it if you should be invited for interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria / competencies needed to do the job. When completing the application, you should provide your entire work history, including a description of any gaps in this history. In addition, you should outline all the skills, qualifications and awards you have, but these can be selective and you only need to provide those you consider relevant to the job you are applying for.

The additional information section is the most significant element of the application form, as this is the section where you have the opportunity to explain why you are suitable for the vacancy you are applying for.

To give yourself the best opportunity of being short-listed, you should look at the criteria / competencies for the role (outlined in the Person Specification) and give examples from your personal, educational or work career that show how you can demonstrate these. If you do not meet all of the essential criteria, you are very unlikely to be invited to interview.

Community Academies Trust asks that all potential employees highlights any relationships to school governors or employees in order to ensure everyone is treated fairly and so that there is no reason why offering a position would be unfair.

For example it may be inappropriate to offer someone a position within an organisation where they work for a family member, or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

Community Academies Trust is committed to safeguarding and promoting the welfare of all those we serve, therefore, if you are offered a job the offer will be conditional on satisfactory pre-employment checks. These can include; identity, references, qualifications and other evidence e.g. driving licence, as well as a medical questionnaire, and in some instances taking a medical examination or Disclosure & Barring Service (DBS) Disclosure.

Please provide details of two referees, one of whom should be your present/most recent employer. **References will not be accepted from relatives or friends.** References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references ('To whom it may concern') will not be accepted.

Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people. Candidates for vacant posts are expected to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to complete a Disclosure and Barring Service Application (DBS). Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

Please submit your application form to the address provided in the advertisement. If posting this application please ensure the correct postage is paid and that it is sent in sufficient time to be received before the closing date. Community Academies Trust cannot be held responsible for postal issues or errors.

ALSO INCLUDED:

- Letter from Philip Hamilton, CEO.
- School prospectus
- Job Description Person Specification
- Application Form
- Equality Form