



FUTURE GENERATION TRUST APPLICATION PACK

**Clerical Assistant Level 1
(Temporary for 3 terms in the first instance)**

Required for September 2023

**25 Hours per Week Term Time Only
Grade 1 £11,994 Actual, approx.**



**In the
future
generation
we trust**

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THE ACADEMY

The academy is located in Essington and attracts pupils from the village and surrounding districts in the Walsall and Wolverhampton area. It caters for pupils from the age of 2 to 11 and has a Before and After School provision. At present there are 636 children on roll and numbers are expected to remain at this level moving forward.

The accommodation is spacious and the building is well maintained. Classrooms are large and are well resourced. All have up to date technology. The academy has generous playing fields, a woodland area, an orchard and additional outdoor areas.

The academy became part of Future Generation Trust in 2015 and enjoys excellent relationships with the Central Support Team, trustees and other academies within the MAT. Strong Leadership is provided by the Local Governing Body and a newly formed Senior Leadership Team within the academy.

St. John's strives for excellence for all, by providing a wide range of opportunities that empower children to achieve to the highest possible standards; we are widely recognised for our sporting success. In a recent Ofsted Inspection, the academy has received an outstanding grade for Leadership and Management, Behaviour and Attitudes, Personal Development and early years.



THE ROLE

Applications are invited from an enthusiastic, hard-working Clerical Assistant who can support in a busy school office environment.

The successful candidate will also have excellent communication and interpersonal skills and have experience of working in a similar role.

WELCOME FROM CEO



Stuart Ayres, Chief Executive Officer

There are many models of MATs in existence but principally FGT is built upon a team approach and a determination to be as effective as it can possibly be. Everyone within our Trust has a significant part to play as we collaboratively deliver a high quality education. We can only achieve this goal through the sheer professionalism and talent that is evident in our leaders, teachers, support staff, governors and trustees.

Ultimately FGT Academies aim to be extremely positive places to work where pupils can learn, live and grow. We strive for happy, cared for staff and happy, cared for pupils. In this way we can play our part in supporting the development of successful, smiling people of the future generation.

FUTURE GENERATION TRUST

Future Generation Trust (FGT) was established in 2015. It now comprises of 5 primary academies, all in Staffordshire, educating a total exceeding 1800 pupils. From our inauguration we have followed a carefully considered developmental and growth plan ensuring that adequate support and capacity is in place before adding each additional academy. Our over-arching strategy has a clear focus upon primary phase only academies and a goal to have them all judged by Ofsted as being at least 'Good'. All our academies are notionally within a 30 minute commute of each other. The academies are supported by a Central Team based at the FGT office on the St. John's site. The small team offers 360 degree support and strategic direction.

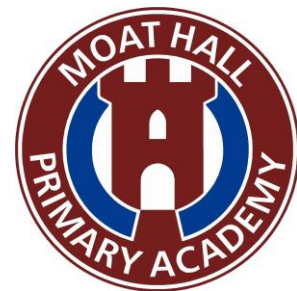
They provide:

- educational advice
- financial guidance and practical administration
- estate management and property compliance
- governance support

Future Generation Trust continually strives for excellence. We aim to:-

- Develop confidence, high self-esteem and a love of learning in all our pupils.
- Promote respect of others and help them understand diversity and value everyone.
- Foster tolerance, resilience, perseverance and independence.
- Support the teams at each individual academy to achieve these goals.

OUR ACADEMIES



Our academies are committed to developing qualities and skills in pupils that will enable them to have happy and successful adult lives. A clear focus upon enjoyment, participation and high achievement aims to create a strong foundation in pupils that will allow them to move forward with purpose and belief. We relish the huge responsibility of helping shape the future generation.

BENEFITS OF WORKING FOR FUTURE GENERATION TRUST



Opportunities for all

Opportunities for professional learning and development.



Pension Scheme

Local Government Pension Scheme for professional support staff and Teachers Pension Scheme for teachers.



Fair pay and competitive benefits

Our pay and benefits are competitive and fair.



Free Childcare

Free before and after school childcare provision for all staff across all academies, during your hours of work.

JOB PROFILE

To work under the direction and instruction of senior staff, to provide general clerical, administrative and financial support to the school.

Support to Pupils, Parents and the Community

- Undertake reception duties, answer routine telephone and face to face enquiries and sign in visitors.
- Assist with pupil welfare duties; liaise with parents/staff etc.
- Assist with arrangements for visits from relevant external bodies, e.g. school nurse, photographer etc.

Support to Organisation

- Provide routine clerical support, e.g. photocopying, filing, faxing, emailing and completing routine forms.
- Maintain manual and computerised records/management information systems and respond to queries.
- Undertake routine typing, word-processing on an ad hoc basis.
- Sort and distribute and record mail.
- Undertake routine administration, e.g. registers/school meals.
- Assist with arrangements for visits from County Council officers and external agencies, e.g. Social Services.
- Operate office equipment e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies.
- Undertake routine financial administration e.g. collect and record dinner money.
- Maintain and collate pupil reports

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

PERSON SPECIFICATION

Experience

- General clerical/administrative work.
- Qualifications/Training
- Good numeracy and literacy skills.

Knowledge/Skills

- Good understanding and ability to use relevant equipment/technology.
- Keyboard/ computer skills.
- Ability to work constructively as part of a team.
- Ability to relate well to children and to adults.
- Good organising and prioritising skills.

Behavioural Attributes

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

SAFER RECRUITMENT & EQUAL OPPORTUNITIES

Safer Recruitment in Education information for applicants.

Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006, make employers responsible for evidencing that all employees have proven their right to work in the United Kingdom. To evidence your right to work in the UK, you will need to provide appropriate documentation prior to recruitment using a right to work checklist.

Fitness for Work (Medical Clearance) and DBS Checks

All posts are subject to medical clearance and an enhanced DBS check.

References

Full details on the references which will be required can be found within the Future Generation Trust application form.

Equal Opportunities

The academy aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications

from diverse candidates. Criminal convictions, cautions and bind-overs will be taken into account for recruitment purpose, only when relevant.

HOW TO APPLY

Application documents

Full information, and all supporting documents for this vacancy can be found on the Academy/ Trust's website vacancy pages. www.futuregenerationtrust.co.uk

Applying for this role

It is recommended that potential candidates arrange a visit to the academy. Appointments can be made by emailing laura.greenhouse@stjohnsprimary.academy either during or outside of school hours.

Completed applications should be emailed to Laura Greenhouse - laura.greenhouse@stjohnsprimary.academy.

Only fully completed and signed, application forms will be submitted for shortlisting. Please complete the application form in full ensuring you have provided true and accurate information. CV's will not be accepted.

Once you have applied

If you have not received an invite to interview 10 days after the closing date of the vacancy you can assume you have not been successful in being shortlisted on this occasion.

Safeguarding

All vacancies are subject to an enhanced criminal records check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application. It is an offence to apply for any role with FGT if you are barred from engaging in regulated activity with children.

APPLICATION AND SELECTION PROCESS

We will:



Information

Provide you with clear, accurate and timely information.



Questions

Give you the opportunity to ask questions.



Respond

Respond to enquiries promptly.



Fair

Adopt a fair and consistent assessment process.



Offers

Make sure all offers are fair and equitable.

In return we will ask that you:



Honest

Be honest and upfront about your experience, goals and aspirations.



Accurate

Provide open and accurate information when submitting your application.



Prepare

Prepare yourself for the interview and research who we are and how we work.





FUTURE GENERATION TRUST

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