

Hope Sentamu Learning Trust is a growing multi-academy trust for both primary and secondary schools along with Alternative Provisions.

Since the merger between Hope Learning Trust and the Sentamu Academy Trust, we continue to develop and grow so that everyone in our communities is given the opportunity to thrive. Schools across both the Trusts had previously been working together, so we already have a family of schools who share best practice. Each one of our schools has its own distinctive character, identity and strengths which it brings to the Trust so that we all benefit from each other. We have a very bright future ahead!

Our Vision

Our vision is really very simple. We aspire to provide a place where children and young people can thrive. The aspirations for our existing academies and those joining us are to establish environments where young people thrive. We want our schools to be places where children and young people thrive as active learners; compassionate, kind and creative individuals; caring and engaged citizens; and spiritual beings. We aim to grow together, to serve one another and nurture our children and young people.

In a world of turmoil we offer schools the opportunity to concentrate on teaching and learning, providing you with peace of mind as we look after everything else. Hope Sentamu Learning Trust presents opportunities and expectations that promote success.

As a Trust, we want every young person to experience great teaching, so we place the highest value on developing colleagues at all levels.

By working together we can ensure:

- all children and young people have a school in which to thrive as learners, as individuals, as citizens and as spiritual beings
- all staff and all governors are nurtured
- all children develop spiritually as well as academically
- no school is left behind regardless of its context and challenges, whether these are around size, rurality or levels of deprivation
- that all governance is highly effective in supporting and challenging the local schools
- a better use of resources by collectively sharing central services
- a provision of effective teachers and support staff, sometimes working across schools in new and imaginative ways
- access to training, support and external validation from a team of highly experienced educational consultants who will also support, question and challenge
- a link to a Teaching School to train the next generation of teachers and to support and develop others
- access to national resources such as capital grants through the EFA and other funding only being made available to MATs

Good luck with your application and I look forward to hearing from you

Helen Winn
Chief Executive Officer



School Administrator (Apprentice), 30 Hours per Week, Term Time Only

Fixed Term for 18 months in line with course provided by Scarborough TEC

I am delighted you are interested in joining the team at Graham School. We have a highly ambitious, aspirational group of professionals who are raising standards and significantly improving the life chances of the young people of Scarborough and the Yorkshire Coast.

Our motto is 'Grow, Learn and Achieve together' and our aim is that all our students thrive and make good academic progress whilst developing into resilient, confident and respectful young people

In March 2019 we joined the Trust along with our coastal secondary partner, George Pindar School. The Trust is a growing, successful Church of England multi-academy trust which was established to serve both church and community schools. We are committed to servant leadership in each of our schools and we are dedicated to the journey of growing together as a family of schools. We want all of our children to have a rich educational experience which will develop them as young people and allow them to flourish.

Graham School is a community in which our teaching and support staff are incredibly passionate about teamwork.

Staff morale is high and we have a commitment to recognise individual potential and to provide support, CPD and training for colleagues joining our organisation at all levels; you will never feel unsupported or alone in our Trust.

We all 'Grow at Graham' and all colleagues at all levels are working together to raise aspirations and support our students to make the progress they deserve. The school has a shared sense of purpose and a vision for success which inspires me on a daily basis. If you are appointed, you will join a truly committed body of professionals who really care about our young people.

We are really proud of our school and the progress we are making. Please take the time to come and visit is – we'd love to show you around.

Job Details

All posts at Graham School involve at all times seeking to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Principal as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application and I look forward to hearing from you!

Emma Robins
Principal



Job Title	School Administrator	Job Category	Support
Grade & Salary Range	Age Related Pay	Hours of Work	30 Hours per Week, Term Time Only
Location	Graham School	Travel Required	No
Position Type	Fixed Term for 18 Months	Line Manager	Senior Administrator
Date Posted	11th November 2021	Posting Expires	03rd December 2021
Interviews to be held	To Be Confirmed	Start Date	To Be Confirmed

Application Process

Please complete the online application form to apply for this role. All candidates are advised to refer to the job description and person specification before making an application. You should use the information supplied with in the Job Description & Person Specification to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. Your application may be viewed in regard to some or all of the skill specific areas over the course of the selection process. Applications via agencies will not be considered.

Job Details

We are looking to recruit an Admin Apprentice to work with our existing Admin Team at Graham School.

To apply for the role, please visit the government apprentice service page or click this [link](#).

Hope Sentamu Learning Trust is committed to safeguarding and protecting our children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across the Trust. On joining you will be required to undergo continuous professional development to maintain safe working practice and to safeguard our children and young people.

School / Academy Contact

Leeanne Corcoran, l.corcoran@gra.hlt.academy

For any queries regarding the role, please contact the school directly or alternatively you can contact the Recruitment Team via recruitment@hslt.academy

Job Description

Job Title	School Administrator (Apprentice)
Grade	Apprenticeship
Responsible To	Senior Administrator / Office Manager / Headteacher / Principal
Staff Manage	None
Job Family	Administration
Job Purpose:	To provide an administrative support service to the Headteacher/Principal and the school under the direction or instruction of the headteacher/principal or other senior staff. This may include some basic finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.
Job Context:	Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> • Provision of administrative, clerical and secretarial duties as required. • Assist in preparation of reports as required • Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors. • Take minutes at various meetings as required. • Diary management • Assist teaching and non-teaching staff with administration queries. • Undertake wages and salary administration and distribution which may involve liaison with the Local Authority offices. • Make arrangements for school lettings. • Report concerns and obtain support for any issues raised.
Communications	<ul style="list-style-type: none"> • Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries. • Attend staff meetings and training days by agreement with the Headteacher.
People/Resource Management	<ul style="list-style-type: none"> • Participate in the schools performance management scheme. • Assist senior staff with budget preparation and revision as necessary. • Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher • Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices. • Assist in the induction of new employees • Monitor stock levels, order office materials, equipment and services and check incoming orders • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to.

	<ul style="list-style-type: none"> • Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	<ul style="list-style-type: none"> • Maintain computerised and manual pupil/staff records. • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

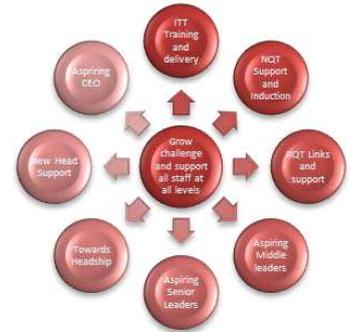
Job Title	School Administrator (Apprentice)	
Grade	Apprenticeship	
Responsible To	School Admin Officer / Headteacher/ Support Services Manager	
Staff Manage	None	
Job Family	Administration	
	Essential	Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
	<ul style="list-style-type: none"> • Knowledge of administration and office systems 	
Experience		
	<ul style="list-style-type: none"> • Clerical or administrative experience • Experience of working with Microsoft Office 	<ul style="list-style-type: none"> • Cash handling experience
Occupational Skills		
	<ul style="list-style-type: none"> • Computer literate • Good interpersonal and communication skills • Good numeracy and literacy skills • Judgemental skills • Ability to work to deadlines 	
Qualifications		
	<ul style="list-style-type: none"> • Literacy & numeracy qualification e.g. Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • CLAIT Plus, ECDL or Level 2 Word Processing • Appropriate first aid training (<i>dependant on the school's needs – insert as appropriate</i>)
Personal Qualities		
	<ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality 	
Other Requirements		
	<ul style="list-style-type: none"> • Enhanced DBS clearance required • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 	

Benefits of working at Hope Sentamu Learning Trust

Continuing Professional Development (CPD)

Hope Sentamu Learning Trust is committed to the professional development of all staff and is supported by the Education Team at the Diocese of York. This provides the opportunity for further CPD, networks and training to share best practice, as a member of a wider partnership of 125 diocesan schools and multi-academy trusts, across eight local authorities. We also have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

From ECT through to CEO, the Trust links with the Ebor Hope Teaching Schools Alliance, to provide high-quality, relevant training for all staff at all levels, pushing challenging, supporting and nurturing, enabling all members of the team to succeed, develop and aspire to the next challenge.



Pension Scheme

As an employee of the Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Hope Sentamu Learning Trust also pays into the scheme on your behalf. For more information please visit: www.teacherspensions.co.uk www.nypf.org.uk

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Hope Sentamu Learning Trust pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be. For more information visit www.cyclescheme.co.uk



Our Family

Our schools are places where young people can grow and excel and where colleagues strive to generate a culture of excellence and are innovative and collaborative.

As a Trust, we believe that by growing together as a family, belonging to a community with common goals and ambitions for its young people and having a central understanding that we should all put others needs before our own, we will succeed.