



Victoria
ACADEMIES TRUST

**Central Administrative Assistant
Victoria Academies Trust**

Recruitment Pack

Permanent and part time (20 hours per week, flexible over 5 days), term time plus 5 training days from 1st September 2024

Pay scale: Band C, SCP 5-8 (£23,500-£24,702 fte)

Web: victoriaacademiestrust.org

Email: enquiry@victrust.org

X @VicAcademies

#BeTheBestYouCanBe

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 with the sole aim **'to make our people the best they can be'**. We are passionate about making a difference to the lives of our pupils, families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to recruit a permanent, part time administrative assistant to support the work of the CEO and executive team. The role is hybrid, 20 hours per week, over 5 days, Monday to Friday, with a base at Victoria Park Academy for office based working where necessary.

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org)

We are committed to flexible working and are happy to have discussions with prospective candidates.



Sharron Philpot

CEO

Victoria Academies Trust



About Us

Our

Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities - we work with and empower our people to be the best they can be.

Our

Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



Integrity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits.
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- **Access to over 100 tailored CPD courses** through a mix of flexible webinars and online or face to face opportunities.
- **Opportunities to network** with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust -both as teaching and non-teaching colleagues.



Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy.
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, discounts on gym membership, childcare voucher scheme, cycle to work scheme and lifestyle voucher scheme.
- **Paid expenses** in line with HMRC guidance – and access to **free parking** on site at our schools.
- **Dedicated technology** – To enable to to fulfil your role effectively.
- **Dedicated shared working spaces** allowing colleagues to collaborate and work in way that suits them.
- **Generous holiday allowance** – many of our roles are term time only contracts.



Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events.

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey



2012

Victoria Park
Primary becomes
Victoria Park
Academy



2014

Victoria
Academies Trust
founded



2014

Rowley Park
Academy,
Staffordshire join
as first sponsor
school



2014

Devonshire
Infant and Junior
Academies,
Sandwell join as
converter schools



2017

Birchen Coppice
Academy,
Worcestershire
join as a sponsor
academy



2016

Fibbersley Park
Academy, Walsall
join as a sponsor
academy



2015

Northfield
Manor Academy,
Birmingham join
as a converter
academy



2018

Foley Park
Academy,
Worcestershire
join as a converter
academy



2019

Poppyfield
Academy,
Staffordshire
opens as our first
Free School



2022

Elm Tree
Academy,
Sandwell opens
as our first SEND
Free School



Role Overview

Administrative Assistant- Central Role

As our Trust grows and expands, we are looking to recruit a centrally based administrative assistant. The successful applicant will provide effective support for CEO and Trust executives, having proven organisational, planning and administrative skills. This role requires the post holder to work independently with a positive, 'can do' attitude.

The role will be a hybrid one, with flexibility as appropriate to work between our office base at Victoria Park Academy, Smethwick, occasional travel to other schools and some home working.

The part time role is for a 20 hours per week, flexible over over five days, (Monday to Friday), term time only plus 5 training days. As a member of our successful values-led Trust, that invests heavily in its colleagues, we offer you:

- Access to high quality professional learning and development to grow and develop in your role
- Opportunities to work and support across a strong team
- A dedicated and welcoming team who are all committed to be the best they can be, and support our schools and children to be the best they can be too
- A focus on wellbeing, with access to a range of employee benefits

In return, we ask that you are:

- Committed to our trust values and vision
- A successful and passionate individual
- Well organised and dedicated to become the best you can be
- Compassionate caring and kind.

If you feel that you would like to be a part of our team, then we would love to hear from you.

You can find out more about what we do via our schools' website victoriaacademiustrust.org Where you can also download an application form, through our X (formerly Twitter) feed @VicAcademiesor. For a further discussion, please contact us by email at enquiry@victrust.org

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS). This post is covered by part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of this role.

Closing Date at 9.00am Friday 5th July 2024

Interviews: Week commencing 15th July 2024



Job Description

Responsibilities of the role

Administrative Assistant- Victoria Academies Trust

Position profile

Job Title	Administrative Assistant
Band/Job Group	Band C, SCP 5-8 (£23,500-£24,702 fte)
Hours/Weeks	20 hours per week, flexible over 5 days, Monday to Friday term time only plus training days
Location	Blended, with base at Victoria Park Academy, occasional travel to other schools and home working.
Responsible to	CEO

This job description will be reviewed annually and may be amended at any time following discussion between the CEO and post holder.

The Administrative Assistant will provide effective support for CEO and Trust executives, having proven organisational, planning and administrative skills. This role requires the post holder to work independently with a positive, 'can do' attitude.

They are expected to promote and work within the mission, vision and values of Victoria Academies Trust.

Duties and Responsibilities

General administration

- Provide administrative support to the CEO and executive leaders as required to ensure the efficient and effective running of the central function
- Update manual and computerised record/information systems for the Central Trust Team
- Produce/print/copy reports, presentations, web content and marketing material, as required
- Support and update Trust Calendars, including the VAT Professional Learning and Development Calendar
- Deal with correspondence - post, telephone enquiries, and routine correspondence on behalf of the CEO in accordance with Trust policies, ensuring appropriate information is received by the CEO and delegating other information to appropriate members of staff
- Support with bookings for training, conferences and all associated travel and accommodation as necessary
- Assist with organising meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure the security of all confidential files and documents
- Provide admin support to the CPD team as required

Governance

Support the CEO with administrative aspects of governance, at board and local level as required, including:

- Support with collating and uploading papers for Trust Board meetings
- Support with onboarding and induction of new Trustees and Academy Councillors, distributing welcome materials
- Oversee and collate training records for Trustees and Academy Councillors
- Collect and oversee skills audits and declarations of interest
- Liaise with clerks and governance professionals as required to ensure effective communication between Trust, Trustees and Academy Councillors

Written communication

Write and send email responses that are professional and uphold the Trust vision and values
Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) as requested by the CEO and executive team
Assist with marketing and promoting the Trust

Other areas of responsibility

Read and follow the relevant Trust policies
Undertake training required to develop in the role
Ensure all duties and responsibilities are undertaken in line with the Trust health and safety policy
Contribute to the overall ethos / work / aims of the Trust
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.

Note

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the CEO and the postholder.

Person Specification

Administrative Assistant – Victoria Academies Trust

Criteria	Qualities
Qualifications	<ul style="list-style-type: none">• Good numeracy and literacy skills• NVQ2 Business and Administration or equivalent qualification or experience in relevant discipline and willingness to undertake relevant professional development
Knowledge, understanding and experience	<ul style="list-style-type: none">• Experience of working in an administrative role• Experience of working with senior leaders within a work environment
Skills and knowledge	<ul style="list-style-type: none">• Accurate and fluent written communication• The ability to behave in a corporate way, communicating and promoting the Trust's vision and values to staff, stakeholders and partners etc• Excellent interpersonal skills and capable of forming strong relationships with all members of the Trust community• Effective use of ICT packages• Knowledge or relevant policies / codes of practice and awareness of relevant legalisation• Ability to work constructively as part of a team• Ability to relate well to a range of people• Good organising, planning and prioritising skills• Methodical with a good attention to detail

Criteria	Qualities
<p>Personal and professional qualities</p>	<ul style="list-style-type: none"> • Has friendly yet professional and respectful approach which demonstrates support and shows mutual respect • Open, honest and an active listener • Takes responsibility and accountability • Ability to maintain strictest confidentiality • Committed to the needs of the Trust • 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 • Willing and enthusiastic to take on new challenges and develop own role 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 development new skills • A commitment to equality, safeguarding, and health and safety

*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car or chosen transport) from time to time, as required. Travel expenses will be reimbursed at the agreed rate.



Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf \(victoriaacademiestrust.org\)](#)



Victoria Academies Trust

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