



# Candidate Pack

## Part Time Administrator

ACE Schools – Camborne





## **Headteachers Welcome**

### **ACE Schools**

Dear Candidate,

Thank you for taking the time to look at our advert for the lead teacher at our WRAP (wrap around education and support) base in Camborne. Due to our current base leader moving area a unique opportunity has become available to join our team.

As lead teacher at Camborne you will oversee and shape the lives and education of primary and secondary children who receive a bespoke education provision and bespoke curriculum all of whom have one to one teaching assistant support and education health care plan.

You will be responsible for ensuring each young person's educational needs are met and that they are provided with as many enriching curriculum and extra-curricular experiences as those young people who are in traditional education settings.

As well as overseeing each young person's education provision and curriculum you will be pivotal in the high quality delivery program for each child by providing taught sessions to each individual on the base.

Our core curriculum focuses on maths, English, science and PSHE and we welcome applications from staff who specialise in these areas. Other areas of the curriculum are often delivered thematically and through practical learning out in the local community.

We are keen to meet candidates from special and mainstream settings who want to take on the challenge of supporting young people whose needs can only be met by the exceptional staff at ACE.

You will be at the forefront of making life changing differences to a group of young people who deserve the same high level of education as their peers.

If you believe that you can lead a team of people that will shape the lives of the young people we serve in Camborne areas we would love to hear from you.

Anyone wishing to find out more and would like to like to talk about the position further please call the number below and I would be happy to speak to each perspective candidate personally.

I look forward to hearing from you.

**Matt Bindon**  
**Head Teacher**  
**ACE Schools**  
**01752 396100 (Plymouth base)**



## **ACE Schools - who we are**

ACE schools is an alternative provision based across Cornwall, Plymouth, and Devon. We support up to 500 pupils each year ranging from Year 1 to Year 11. Pupils that we work with often have complex needs and as a result of this don't currently attend mainstream or special schools' settings. Our aspiration for all pupils is that we can support them to return to a specialist or mainstream settings and our focus is providing our young people with the skills necessary to make this transition successful.

The school is based on 11 sites across the three localities and these sites are divided into three primary areas of need. These include bases to support young people's health and welfare and this can include mental and physical illness that prevents them from attending school, reintegration, and intervention bases to support young people with challenging behaviour and social emotional needs back into school; WRAP bases where we provide one to one support for pupils with EHCP plans.

We currently employ over 200 members of staff across the school in a range of positions. At present in the school, we have 23 different roles and responsibilities across the team ranging from welfare, curriculum, and professional development leads.

In February 2019 Ofsted inspected the whole school rated us as a 'good school' and we are incredibly proud of the report. Below are some of the highlights.

### **This is a good school**

- Leaders are passionate that every pupil, whatever their previous education history, deserves another chance to succeed. As a result of their commitment to providing high-quality provision, pupils do well.
- Leaders have developed strong systems of management across sites. There are common expectations and systems of accountability. Individual sites are, therefore, well organised.
- Leaders work very hard to safeguard pupils. They are very aware of the many risks to their pupils. They have established good relationships with outside agencies. There is a very strong safeguarding culture throughout ACE.
- Teaching is of high quality on most sites. It is tailored precisely to individual needs and underpinned by very strong relationships between adults and pupils. This quality is not as consistent on the Bretonside site.
- Leaders offer a bespoke curriculum tailored to individual needs and aspirations. This means that pupils are much more likely to engage and succeed.
- Pupils' attendance improves considerably. Pupils learn to manage their emotions and behaviour. Pupils develop pride in their work.
- Pupils make good progress. They frequently gain a range of qualifications and leave ACE for a variety of appropriate destinations. Pupils with special educational needs and/or disabilities (SEND), including those with mental health needs, do well.
- Trustees have overseen the successful establishment of the multi-academy trust and a period of expansion. They identified themselves that governance required strengthening. They have taken appropriate action but there is still work to do to ensure that leaders are rigorously held accountable for all sites.

## **About Camborne**

Our WRAP base is situated in an area just outside of Camborne called Pool. The base is part of the Cornwall college site that allows us ample parking and a range of outdoor spaces and use of facilities. Having a base located with many amazing natural opportunities on its door step gives our pupils a real opportunity to have a diverse and wide ranging curriculum based around the local area.

The base is 5 minutes from Tehidy Country park and 15 minutes from the closest beach.



## What we can offer you

As a large alternative provision that is part of a Trust we can offer you as future employees many exciting benefits:

- **Health shield:** Health shield provide our employees with a range of benefits including paid for Physiotherapy sessions and counselling sessions, member discounts, great deals and cashback on shopping, travel, and restaurants and free eye tests.
- **CPD:** All members of staff have CPD sessions that take place on a Friday afternoon that are finished by 3:30 meaning that none of our training take place after the school day. Each week we a wide variety run drop in sessions to allow staff to tailor their professional development.
- **School day:** A day running from 8:30am-3:30pm with finishing at 1:00 on Fridays
- **Career progression:** As a school that covers three counties staff can move between bases and progress their careers into 23 different roles in the school.
- **Multi agency working:** Due to the high level of need for a proportion of our pupils there will often be occasions where you get to work with professional from other organisation
- **IT equipment:** Whatever roll you join ACE in you will be provided with the IT equipment required to carry out your work
- **Induction and qualifications:** When you join ACE, you will be given an induction to our school and provided with MAPA (physical intervention training) as part of this induction. This induction will continue with a comprehensive package which may include first aid certificates, activity leadership as well as a thorough explanation in our systems, trauma informed practice and an in-depth safeguarding training
- **Well-being activities:** Once each term staff are given opportunities to take part in well-being activities ranging from group sporting, cultural or social activities, through themed activities such as creative afternoons to individual activities such as beauty therapy and massage
- **Staff supervision:** As a school we purchase the support of psychologist so that all members of staff can receive support from trained professional when staff need support for issues inside and outside of school.





## **About the role**

**Job Title:** Part Time Administrator

**Salary Range:** C Grade Spinal Point 5 FTE £19,312 - Actual Salary = £7,151 per year

**Contract Type:** Temporary

**Closing Date:** Tuesday 1<sup>st</sup> June

**Interview Date:** Friday 11<sup>th</sup> June

**Start Date:** ASAP pending Pre-employment checks and notice period

## **Job Purpose**

Working as part of the busy Cornwall provision of ACE Schools, the Administrator will be responsible for undertaking a range of duties, in Cornwall for ACE Schools Plymouth.

## **General Duties**

- School Administration – Supporting the efficient running of the school base by providing administrative support for the Teacher in Charge including, review day letters, filing, shredding and data entry, petty cash administration, collecting student uniform monies, answering routine telephone calls and face to face enquiries, being the first point of contact for visitors and deliveries, helping the base staff with general HR queries.
- Estates Compliance Support– managing the administration of health and safety and building matters to include reporting repairs, arranging for routine compliance checks to be completed, programming new ID cards, point of contact for caretaker and contractors, management of online compliance logs, first aid stock, Compliance posters on site

## **Desired Skills**

The ideal candidate will be an experienced administrator who wants to undertake a key role within a fast moving environment and who understands the complex needs of our pupils. We are looking for an ambitious and motivated person who will join our team and make the role their own and have a positive impact on the administration of schools in the Trust.

Candidates should have experience of working within a busy school environment and the skills, knowledge and experience of dealing with a range of challenges relating to administration, estates, health and safety and compliance. The individual should be confident

in working on their own initiative, setting priorities and managing a complex, diverse and busy workload.

The person should have excellent customer service skills and attention to detail as the administrator will be the main contact point between the bases and others. They will need to be able to manage their time effectively and manage staff, contractors and issues remotely at times.

## **Skills & Attributes**

### **Essential**

- Own vehicle and clean driving licence
- Well organised, has ability to manage, multi-task and prioritise a changing and demanding workload.
- Ability to follow process and procedures.
- Accuracy and attention to detail.
- Strong communication and interpersonal skills with staff at all levels across the organisation and the ability to influence colleagues.
- Ability to work under own initiative but to also be able to work as part of a committed and hardworking team.
- Excellent customer service skills and solution focused approach to work.
- Enthusiastic, positive attitude with a willingness to learn and develop.
- Be ambitious and motivated to work in a growing MAT and fast changing environment

## **Qualifications**

### **Essential**

Minimum of 5 GCSEs Grade A\* - C or equivalent including English and Maths.

## **Physical Requirements**

### **Essential**

- Full driving licence and business insurance

### **Desirable**

- Mini-bus driving certificate
- Ability to visit and provide support at other ACE sites in St Austell or Camborne if and when required

## **Personal Qualities and Attributes**

- Excellent customer service skills
- Good attention to detail and accuracy
- Well organised, with ability to work to deadlines
- Ability to work well in a team and to work on own initiative

- Cooperative and willing to assist others.
- Strong understanding and respect for confidentiality
- Ability to use computer applications, e-mail, and telephone

### Trust Standards

The post holder is, at all times, required to work within the Trust's:

- Health and Safety Policy, performance standards, safe systems of work and procedures
- Act in accordance with the appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.

### Values

- Professional excellence in all we do
- Valuing the individual and our service to them
- Valuing growth and releasing potential
- Celebrating Success
- Compassion and caring for everyone

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change and the above list is not exhaustive. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.



### **Transforming Futures Trust**

*Transforming Futures, Changing Lives.*

ACE Schools is part of Transforming Futures Trust; the Trust works with children for whom mainstream education is not right: young people with behavioural challenges; children with mental health concerns; students who find the traditional setting of a school intimidating. It is not an exaggeration to say that we change these young people's lives. Our extraordinary staff can connect with these children and apply the principles of trauma informed care to enable them to reach their potential.

Transforming Futures Trust's core aim is to create 'positive futures for all'. We are building a culture of Trauma Informed Practice in all our schools which supports the wellbeing and development of all children and young people, Headteachers, School staff, parents/carers and

stakeholders and the wider communities they are a part of. We have proven educational practice and strong leadership which has enabled us to develop new provisions across the southwest to meet the needs of children and families which have not been met in existing schools in the area. Since it was established, TFT has developed a highly effective internal capacity to support schools in their work with children and young people, helping them to make the biggest difference to their life chances.

Transforming Futures Trust was formally set up on 1st June 2016 (previously known as ACE Schools Multi Academy Trust) with the aim of growing from a single educational provision in Plymouth into a group of Schools across Devon and Cornwall. Our simple aim is to support the development and improvement of the education for all pupils within the Trust and beyond through school-to-school support.

In addition to **ACE Schools**, there are two other schools in the Trust:

### ACE Tiverton



A new 11-16 special school, which opened in September 2019 with 35 students across Years 7-11. A Free School with a designation for supporting students with high functioning Autistic Spectrum Condition and related Social, Emotional and Mental Health needs.

### Courtlands Special School



Based in Plymouth, Courtlands supports 100 primary aged children who have Moderate Learning Difficulties, Social, Emotional and Mental Health Difficulties (SEMH), and other complex needs.