



## **ADMINISTRATION ASSISTANT RECRUITMENT PACK**

Pay Scale:

Actual - £14,686 - £15,309

Full Time Equivalent - £20,266 - £21,125)

*(Pay Review Pending)*

30 hours per week – term time

30 days annual leave (+ public holidays) pro rata

Employee Perkbox account

Flexible and mobile working

Local Government Pension Scheme membership

Flexibility to offer increased hours for the right candidate

YES Trust

Office 4b, Second Floor

Riverside Mill

Congleton

Cheshire CW12 1DT

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Dear Applicant

Thank you for your interest in our Administration Assistant vacancy.

The YES Trust is looking for a highly motivated individual to work under the direction of the Trust Office Manager and wider Executive Leadership Team to provide a professional and effective administrative support service to the trust's central office. This is an exceptional opportunity to join a young but growing and ambitious trust, whose aim is to provide the best possible opportunities and support, to some of the most vulnerable pupils.

The trust is looking for someone who has high levels of organisation, integrity, approachability and ICT skills. The successful candidate will support the ethos and values of the trust and provide a warm welcome to all visitors to the trust office as well as acting as the first point of contact for all enquiries coming into the trust. The role will be varied, and we are seeking candidates from a wide range of administrative backgrounds – experience working in a school/trust is not essential.

This is an excellent opportunity for the right candidate to come in and establish the role at the centre of a growing Multi Academy Trust. Candidates are encouraged to arrange a call and speak to the Trust Office Manager to discuss the role and the opportunity.

As the trust grows, there may be the opportunity for the number of hours to increase to 37 hours per week (full time) for the right candidate. The role may also include visiting and working in schools across the trust and providing cover if needed.

If you feel that the YES Trust may be the right place for you, I hope you will consider applying for the post. If you have any further questions please do not hesitate to get in touch.

I look forward to hearing from you.

Yours sincerely



**Nic Brindle**  
**Chief Executive**



## Youth Engagement Schools Trust Administration Assistant Recruitment and Selection Process

1. You are asked to complete the YES Trust Application Form which is attached.
2. You are asked to include as part of or separate from the Application Form, a Letter of Application that addresses the items listed under desirable criteria on the Person Specification & Assessment Criteria. Please keep this letter as brief and to the point as possible (no more than 2 sides).
3. You are asked to return your Application Form & Letter of Application by email to;

[admin@theyestrust.org](mailto:admin@theyestrust.org)

Time Line for Assessment and Selection Process	
Advertising window	<b>29<sup>th</sup> March 2023</b>
Closing date for applications	<b>12pm on 19<sup>th</sup> April 2023</b>
Opportunity for informal discussions with Director of Business	<b>By appointment</b>
Shortlisting of candidates for interview days	<b>20<sup>th</sup> April 2023</b>
Interviews	<b>w/c 24<sup>th</sup> April 2023</b>

***If you would like further information please contact [admin@theyestrust.org](mailto:admin@theyestrust.org) or alternatively telephone: 01260 490042 to speak to the Director of Business.***



Fermain Academy Artwork 2023

## **Our Vision**

The Youth Engagement Schools (YES) Trust is a multi-academy trust based broadly in the North West. Together, we have developed a growing family of schools which makes a difference for children and young people. As we continue to set and raise the bar in all the work we undertake, we are keen to maintain our national recognition as one of the highest achieving alternative and SEN multi-academy trusts in the country.

We unashamedly use words like "kindness" and "compassion" in our values. Our ability to make that difference rests on our vision and our core values which include an absolute belief in the importance of collaboration and mutual support, and on our recognition of the trust as a family of schools in which colleagues are equally valued. We want to continue this further, and to become the employer of choice for teaching and support staff across the region.

## **Our Core Values**

### **Mission statement: Transforming lives**

We are:

- Child centred
- Adaptive and sensitive to need
- Authentic in our relationships

We strive for:

- Solution-focused mindsets
- A climate of reflection and feedback
- Intrinsic motivation \*
- Continual improvement
- A culture of collaboration

Our minimum expectations of our staff are:

- Belief in our core values
- Professional conduct at all times
- Appropriate communication
- Ability to follow direction
- Kindness and compassion
- Flexibility and adaptability

## **Trust Administration Assistant Job Description**

**Salary Band** – Actual - £14,686 - £15,309

**Holiday Entitlement** – 30 Days plus statutory bank holidays

Flexible and mobile working hours available, but candidate expected to be able to travel to Trust Office and all trust schools with notice, as required.

**Reports to:** Director of Business and Trust Office Manager (on a day-to-day basis).

### **Purpose of the Role:**

To help provide a flexible, comprehensive, efficient and effective administrative support service for the trust, working alongside the Trust Office Manager in the trust central office.

### **Duties and Responsibilities**

Main responsibilities will include, but not be limited to:

- To act as a main point of contact for any queries coming into the trust office via telephone, dealing with questions and passing on enquiries where appropriate
- To manage the main trust email account [admin@theyestrust.org](mailto:admin@theyestrust.org) providing advice, information and assistance with enquiries
- Providing a warm welcome and hospitality for visitors as necessary
- Responsible for opening, filing and distributing post coming into the trust office
- Regular checking and restocking of trust office stationary supplies
- Ordering goods and services for the trust office
- To provide administrative and clerical support to the Executive Leadership Team. This will include diary management (Office 365), organising meetings, answering emails and phone calls and administrative work
- Booking travel and accommodation for Executive Leadership team when required
- Keeping trust office filing systems up-to-date
- Co-ordinating trust wide collaboration meetings via Teams
- Posting job advertisements on trust website and other job vacancy portals e.g. Indeed, DfE (Department for Education)
- To assist in the routine administrative arrangements in relation to the recruitment and interviewing of applicants
- Responsible for regular monitoring of Indeed/TES and general vacancy enquiries
- To keep the trust intranet site up-to-date
- School office support when necessary
- Processing expense, overtime claims and all other payroll changes
- To produce reports, lists, information and data as required

- To keep abreast of modern administrative procedures and IT systems which could improve the efficiency and effectiveness of the organisation
- To attend training as necessary
- To undertake such other duties related to the work of the trust appropriate to the post as may be assigned by the Director of Business
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection
- To maintain complete confidentiality at all times
- To undertake any such duties commensurate with the post as directed by the wider leadership team

## Administration Assistant YES Trust

**Accountable to: Director of Business**  
PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• Good standard of general education to include 5 GCSE's (including Maths and English A-C)</li> <li>• Willingness to undertake training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Application/Interview/ Certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of administrative procedures and experience in an administrative role.</li> <li>• High level of competence using email, databases, and working with Microsoft Office General Office/Reception/ Admin experience</li> <li>• Experience of handling enquires from/dealing with members of the public</li> <li>• High level of accuracy and confidentiality Excellent literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school / forward facing office environment</li> <li>• Experience of using school MIS systems or similar software packages</li> <li>• Experience of financial procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview/ References</li> </ul>



<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Approachable, flexible and patient</li> <li>• Self-motivated and organised, ability to work calmly under pressure and to meet deadlines</li> <li>• Excellent inter-personal skills</li> <li>• Confidentiality, tact and diplomacy in relationships with all members of our school community</li> <li>• Commitment to continuous improvement</li> <li>• Ability to remain calm under pressure</li> <li>• Able to be flexible with hours if situations arise</li> <li>• Will seek advice and support when necessary</li> <li>• Open minded and receptive to new ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Experience liaising with outside agencies and parents</li> </ul>	<ul style="list-style-type: none"> <li>• Application/ Interview/ References</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the Trust's vision</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Excellent interpersonal and communication skills</li> <li>• Willingness to interact well with children who have complex learning difficulties</li> </ul>		<ul style="list-style-type: none"> <li>• Application/ Interview/ References</li> </ul>

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Positive recommendation from present employer</li> <li>• Satisfactory attendance record</li> <li>• Ability to satisfy our Safer Recruitment (DBS/ health) checks.</li> <li>• Ability to travel to our schools from time to time with notice</li> </ul>		<ul style="list-style-type: none"> <li>• Letter</li> <li>• DBS check</li> <li>• Confidential Health Check run by our external occupational health provider.</li> </ul>

			<ul style="list-style-type: none"><li>• Reference</li></ul>
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**The successful candidate would be expected to maintain a well-organised, creative, safe and friendly environment for living and learning and hence enhance the ethos of the Trust. Candidates are asked to address as many of the person specifications as possible in their application.**

**The YES Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Child safety recruitment procedures operate and appointment is subject to satisfactory references, enhanced DBS, qualifications check and all other relevant employment checks.**



At the Yes Trust, we believe our aims and vision for our students and their carers are best achieved through supported and valued team members. We offer the following benefits to all trust employees from their first day with us:

1. Access and support with training and CPD
2. Specialist training where required
3. Free lunch at school
4. Free parking
5. Nursery benefits
6. Car purchase salary sacrifice scheme
7. Education Mutual – access to free face to face counselling, physiotherapy, nurse help-line, prescription service whenever you need it
8. Perkbox
  - A huge range of discounts, free gifts, perks including shopping, eating out, holidays
  - The wellness Hub – access to a variety of practical and useful resources
  - Medical – on-line GP appointments, prescriptions and advice at a time convenient to you



## **The Youth Engagement Schools Trust (YES TRUST) Safer Recruitment Policy Statement**

The safe recruitment of staff in the YES Trust is the first step in the effective safeguarding and promotion of welfare for our children. The YES Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the YES Trust to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This YES Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from diverse backgrounds, with different skills and abilities. The YES Trust is committed to ensuring that the recruitment and selection of all who work within the YES Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The YES Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

The YES Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The YES Trust will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The YES Trust will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to The YES Trust.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references as well as verification of the candidate's identity and a satisfactory Enhanced DBS check
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempt)
- the production of evidence of the right to work in the UK

- for teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

NB It is illegal for anyone who is barred from working with children to apply for, or work in our YES Trust in any voluntary or paid capacity.

\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The YES Trust will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

The YES Trust maintains a single central record of recruitment and vetting checks, in line with the statutory requirements.

The YES Trust requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within the YES Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Certificate.

The YES Trust is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The YES Trust's Recruitment (pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The DBS has published a Code of Practice and accompanying explanatory guide. The YES Trust is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling and security of Disclosure information.

A copy of the YES Trust's draft Safer Recruitment Policy & Procedures is available on request.

