

Springwell Learning Community Lincolnshire



Senior Administrator Information Pack

A proud member of the Wellspring Academy Trust



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Dear applicant,

Thank you for your interest in the role of Senior Administrator at Springwell Learning Community Lincolnshire. If you are successful, you will be joining a fantastic team and will be a key part of an exciting project to transform education for children with Social, Emotional and Mental Health needs across Lincolnshire.

This is an exciting opportunity for someone who is passionate about education, who wants to work with and for young people, through supporting them to develop the knowledge and skills to be successful learners, as well as supporting colleagues in their abilities to achieve this. The successful candidate will be expected to manage the areas of:

- People: line manage administration employees.
- Marketing and school administration.
- General administration management to meet the needs of the academy to enhance teaching and learning.

At Springwell Alternative Academies, you will work as part of a team committed to collaboration, creativity and innovation. We are dedicated to developing a diverse, relevant and engaging curriculum, delivered through learning experiences built around the individual needs of our children and young people. Your challenge will be to ensure that you contribute either directly or indirectly to an environment where young people feel valued, understood and their social and emotional needs are met, which allow them to become successful independent learners.

If you are interested in transforming the lives and opportunities of young people with SEMH needs, we will be very interested to hear from you.

Yours sincerely



Lisa Ashcroft-Day
Executive Principal

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About Springwell Lincolnshire

Springwell Learning Community Lincolnshire is a collaboration of four Alternative Academies working together across Lincolnshire. Springwell Alternative Academies are located in Lincoln, Mablethorpe, Grantham and Spalding. We provide a caring, nurturing and developmental environment for young people who are unable to remain in mainstream education.

Whether pupils have been permanently excluded or whether they are with us on a short placement, we are determined that after receiving our support, our pupils move on to their next destination having felt known, valued and understood.

Message from the Director of Learning

It is an exciting time for myself, the staff and the pupils here at Springwell. There have been many changes over recent months and there are many more to come. The Wellspring Academy Trust, in partnership with Lincolnshire County Council and the Department for Education are investing significant amounts of money in providing the best possible education for the children of Lincolnshire who can no longer access mainstream education. It is our intention to develop state of the art alternative provision across the county so that our pupils are given the best possible chance in life.

Our values are fundamental to everything we do. Although we believe in high standards we also understand that we are working in a complex world. We believe in second chances, unconditional positive regard and a culture of nurture and support. With that in mind, we aim to provide the best possible opportunities for all our pupils to develop and thrive in a climate of support, guidance and authentic care.

We also value the support of all our families and believe that if we work in partnership, understand the collective challenges and face them together then we can really make a difference.

Dave Whitaker
WAT Director of Learning
Wellspring Academy Trust

Why work for Springwell Lincolnshire Learning Community

- Working in alternative provision and/or SEMH gives you a chance to break free from the stifles of mainstream
- Here at Springwell our staff are able to work in a values-driven environment where the personal development and welfare of the children are our core business
- Staff are of the utmost importance to us. With that in mind, training and development is a priority. Opportunities exist with The Wellspring Trust to create and develop a meaningful and exciting career
- If you are ambitious then there are opportunities for development at all levels. Some of the greatest teachers in the Wellspring Trust joined us as Teaching Assistants. We have developed Specialist Leaders of Education and behaviour experts who work in our academies but also deliver training and support across the region.
- Leadership development programmes allow aspirant senior leaders to fast-track their careers and are given opportunities and training to aspire to Principal and Executive Principal roles
- We value every pupil as an individual, showing everyone respect and tolerance
- We want our pupils to be the very best that they can be – and will try to give them every opportunity to show success

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Some testimonials from staff who have progressed into more senior roles throughout their time here:



"I started at Springwell in the position of Pastoral Teaching Assistant at Lincoln having worked in mainstream education for many years. I had fantastic support in my first year at Springwell, lots of really good CPD, great support from colleagues and absolutely loved my job. My Line manager always made time for me and gave me the support and guidance I needed to learn about working in AP. This really gave me the confidence to take on more responsibility and I am now the Pastoral Manager working across 2 schools. I have the opportunity to work with pupils, parents, mainstream schools and outside agencies and really do feel I can make a difference to the pupils and families I work with." **Jayne Battersby, Lincoln**



"I began working as SENDCo at Springwell in May 2017 which took me all over Lincolnshire and into many schools. I quickly settled in to the friendly team at Springwell and straight away was able to 'make that difference' I was hoping to do. Within 5 months I was promoted to Head of School where I was responsible for the day to day running of a super little school with brilliant staff and students. I am now Executive Vice Principal, working strategically across schools whilst being able to maintain meaningful relationships with children, which I love. The support, opportunities and development I have received since joining has been second to none." **Sarah Jorgensen, Lincoln**



"I joined Springwell as a class TA, having had extensive experience in Early Years settings in mainstream. When a vacancy came up for an SEMH Learning Practitioner working with the SENDCo on interventions, I applied, and was successful. Since then, I have worked closely with the SENDCo and Head of Primary to develop a specific intervention for children working in the Early Years Foundation Stage. This innovating and exciting project received some grant funding that has enabled me to lead an EYFS class, and also send me on a leadership development course aimed at system leadership and influence." **Louise Bostock, Spalding**



"Having no previous experience of working in schools but a desire to work in the education sector I applied for a TA level 1 position at Springwell in December 2017. I had a great induction and the opportunity to take part in lots of CPD. This gave me the confidence I needed apply for an internal TA level 2 opportunity to become a member of the Care Team. This role taught me so much about the importance of building trusting positive relationships with pupils and I was able to begin to deliver a range of different interventions to support pupils to develop their regulation skills. As part of this role I was given the opportunity to become a certified Team teach instructor and I was able to deliver whole staff Team Teach training. In September 2020 I was successful with my application for the Behaviour for Learning Lead position at Springwell Alternative Academy Mablethorpe. Relationships really do matter at Springwell Lincolnshire and the support I have had from the senior leadership team, my line manager and my colleagues is second to none." **Paul Jervis, Mablethorpe**



"I started as a TA at Springwell in Sept 2016. Springwell kindly supported me through the Straight to Teaching program, and I have now been a qualified teacher for 3 years. Springwell Lincolnshire have been brilliant throughout my journey into teaching - identifying potential, nurturing ambition and providing support on many levels." **Dale Kitchen, Grantham**

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Wellspring Academy Trust

Wellspring Academy Trust is a Multi-Academy Trust with a Barnsley-based Head Office. We are a Trust at the cutting edge of educational innovation.

We have:

- Outstanding aspiration.
- A vision to provide children and families with exceptional educational opportunities.

Our Core Principles are:

- Excellence in Teaching and Learning
- Knowledge and skills growth that is celebrated by the community
- Collaboration with all partners in education and the community
- Succession planning within the institution and beyond
- Providing an exceptional school experience for our children

The Wellspring Trust Team

Mark Wilson

CEO, Wellspring Academy Trust

National Leader of Education (NLE). OFSTED registered inspector. Ex-Executive Head Teacher, London borough of Lewisham (two Outstanding schools, one Good school). Executive Head of Teaching School. Ex-Head Teacher at Robin Hood Primary for nine years and achieving an Outstanding judgement from Ofsted in April 2011. Mark believes in taking a global perspective on school improvement and has visited schools in Germany, South Korea, Italy and Australia to look at practice there.

Dave Whitaker

WAT Director of Learning (SEND & Alternative Provision)

Executive Principal, Springwell Special School and PRU and National Leader of Education. Ofsted-rated Outstanding. Springwell was designated a Teaching School in 2013. The School is cross phase from age 4-18. Experience in all aspects of school leadership. Involved with the development of a new approach to learning.

Our Commitment to You

Professional Development

We believe that outstanding Professional Development underpins outstanding schools. The more members of staff who are enabled and empowered with expert skills and knowledge, the more effective their impact upon learning. We believe in the power of Professional Development. We believe that it can and should be happening every minute of every day. Wellspring Academy Trust has access to a rich seam of Professional Development for all staff through our network of leaders, colleagues and schools, and through the Teaching School.

Leaders' Professional Development

Inside every successful school you will find successful leaders. Almost every study of school effectiveness has shown both Primary and Secondary leadership to be the key factor. At Wellspring, we emphasise the importance of ongoing Professional Development for school leaders. We work together as leaders. We share our experiences and expertise. We recognise that we are stronger together.

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Our recognition of the pivotal importance of effective leadership means that the Professional Development pathway into Executive Leadership across more than one school is open to you with Wellspring.

Safeguarding

Springwell Learning Community Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to DBS clearance.

Job Description

Academy:	Springwell Lincolnshire
Post Title:	Senior Administrator
Grade/SCP:	Scp 22 – 25
Responsible to:	Senior Office Manager
Responsible for:	up to 5 administration employees

Purpose of the post:

To manage the areas of

- People: line manage administration employees.
- Marketing and school administration.
- General administration management to meet the needs of the academy to enhance teaching and learning.

Key Responsibilities:

People Management

HR Management	Manage the HR employee administration process, including the SCR, Workforce Census; accurate processing of employee and payroll details; maintaining records; deal with general queries of policy and procedure (e.g. expenses, sick leave, leave of absence).
Recruitment	Co-ordinating the HR administration of employee recruitment, undertaking all pre-employment checks in accordance with Safer Recruitment Practices and Keeping Children Safe in Education legislation. Generating employee contracts.
Safeguarding	To ensure that school is thoroughly safeguarded through the management and administration of the Single Central Record.
Advice	In liaison with the central HR team, provide low-level advice on policy and procedure to the academy and governing body.
Administration	Line manage administration employees in the team and provision of PA support to the SLT as and when required.
Attendance	Monitor and assist in the management of employee attendance and leave to ensure a continuous service through the year.

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Safeguarding

Safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguard children in line with Keeping Children Safe in Education and provide a safe environment in which children can learn.

School Administration

Strategy	Ensure effective administrative systems and practice for the smooth and efficient running of the academy.
Reception	Ensure that the office reception is efficient and high quality to serve the needs of children, staff, parents and visitors.
ICT system	Have an overview of the computer network and management information systems.
Reports	Prepare, or quality assure, reports as required. Liaise with the local authority and the DFE as required.
Licences	Maintain efficient systems for obtaining necessary licences and permissions. Ensure their relevance and timeliness.
Pupil records	Ensure efficient systems for the maintenance of pupil records.
Non-teaching services	Manage non-teaching services, such as school transport and the use of external venues.
Petty Cash	Management and administration of petty cash.

Marketing

Promotion	Promote the school to different audiences and raise the positive profile of the school.
Customers	Dealing with complaints and praise regarding site and non-teaching issues.
Local business	Liaise with local businesses for fundraising, joint projects and general support of the school.

Summary:

The Office Manager will:

- be routinely involved in more complex day to day issues, one-off projects;
- supervise and train administration employees who input records;
- produce standard documents;
- solve problems, set up processes etc;
- handle difficult/sensitive situations without supervision;
- prioritise and manage own workload and supervise workload of others;
- be able to work under limited supervision;
- be proactive and use initiative;
- be expected to contribute to the management of change within the school;
- input at a high level of responsibility for the successful and smooth running of the school in many areas, particularly the supervision of all clerical support, statistical control and pupil welfare.

Competencies:

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The Office Manager will:

- be expected to routinely use computer reports to monitor attendance;
- research and download documents and information;
- undertake research for inclusion in reports;
- be able to compile papers for presentation to the SLT and/or Governors;
- have the capability to amend standard reports to suit school;
- attend Governors' meetings to assist SLT and to present information.
- Attend and contribute at SLT meetings.

PERSON SPECIFICATION

CRITERIA			HOW IDENTIFIED
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Minimum of 5 GCSE or equivalent Level 2 qualification including Maths and English. • Qualified to NVQ Level 4 or willingness to work towards. 	E E	A A
EXPERIENCE	<ul style="list-style-type: none"> • Office Administration and organisation. • Employee supervision. • Human Resource management. • Working in a school environment. 	E E D D	A A A A
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Accurate keyboard skills and excellent working knowledge of Microsoft Office applications. • Excellent oral and written communication skills. • Ability to lead, motivate and performance manage employees. • Ability to make sound judgements in relation to 'best value' practice. • Accuracy and attention to detail. • Ability to maintain confidentiality. • Ability to organise and prioritise work, use own initiative and work as part of a team. • Customer orientated. • Able to solve problems and create innovative solutions. • Ability to work methodically, managing a heavy and challenging workload, prioritising work to meet tight deadlines. 	E E E E E E E E E E	A/I/T A/I/T A/I A/I I/T I I I I I/T
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Operate with the highest standards of personal/professional conduct and integrity. • Committed to work in line with the Trust's and academy values and vision. 	E E E	A/I A/I A/I

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	<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the academy. 	E	A/I
	<ul style="list-style-type: none"> • Willing to undertake training and continuous professional development in connection with the post. 	E	A/I
	<ul style="list-style-type: none"> • Able to undertake any travel in connection with the post. 	E	A/I
	<ul style="list-style-type: none"> • Able to demonstrate sound understanding of equality/diversity in the workplace 	E	A/I
	<ul style="list-style-type: none"> • Satisfactory DBS disclosure to work in an environment dealing with young people. 	E	A/I
	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults. 	E	A/I
	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting welfare for all. 		

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