

# Enrichment Programme Administrator

## Recruitment Pack

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## Principal's Welcome Letter



Dear Applicant,

Thank you for taking the time to find out more about this opportunity to work with us at the University Academy of Engineering South Bank. This recruitment pack gives you information about the role and the school which will help you in completing an application.

The University Academy of Engineering (UAE) is a happy school with high standards of behaviour where students feel safe and secure. Our teachers build strong relationships with every individual student, they nurture their personal growth and through carefully designed experiences support them to become confident, ambitious and socially responsible young men and women.

We have thought hard about what we need to teach and how we need to teach it. Through our curriculum students explore a rich body of knowledge across a broad range of subjects. We supplement this with an extensive enrichment curriculum of contextualised projects, educational visits, lectures, community work and a range of additional clubs and societies.

The importance of developing STEM (Science, Technology, Engineering and Maths) skills in schools has been well documented in the media over recent years but here at UAE we feel passionately that the confidence and creative mind-set that the Arts engender in our students is equally crucial to their development. To this end, we are proud to be a STEAM school where cutting edge technology, an exciting Arts curriculum and strong teaching all help our students develop the knowledge, skills and confidence needed to enable them to fulfil their ambitions and make their mark on the world.

Our students are given significant opportunities to make decisions about their learning in lessons and in the enrichment activities they participate in. We know how important it is for students to take

ownership of their education as it increases their engagement in it. Our commitment to this is implicit in our statement that in our school you 'Create your future'. We are sponsored by London South Bank University (LSBU) and this partnership provides our students with an extensive range of activities and support throughout their time at our school.

As a teacher at UAE you will become part of our Professional Learning Community. Through this you will take ownership of your own professional development and benefit from collaboration with your colleagues across the school.



John Taylor  
Principal

**Advertisement**  
**University Academy of Engineering**  
**Enrichment Programme Administrator**

**Reporting to:** Enrichment Programme Manager

**Type of Contract:** Permanent – Term time only

**Salary Range:** £22,472 to £25,502 Pro-rata, depending on experience

Actual pay will be in the range £19,252 to £21,847

**Deadline for applications:** Sunday 8<sup>th</sup> July 2018

**Interview:** Thursday 12<sup>th</sup> July 2018

We are looking to appoint an ambitious and driven Enrichment Administrative Assistant to join our team. This is an exciting opportunity allowing you to be at the heart of shaping the future success of the school.

University Academy of Engineering South Bank is a rapidly growing, mixed 11 - 18 school located in the heart of London. The school opened in September 2014 and is sponsored by London South Bank University. The school is part of the South Bank Academies Trust.

Our school is a safe haven where every child enjoys their own journey of discovery, creativity and imagination and develops a love for their learning. The students leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and experience they need to thrive in the world.

As the Enrichment Administrative Officer you will be responsible for

**We are looking to appoint someone who:**

- has a passion for working with young people and the impact this can have on their lives.
- has a range of high quality organisational skills and a commitment to continually strive to improve and develop these skills.
- has imagination and is able to take the initiative in developing ideas.
- has highly developed inter-personal skills who can develop and maintain effective working relationships with staff, students and parents.

## **Job description**

- Secure handling of confidential information
- Responsible for keeping to all deadlines issued by the Enrichment Leader
- To communicate relevant student information to staff under the direction of the Enrichment Leader, identifying the most effective communication methods.
- Support the Enrichment Leader to establish, maintain and develop links with FE colleges, Universities, Apprenticeship providers and Employers
- Administration support for the Enrichment Leader including liaising with external agencies to ensure bookings are completed, risk assessments are complete and up to date, updating records and undertaking paperwork pertaining to Enrichment activities
- To prepare letters and undertake mail merges ensuring student data is accurate.
- To undertake routine administration such as maintaining the Enrichment register and production of the Enrichment booklet.
- Being the first point of contact for students when they have issues with Enrichment and supporting them to resolve their concerns.

## Person Specification

Essential	Desirable
<b>Qualifications and background</b>	
<ul style="list-style-type: none"> <li>• NVQL3 or equivalent level 3 qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• A levels</li> </ul>
<b>Relevant Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of running administrative systems</li> <li>• Experience of using mailmerge, Word Excel and other relevant software</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with secondary school age children</li> <li>• Experience of working in a secondary school</li> <li>• Experience of handling confidential information</li> </ul>
<b>Personal values and skills</b>	
<ul style="list-style-type: none"> <li>• Commitment to the values of the University Academy of Engineering South Bank</li> <li>• Enthusiasm, energy and dedication for the role</li> <li>• A range of high quality organisational skills and an attention to detail.</li> <li>• Good interpersonal and collaborative working skills.</li> <li>• Effective and appropriate communication skills for a wide range of audiences</li> <li>• Document designing skills using Publisher</li> <li>• Word processing skills using word, excel etc</li> <li>• Understanding of SIMS</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication, writing and editing skills</li> </ul>

## **Disclosure**

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the Academy will be required to apply for a standard or enhanced disclosure (a criminal records check) from the Disclosure and Barring Service in relation to the successful candidate.

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for Academy staff applying internally for a vacancy.

Further information about the Disclosure scheme can be found at: [www.gov.uk/db](http://www.gov.uk/db) Copies of the DBS's Code of Practice and the Academy's Recruitment Policy for posts requiring disclosure are available on request.

## **Safeguarding recruitment statement**

The University Academy of Engineering South Bank is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be made subject to an enhanced Disclosure and Barring Service (DBS) clearance.

<b>Period of Appointment:</b>	Permanent, term time only
<b>Salary:</b>	£22,472 to £25,502 Pro-rata, depending on experience. Actual pay will be in the range £19,252 to £21,847

## **5. Information for Candidates**

### **Equal opportunities**

The University Academy of Engineering South Bank recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the school's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all school members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

### **Applicants with disabilities**

University Academy of Engineering South Bank is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the HR Department [Komal.Bassi@uaesouthbank.org.uk](mailto:Komal.Bassi@uaesouthbank.org.uk)

### **Travel expenses**

The school will reimburse reasonable travel costs, for example standard class rail fare, to and from interview within the United Kingdom if agreed in advance.

### **Response**

We very much regret that due to limited resources and the large number of applications we currently receive; we are only able to inform short listed candidates of the outcome of their application.

If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We would like to assure you, however, that every application we receive is considered in detail and a shortlist only drawn up after careful reference to a detailed person specification.

If therefore, your application is not successful, we hope that you will not be discouraged and will still apply for other suitable vacancies at University Academy of Engineering South Bank as and when they are advertised.

Thank you for your interest in the University Academy of Engineering South Bank.

## **6. How to Apply**

### **Closing date:**

Sunday 8<sup>th</sup> July 2018

### **Interviews:**

Thursday 12<sup>th</sup> July 2018

### **Informal Discussion:**

Applicants, who wish to have an informal discussion about the role can contact John Taylor, Principal on 020 7277 3000 or via email [john.taylor@uaesouthbank.org.uk](mailto:john.taylor@uaesouthbank.org.uk)

### **Applying:**

If you wish to apply for this post please complete the TES online application form or application form which is available at [www.uaesouthbank.org.uk](http://www.uaesouthbank.org.uk) together with a letter of statement (no more than two sides of A4) telling us why you wish to be considered for the post or complete the application.

Completed application forms on the website should be returned by the closing date to [HR@uaesouthbank.org.uk](mailto:HR@uaesouthbank.org.uk) or by post to:

Principal  
University Academy of Engineering South Bank  
Trafalgar Street  
London  
SE17 2TP