



Guilsborough Academy

Guilsborough Multi Academy Trust



Administrator and Cover Supervisor

Candidate information pack

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Letter from the Principal

Thank you for expressing interest in our Academy, particularly regarding the exciting new position of Administrator and Cover Supervisor.

I understand the significance of making informed decisions when considering a new opportunity. To help you learn more about us, I encourage you to visit our website at <https://www.guilsborough.northants.sch.uk/> where you can access a wealth of information, including recent newsletters.

For those considering applying, we will be offering tours to provide a first-hand experience of the academy and its values. If you would like to schedule a tour, please reach out to our HR department at hr@guilsborough.northants.sch.uk.

Our Ofsted report, available [here](#), outlines our clear behaviour system and effective safeguarding processes.

While many of our staff members have longstanding tenures, I became the Principal of Guilsborough in September 2020 and was warmly welcomed. The supportive atmosphere among colleagues in their dedication to our students has been a highlight. Positive messages from parents/carers, showcased on our website, further attest to our commitment to ensuring students consistently achieve their potential. Colleagues who have been with us for an extended period often cite the students, their fellow colleagues, and the available training and career development opportunities as reasons for their continued commitment.

I firmly believe that by attracting exceptional staff, prioritising their well-being, and fostering an environment conducive to their growth, we can continue to provide our students with the high-quality education they deserve.

If you believe that Guilsborough Academy aligns with your aspirations, we welcome your application.

Best wishes for the future.



Simon Frazer
Principal of Guilsborough Academy



About Us

At Guilsborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills, commitment of our staff, enthusiasm and hard work of our students, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for students of all abilities. Our students' excellent academic achievements can be seen in the national league tables. Every year, our most able students achieve very highly, and we encourage and support students to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme. We also hold the prestigious CEIAG award (Career Education, Information Advice and Guidance).

Guilsborough Academy is committed to a comprehensive intake and accepts students of all abilities. As an inclusive school community, our students come from a wide variety of different social and cultural backgrounds. We aim to challenge all our students to reach their full potential and celebrate their successes. We ensure that those students who have special educational needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our students are encouraged and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the academy, but also to the wider community. Students' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and students. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

We are a small MAT situated in the idyllic Northamptonshire countryside. We are presently comprised of one school: Guilsborough (11-19) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust and is a supportive and friendly academy that aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 11-19 education for the benefit of our students, staff, parents/carers and the wider community.

The GMAT Strategy

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others.

We value the work of our Trustees to hold the academy to account and constructively monitor its progress. Intervention must be proportionate and timely to the identified areas of development.

Advert

Contract Type:

- Permanent
- 37 hours per week, 39 weeks per year (term time, plus 5 days)
- Monday to Friday 8:30am – 4:30pm (one day will finish at 4pm)

Salary:

- Grade G points 8-12, Starting point 8
- £25,992 FTE, Actual salary £22,331

Closing date:

How to apply:

To apply, please complete an application form via the TES [here](#)

Completed application forms should be accompanied by a letter of application.

Situated in the idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

Administrator and Cover Supervisor

Are you a highly organised individual with a flair for multitasking and a passion for supporting education? We're seeking a talented and flexible professional to take on a dual role at our thriving Academy.

About the Role:

This is a unique opportunity to divide your time between two vital areas of school life. The roles will be split approximately 60:40.

Administration:

You'll be at the organisational heart of our school, managing administrative tasks, supporting the senior leadership team, maintaining school records, and keeping everything running smoothly behind the scenes.

Cover Supervision:

As part of our cover team, you'll step into classrooms to supervise pre-prepared lessons in the absence of teaching staff, maintaining a productive and focused environment for our students.

What We're Looking For:

- Strong administrative skills with keen attention to detail
- Confidence to manage a classroom and engage with students
- Excellent communication and time management abilities
- Adaptability and a proactive approach to problem solving

Are you intrigued? Do you have the drive and determination to contribute to the further wider development of our Academy? Do you want to work for an organisation that has the wellbeing of staff and students at its heart, alongside fantastic new employee benefits? If so, we would be delighted to hear from you.

Visits to the academy are warmly welcomed. To come and see us in action, please contact our HR team to arrange a suitable time on hr@guilsborough.northants.sch.uk or 01604 740641.

Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and by completing this application form, you confirm that you have read the DBS Code of Practice and the Safeguarding & Child Protection Policy which is available on our website. An enhanced DBS check, two satisfactory references, identity and medical checks are mandatory for all posts within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Online searches

As part of our rigorous Safer Recruitment process, Guilsborough Academy has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s).

Consent to an online search is included in the Guilsborough Academy application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Guilsborough Multi Academy Trust is passionate about its values of Respect, Aspiration, Responsibility and Equality. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints.

Our community is predicated on mutual respect through tolerance, trust and honesty. We have high aspirations for all and develop resilience to overcome any obstacles which might stand in our way. We take responsibility for our actions to ensure we are working positively together. We appreciate others by the strength of character they show and seek equality for all.



Job Description

Post Title	Administrator and Cover Supervisor
Reports to	Assistant Principal
Salary grade	G points 8-12, starting point 8, £25,992 FTE, Actual £22,331
Hours	37 hours per week, 39 weeks per year
Contract type	Permanent

RESPONSIBILITIES OF THE JOB

The role will involve supervising classes in the absence of teaching staff to ensure that work set by teaching staff is completed, behaviour is appropriate and to ensure the Health & Safety of all students. There will be a substantial induction period with links to specific departments and 'team' covering of classes with colleagues, together with guidance on classroom management. This role will involve Lunchtime Supervision of students.

Key Responsibilities:

- Being responsible for a class of students in lesson time
- Administer clear instructions to the class, based on the work set and actively supervise students as they carry out work
- Provide feedback on learning activities
- Following the school's Behaviour Policy and checking attendance in the class being supervised and maintaining records of this within the school's systems
- Take class registers
- Ensuring the health and safety of students in the care of the Classroom Supervisor
- Supervising and supporting students in mainstream classroom work across all areas of the curriculum
- Liaising with teaching staff regarding work set in class and pastoral staff where appropriate
- Helping students (including Pupil Premium Students) with reading, writing and organisation where appropriate ensuring they reach their potential.
- Ad-hoc immediate short-term cover in the case of unforeseen circumstances not planned with the Cover Manager

In periods of working time in which you are not required to provide cover for absent teachers you will provide administrative support appropriate to your skills and experience. This may include:

- Providing cover on Reception answering telephone calls
- Meet and greet visitors to the Academy
- Providing support with answering the schools admin and information inbox
- Supporting with the administration for Educational visits and trips / Music administration / organisation of parents evenings, Open evening and transition days

Safeguarding responsibilities:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the Academy.
- Comply with the School's Safeguarding Policy to ensure the welfare of children and young persons.
- Safeguarding responsibilities including working under the direction of the Designated Safeguarding Lead and Deputies to promote all aspects of child protection to include:
- Ensuring accessibility to students, parents and staff regarding concerns about any aspect of safeguarding.

- Understand and implement the school Policy and Procedures on Safeguarding.
- Under the direction of the relevant Head of Year attend Child in Need (CIN) meetings and contribute to any assessment as necessary including the administrative aspects of the completion of Early Help Assessments.
- Provide appropriate liaison with outside agencies as required.
- To take responsibility of ensuring that all students on the safeguarding register are either in school or absence accounted for by 9.30am every day.

Other Responsibilities

- To carry out any other reasonable duties as requested in line with the duties commensurate with the post.

Personal Development

- Undertake appropriate & regular training / development to maintain knowledge & improve practice.
- Participate in regular performance management.
- Complete all required mandatory training.

General:

The below responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

- To promote and safeguard the welfare of young and vulnerable people.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To supervise students at break and lunch times as part of the duties rota
- Become a First Aid team member and support students & staff with first aid support as required.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools equality policy and Code of Conduct and national regulations such as Data protection and Health and Safety.
- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.
- To attend relevant meetings and training sessions in line with their employment contract
- All members of staff are required to participate in the school's appraisal scheme.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

FURTHER INFORMATION

Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments made within Guilsborough Multi Academy Trust are subject to an enhanced DBS check, receipt of two satisfactory references, identity and medical checks within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#).

We are also committed to meeting the requirements of disability discrimination and other legislation. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a

pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

Person Specification

	<u>Criteria</u>	<u>Essential</u>	<u>Desireable</u>
<u>Qualifications, skills and Experience</u>	GCSE's Grade A* - C in Maths and English	✓	
	Right to work in the UK	✓	
	IT Literate		✓
	Experience of working with young people or within schools and working with students and parents	✓	
	Ability to motivate and encourage children to meet their targets for learning and/or behaviour	✓	
	Ability to show awareness to when it is appropriate to consult teachers about a child's behaviour or learning		✓
	Understanding of the practical application of Equal Opportunities in a school context		✓
	Aware of Health and Safety and safeguarding issues	✓	
<u>Personal Qualities</u>	High levels of discretion and integrity	✓	
	Approachable and Composed	✓	
	Comfortable around and able to form good relationships with staff, students and parents	✓	
	Ability to be empathetic towards parents and students	✓	
	Able to be firm when required and consistent	✓	
	Committed to own professional development and that of others	✓	
	Highly motivated and hard working	✓	
	Fully supportive of the aims and ethos of a school providing a specialist school education and committed to ensuring access to the curriculum for all children	✓	
<u>Equal Opportunities</u>	Have regard to provide equality of opportunity for all	✓	
<u>Academy Ethos</u>	Have high expectations of what students and staff can achieve	✓	
	Fully supportive of the aims and ethos of a successful Academy	✓	
	Able to develop and co-ordinate a sustainable strategy towards extra curriculum activities	✓	

Rewarding & Supporting Guilsborough Academy Staff

We value our staff, and we are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our academy. Without the energy, drive and enthusiasm of our staff, the academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well-being initiatives to support all our staff and are able to offer:

- **We are a Carnegie Gold Standard Accredited organisation for mental health for both students and staff.**
- **A dedicated staff Wellbeing Committee.**
- **£500 Refer a Friend payment scheme, plus a welcome bonus for your friend.**
- **A £1,000 welcome bonus to new employees employed on a permanent contract.**
Terms and Conditions apply.
- **Access to trained staff Mental Health First Aiders**
- **A developmental and supportive culture for continued professional development.**
The academy strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members.
- **A stunning rural location.**
- **HR Services on site.**
- **Eye Tests.**
Reimbursement on eye tests
- **Free annual Flu Vaccinations for all staff.**
- **Access to 24/7 telephone counselling service for staff and their immediate family via Health Assured.**
- **Free access to our Fitness Suite.**
- **Pension Schemes.**
GMAT offers a defined benefit pension scheme which is supported by academy contributions as well as those of the employee. GMAT has two pension schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.
- **Healthy Eating.**
Our in-house catering firm, Innovate, offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.
- **Free and secure car parking on site.**
- **PTA.**
We have a very active PTA group that all staff can get involved in if they wish.
- **Employee Benefits Scheme**
 - Private Health Care Options
 - Discounts & Cashback Schemes
 - And much more



2024-27



Contact Us

Visit us:

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West Haddon Road
Guilsborough
Northampton
NN6 8QE

Call us:

01604 740641

Email us:

info@guilsborough.northants.sch.uk

Visit our website:

<https://www.guilsborough.northants.sch.uk/>

Follow us on our Social Media

