



Co-op Academy
Grange

Administration Manager Candidate Pack

January 2025

Welcome

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

Our vision at Coop Academy Grange is that ***'We make 'Grange Great' by accelerating the development of our children towards their potential in everything we do.'*** This vision drives all of the decisions that we make and all of the work that we do day in and day out for our community.

We are an incredibly diverse school with multiple languages spoken by our students, families and staff. We feel that we do reflect the community that we serve and we are passionate about delivering an inclusive school for our students, both within the curricular lessons as well as the experiences that we offer outside of this.

We are an academy on a journey and if you feel that you want to join us on our journey then I would invite you to explore the information within our pack and on our website to get a true understanding of Coop Academy Grange.

If you feel you want to be a part of our journey and can bring the passion and drive needed to really support our students to become the best they can be, then please contact us to arrange a visit or discuss our vacancy.

I look forward to hearing from you as you embark on your journey with us towards delivering the excellent education that our community deserves.

Best wishes,

Sam Moncaster | Headteacher



Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academies Trust as the next stage in your career.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

Job Description and Person Specification

Academy Administration Manager

Salary / grade range	SO2, SCP 26-28 Full time - 37 hours per week Term time plus three weeks (42 weeks)
Location	Co-op Academy Grange
Reports to	Operations Manager/Headteacher

Purpose of role:

- To work closely with the Senior Leadership Team, providing high quality administrative support and diary management.
- To manage the Academy's administration provision, having oversight of key processes and procedures, quality assurance and curriculum resources.

Key accountabilities (and specific duties / responsibilities):

Support for Senior Leadership Team

- To answer routine enquiries made to the Headteacher and to deal with them effectively, in the first instance wherever possible.
- To undertake all aspects of the Headteacher's administrative requirements such as keeping diary up to date and functional, drafting/typing letters, reports, minutes etc. to the highest standards ensuring accuracy.
- To support members of the Senior Leadership Team and Deputy Headteachers when appropriate and to coordinate when necessary between the Headteacher and SLT.
- To be responsible for coordinating the weekly staff bulletin, ensuring that meetings and activities are accurate and assembly, detention and duty rotas are up to date.

General Administration

- To effectively manage the Academy Administration Team ensuring required levels of support are maintained for internal and external customers.
- Quality assuring internal and external Academy communications, ensuring the highest professional standards.

- To work closely with Subject Leaders to manage requests submitted by departments, ensuring effective deployment of Academy Administrators and the prioritisation of activities in line with the key points in the school year and Academy's calendar of events.
- Working with the Senior Leadership Team and Subject Leaders to draft medium and long term plans to develop systems and identify efficiencies to improve service delivery to support continuous Academy improvement.
- Manage the administration budget, authorising purchases and ensuring spending is kept within agreed budget figures.
- To support the Academy to comply with UK GDPR regulations, and with the Trust policy.
- Lead and contribute to continuing professional development of members of the Academy Administration Team, through the Academy's performance management and induction procedures.
- To contribute to the smooth operation of the Academy through the duty system.
- To support the Arbor system manager, providing appropriate CPD for users, ensuring colleagues have relevant access rights, and completing necessary system housekeeping tasks.
- To construct and review an annual calendar of work for the Academy Administration Team.
- Contribute to the organisation of key Academy events involving external stakeholders ensuring planning, room bookings, staffing requirements and refreshments are organised in advance.
- Responsible for the ParentPay system across two Academies, maintaining admin records, preparing financial reports for the Finance Manager and setting up and monitoring all payment items including trips, school dinners and any other events requiring payment from students.
- Review, manage, maintain and ensure all necessary student records on computerised systems to ensure they are current and accurate.
- To compile student data returns and support the Data Manager with whole Academy reporting, when required.
- Support with Admissions across the two Academies.
- Support with the oversight of risk assessments, authorisation and other documentation to be completed by the external trip organiser in relation to trips and visits, using Evolve, for Co-op Academy Grange.
- To support colleagues with the facilitation of the Academy's permanent exclusion and suspension procedures, when required.

Admissions and Exclusions

- To facilitate the Academy's permanent exclusion process, by attending panels and compiling exclusion packs, when required.
- To facilitate the Academy's suspension process by compiling paperwork and recording accurately on relevant systems, when required.

General

- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.

This job description will be reviewed as appropriate and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

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Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> ● GCSE Grade C or equivalent in Maths and English ● A relevant further education qualification ● Evidence of continuous professional development 	Desirable	
Experience <ul style="list-style-type: none"> ● Experience of working in a senior role in an office environment ● Experience of operating within an education or service sector environment. ● Experience of coordinating resources and managing schedules ● Experience of using relevant systems (i.e. Arbor) and data management software ● Experience of working with young people and behaviour management ● Experience of stakeholder management and working with external providers 	Desirable	
Skills, Ability, Knowledge <ul style="list-style-type: none"> ● Excellent organisation and administrative skills ● Able to work independently, on own initiative and without supervision ● Excellent leadership, communication (oral and written) and interpersonal skills ● A clear understanding of the education system, local community and Co-op Ways of Being ● Able to effectively follow key policies and procedures (i.e. safer recruitment) ● Proven track record of building strong working relationships and credibility across internal functions 		

<ul style="list-style-type: none"> ● Able to build relationships with young people and demonstrate sensitivity to the varying needs of students. ● A strong understanding of GDPR 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● An innovative and action orientated approach ● Commitment collaborative working and a strong team player ● Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles. ● A commitment to the child protection and safeguarding of children and young people. 		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

How to apply

All applications must be submitted via the Academy website:

<https://www.grange.coopacademies.co.uk/vacancies>

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Human Resources at recruitmentsg@coopacademies.co.uk in the first instance.

The closing date for applications is: **Tuesday 11th February 2025**

Interview timetable

Interviews will take place on: **Friday 14th February 2025**

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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

Co-op Academy Grange,

Haycliffe Lane, Bradford, BD5 9ET

grange.coopacademies.co.uk

Telephone: 01274 779662

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