



Welcome to the Link Academy Trust

We have designed this recruitment pack to give you an insight into our Trust, the academies within it and how you can become part of it by working with us.

The Link Academy Trust incorporates the nineteen small schools of Bearnese, Broadhempston, Cheriton Bishop, Diptford, Drake's, Harbertonford, Hennock, Ilsington, Landscope, Littleham, Morchard Bishop, Moretonhampstead, Otterton, Sparkwell, Stoke Gabriel, Tedburn St Mary, Widecombe-in-the-Moor, Wolborough and Yeoford. Five of the schools are situated in rural villages around the town of Totnes, set within the beautiful South Hams region of Devon, with Sparkwell All Saints primary near Plympton. Hennock, Ilsington, Moretonhampstead and Widecombe-in-the-Moor are on Dartmoor near Bovey Tracey. Bearnese and Wolborough are set within the heart of Newton Abbot, Cheriton Bishop, Tedburn St Mary, Yeoford and Morchard Bishop are in the area just to the north east of Dartmoor, near Crediton and Drake's, Littleham and Otterton are situated in East Devon.

Whilst all the Academies gain expertise by work closely together, each school is unique with its own particular character and each Hub of schools, Totnes, Moorland, Raleigh and Woodleigh, have their own School Board. Our Academies achieve high academic standards through the provision of an exciting curriculum that makes the most of our rich surroundings. We offer a caring, nurturing environment, with dedicated staff who strive to meet the needs of every child and a culture of high expectations through first rate systems and procedures that ensure we are effective and efficient in all that we do.

Working together, our Academies can achieve more for our children than by working alone. We learn together, support each other, share our expertise and ensure we are always current, ready to offer the very highest standards of teaching and provide exceptional learning opportunities for all our children.

The Academies within our Multi-Academy Trust are vibrant and exciting places to work in, yet our small size enables us to know every child and build strong relationships with each family. All Academies have good reputations built on high standards and a caring ethos, but we are always looking for ways to improve so that we meet the challenges of preparing children for the future.

We maintain excellent links with other schools in the area and we have close ties with the successful local secondary schools of Ivybridge, Kingsbridge, South Dartmoor, Totnes, Newton Abbot, Teign, Exeter, Okehampton and Crediton as well as with the grammar schools in Torbay and Plymouth.

If you are interested in learning more about the Link Academy Trust, or would like to visit us, we would be very happy to show you around any of our Academies so that you can meet the children and staff.

We look forward to receiving your application

Nicky Dunford, CEO

Work for Us

The Vacancy

Administrator Assistant – Bearness Primary School

Permanent post to commence September 2024

Part time 14.5hrs per week, 8.30 – 3.30pm Fridays, plus 2 hours each morning Mon – Thurs

Term time only, 39 weeks per year plus holiday pay

To be paid on NJC Grade B £11.79

We are seeking to appoint an Admin Assistant to help in the busy school office at Bearness. You will work alongside our experienced Senior Administrator and become part of a strong admin team across the Trust. You will need to be a committed, hardworking and enthusiastic individual to be able to provide receptionist duties and administrative support at our school. You will be one of the first people that visitors meet when they enter the school and this is an integral position within the school with many different strands and areas of responsibility. You will work closely with the Administrator, Executive Academy Head and staff to ensure the smooth running of all aspects relating to the school. Being able to work to very tight deadlines and under pressure is key in being a successful administrator.

Loyalty and professionalism are vital to working as part of a successful and growing team improving the life chances of our pupils and make every child feel 'special'. The Link Academy Trust provide you with the tools and support to develop your own expert knowledge and skills. You will be part of a proficient team dedicated to working to improve the outcomes for all our children, where your work life balance will be promoted. We offer you the support of clear systems, protocols, expectations and structures to help you to succeed as an administrator.

We are looking for a cheerful, motivated person who:

- Is able to work effectively with our staff team
- Is organised and works well under pressure
- Is personable, professional and welcoming to all visitors, pupils, parents and staff
- Has excellent verbal and written communication skills
- Has excellent ICT skills and able to use ICT to produce professional documentation
- Has a sense of humour, likes children and has a caring disposition

What we can offer you:

- Salary Sacrifice offers, including Bike2Work, Tech Scheme and Gym Membership
- Substantial workplace pension
- Term time 'Give Back Day' to take for personal reasons
- Staff Wellbeing support
- CPD opportunities for all staff

Previous experience of working in a school administration role is not essential as full training will be provided. The job description below details the full Admin role, but there would not be the expectation initially for the successful applicant to be responsible for everything. As mentioned above training will be provided and the role would expand as time goes on.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. A DBS disclosure and online Social Media check are required for this post.

Please see the school website to download an application form <https://www.bearness.thelink.academy/web/vacancies/393872>
Please return your completed application to the HR Operations Manager, Sue Howard hr@thelink.academy

Closing date: 14th August 2024 12 noon

Interview date: TBA

The Role

| | |
|-----------------|---|
| Job Title: | Administrator Assistant |
| Pay Scale: | Grade B 39 Weeks per year |
| Responsible to: | Administrator/Executive Academy Head/Senior Administrator |

Key Tasks

Reception Duties

- Receive all visitors to the academy in a friendly and professional manner ensuring they feel welcome and attended to
- Process ID checks for all visitors in accordance with the Trust's Safeguarding procedures
- Ensure all contractors visiting the site to carry out any intrusive works, sign to confirm sight of the Asbestos Register
- Ensure all queries, either in person or by telephone, are dealt with swiftly and appropriately at all times
- Handle difficult situations and issues with sensitivity and calm ensuring strict confidentiality and awareness of the safeguarding of our pupils, data protection issues and General Data Protection Regulation (GDPR) at all times

Admissions

- To arrange prospective parent visits to the academy for the Executive/Academy Head
- To maintain pupil record folders, files and ensure information is entered onto SIMS
- Responsible for ensuring all school admission packs (Prospectus) are kept up-to-date and distributed
- Ensure Preschool admissions are updated onto the EY portal
- To assist with preparation of information and records for forwarding on to appropriate secondary schools and other primary schools as necessary

Administration of Educational Visits

- Responsible for the co-ordination of trips and completion of Trip Costings sheet with Executive/Academy Head
- Administration of all trips, local, off-site and residential, including liaising with the Executive/Academy Head/Lead Teacher, venue, letters to parents, collection via ParentPay of any monies due

Financial

- Responsible for the collection of all school monies via ParentPay
- Any monies (cash) held in the academy pending banking are kept in a secure location, safe, locked drawer etc.

Welfare

- To be responsible for ensuring the records for administration of medicine to pupils is maintained and up to date

General Administration

- Ensure the emails are checked every morning and then regularly thereafter during the day
- To compile letters/documents as requested by staff for forthcoming trips or other parent communication
- To manage an effective computerised system for record keeping processes (SIMS.net)
- To complete the termly pupil census and the SIMS.net end of year procedures
- To assist with distribution of pupil reports if requested by the Executive/Academy Head
- To assist with supply cover for absent staff if requested/authorised by the Executive/Academy Head
- Manage the sale of school uniform to parents
- Responsible for the administration and organisation of photos to include:
 - Arranging photographer visits
 - Production of class/sibling lists if required
 - Collating any information relating to family requirements
 - Distributing photos

Other Duties

- In the event of an emergency to adhere to the office evacuation procedures to assist with an accurate roll call
- To assist with the promotion of the academy through the sensitive dealings with children, parents and visitors at all times
- To maintain and monitor an appropriate level of stock control for office supplies
- Together with your line manager, be responsible for identifying and agreeing your personal development/training needs via an annual appraisal process
- To attend half termly administrator meetings












Safeguarding Children

Display a commitment to the protection and safeguarding of children and young people in line with the 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings' and 'Keeping Children Safe in Education' publications


Report to the Executive/Academy Head ANY behaviour by colleagues or children which raises concern

Link Academy Trust

Your wellbeing matters. We have signed up to the Education Staff Wellbeing Charter to:

-  **Prioritise staff mental health**
-  **Give staff the support they need to take responsibility for their own and others' wellbeing**
-  **Give managers access to the tools and resources they need to support the wellbeing of those they line manage**
-  **Establish a clear communications policy**
-  **Give staff a voice in decision-making**
-  **Drive down unnecessary workload**
-  **Champion and enable flexible working**
-  **Create a good behaviour culture**
-  **Support staff to progress in their careers**
-  **Include a sub-strategy for protecting leader wellbeing and mental health**
-  **Hold ourselves accountable, including by measuring staff wellbeing**

Education Staff Wellbeing Charter
For more information: www.gov.uk/df

 Department for Education

Our Academies



Bearnes is situated in the centre of the busy market town of Newton Abbot. The pupils of the school are encouraged to benefit from and respect the diversity of their environment, learning through educational opportunities from the locality and being involved with the community at all levels. The school has a strong ethos of self-fulfilment for the pupils, while of equal importance is the development of a caring and nurturing attitude to life. All the staff endeavour to provide all children with a safe and secure environment that has high expectations and supports them to fulfil their potential.



Broadhempston is a traditional small village school, bijou but perfectly formed, with a warm and friendly family atmosphere. Situated just a short distance from Totnes, making the most of the idyllic rural setting throughout the year. The school offers an exciting and relevant curriculum which provides excellent opportunities and experiences and great foundations for life. Whilst focussing on the highest academic achievement, they always have the 'whole' child in mind and have an excellent team of inspirational staff who help the children develop into positive and enthusiastic learners.



Cheriton Bishop is vibrant school with a warm and friendly family atmosphere who believe their pupils should clearly understand their responsibility for learning by actively engaging with the creative curriculum. They are encouraged to value their educational opportunities and enjoy the learning experiences it provides. In return they offer an excellent team of staff who work incredibly hard to provide a broad range of activities and challenges, whilst greatly valuing and actively promoting the partnership between home and school because they understand that it is only through joint support that every child will reach their full potential.



Diptford is a thriving and vibrant school, yet their small size enables them to know every child in real depth; to understand their talents and what motivates them. The staff aim to help every child discover their unique and individual potential and support them to develop it. Offering a caring, nurturing environment with a unique family atmosphere, the school has an excellent reputation and achieves high academic standards through the provision of a rich and exciting curriculum that makes the most of its beautiful surroundings.



Drake's is very special school, where a dedicated emphasis on teaching and learning to high standards sits comfortably alongside the provision of a safe and happy space for their children to learn and develop as rounded, vibrant individuals. The school is also a valuable part of the community offering an excellent environment for all children and they believe in supporting all pupils to enable and inspire them to grow as confident, independent learners, fully equipped and ready for life's challenges.



Harbertonford is a thriving small Church School situated just outside the town of Totnes and achieves high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings and caring, nurturing environment. It is a vibrant and exciting place aiming to help its pupils to discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Harbertonford has a good reputation, built on high standards and a caring ethos and they strive to meet the challenges of preparing children for the future, instilling a lifelong love of learning on the way.



Hennock is vibrant school with a warm and friendly family atmosphere. Situated on the doorstep of Dartmoor, they make the most of their idyllic rural setting throughout the year and work in close partnership with parents and the community. Learning effectively happens most successfully when children feel happy, safe and actively involved with purposeful experiences. Hennock aims to ensure children believe in themselves, trust those supporting them and are provided with inspirational learning experiences.



Ilsington is a small rural school nestling in the Devon countryside on the edge of Dartmoor with an integrated pre-school working alongside the primary classes, ensuring the highest standard of transition as the children reach primary age. Ilsington has a long history of providing a warm, caring, and creative environment where all children are welcome and where they are encouraged to be independent, active learners. The school's culture is firmly rooted in its Christian values of *Friendship, Kindness, Honesty, Resilience, Respect and Compassion*.



Landscape is a thriving small church school, surrounded by rolling fields and farms. Well known for creating a safe and secure learning environment where all the children can grow and flourish. The children are given lots of learning opportunities outside the classroom and exciting experiences in all areas of the curriculum. Landscape has an excellent reputation built on high standards and a caring ethos with staff experienced and committed to meeting the individual needs of every child.



Littleham C of E Primary School is a proud Church of England school, where their foundation is built upon the pillars of aspiration, belonging, and compassion embracing a community spirit that thrives on Christian values. With expansive outdoor spaces, they encourage exploration, creativity, and a deep connection to the natural world. In addition to their main curriculum offer, their specialist Nurture Unit provides bespoke additional support for those who may need it. Littleham understand the importance of addressing each child's unique needs, ensuring that every student feels empowered to succeed.



Morchard Bishop is a warm and welcoming church school that strives to provide the best start for all of our pupils. Our vision of being 'Deeply rooted. Individually nurtured. Inspired to flourish.' ensures that we focus on developing children that are driven to become the very best version of themselves. We are incredibly lucky to have varied and spacious outdoor facilities which we regularly utilise as part of our curriculum offer. The school plays a vital role within our community and often support village events.



Moretonhampstead is a vibrant school with a warm and friendly family atmosphere. They have kind, curious and engaged children and a staff team who are highly dedicated and strive to do the very best for every child. The school enjoys a positive relationship with parents and the local community and are fortunate to have a superb modern school building with excellent facilities and spacious grounds and outdoor spaces, nestled within Dartmoor National Park.



Otterton is in a beautiful village in the heart of East Devon. It is a special place where there is a tremendous amount of academic and lifelong learning brought to pupils through a carefully planned curriculum and a dynamic and dedicated teaching staff. It is a very family orientated and child-centered school, with a whole range of skills and experiences for pupils to develop their learning and unique abilities. An important part of the community with much activity taking place in our wonderful environment.



Sparkwell is located in a small village right on the edge of Dartmoor National park with stunning surrounding countryside. The environment at Sparkwell is described by Ofsted as 'calm and purposeful, with pupils across the school being focused, respectful and attentive. Effective pastoral support ensures that all pupils settle quickly and feel safe and happy'. Sparkwell is the small school with a big heart and even have resident Cavapoo, Luna, attending school a couple of days a week to help children socially and emotionally.



Stoke Gabriel is a thriving friendly school in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty. Achieving high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings, a caring, nurturing environment with a family atmosphere and a team of dedicated staff. A vibrant and exciting place to work in, yet their small size enables them to know every child and the things that motivate them.



Tedburn St Mary prides itself on being a warm, close-knit school with high educational expectations and standards, appreciating the varying needs and strengths of all pupils, helping them to achieve their full potential. They are committed to providing every pupil with the best possible educational experience within a safe, nurturing environment. Developing, encouraging and motivating children to ensure all pupils become confident and successful lifelong learners.



Widecombe is placed in a unique and beautiful location in the heart of Dartmoor. A sense of community is central to their ethos and they want all children to value and understand, not only their own school and surrounding community, but also extremely important that they develop a wider sense of what community means globally. At Widecombe, the curriculum gives frequent and varied opportunities for the children to develop their personal voice, meaning they leave Widecombe as confident, competent individuals.



Wolborough is located in the town of Newton Abbot. Their aim is to serve the community by providing an education of the highest quality within the context of Christian belief and practice. The Dedicated staff at Wolborough will nurture a child's self-esteem along with a caring for others, create an inclusive school, help a child achieve his or her full potential in terms of creativity, self-expression and the acquisition of skills needed for future education and life and create a stimulating and happy environment built on a partnership.



Yeoford is an integral part of the village and community and they pride themselves on providing a safe, secure and friendly environment for every child to achieve their true potential. They enjoy a good range of resources, including their own football pitch, netball court and children's kitchen. The children also have their own allotments and achieve great success and enjoyment growing vegetables and then cooking them. Everything done at Yeoford is to provide every child with the best possible learning experience so it will inspire, encourage and motivate them to become successful lifelong learners.