



Application Pack – December 2022

Administration Assistant

Up to £21,258 FTE Pro-rated

Contract Type: Fixed Term Maternity Cover, Term Time Only

Hours: 25 hours per week

Apply By: 27th January 2023

Start Date: 13th March 2023

Dear Candidate

Thank you for taking the time to read about the UTC and the Administration Assistant role. I'm delighted to tell you more about our wonderful school and the many reasons why you should consider coming to work with us.

At SGS Berkeley Green UTC technical knowledge and skills are highly prized. Our students join us in year 10 or 12 to follow one of two specialist pathways: Engineering or Digital Technologies (including Cyber Security). They are highly motivated and determined to do well in their chosen sector.

The UTC was built in 2017 to meet the needs of local employers, and they helped design the building and facilities. As a result, our students have unrivalled access to high-quality resources, equipment and support, and enjoy being on a state-of-the art campus. Staff are experts in their subject areas and benefit from excellent CPD. We have an industry-standard Security Operations Centre as well as a large number of computing classrooms.

Even the briefest visit to the UTC will demonstrate what makes us unique: a culture of professionalism. The young people we work with are polite, respectful and inclusive. They dress smartly and behave appropriately. We are small enough that we get to know every student and we are all on first-name terms.

Our courses are both academic and technical; each pathway is valued equally. Students progress to courses at Russell Group and other universities, to apprenticeships, further education or employment. In addition to outstanding support from local employers, we are also sponsored by the University of Gloucestershire. Our students have access to a wide range of regular talks, events, work experience and trips to help broaden their progression opportunities. As a result, we are in the top ten schools nationally for students gaining apprenticeships.

It short, it is a privilege to work in a setting where you can really immerse yourself in the area you are passionate about with students who will share your enthusiasm, and with fantastic resources at your disposal. We are quite unlike any other school in the area.

If this all sounds too good to be true, come and see for yourself.

With very best wishes

Gareth Lister
Headteacher

Berkeley Green UTC – Who are we?

Opened in September 2017, SGS Berkeley Green UTC is one of Gloucestershire's newest educational institution providing the high quality academic education you would expect from a school with the technical and employer focused education of a college.

Students join us for their GCSEs in Year 10 or A Levels and Technical Qualifications in Year 12 and thrive in this dynamic learning environment. Our work with employers gives you the competitive edge when looking for employment within the areas of Engineering, Digital Technologies and Cyber Security as well as giving you the first class education that you would also expect from a secondary school or sixth form setting.



The UTC provides specialist high quality vocational and academic education for learners aged 14-19 with a strong interest in Engineering, Digital Technologies and Cyber Security. SGS Berkeley Green UTC is one of about fifty University Technical Colleges nationally.

As with all UTCs, SGS Berkeley Green UTC's curriculum has been developed in partnership with employers, who have taken an active role in the development of the UTC. Students follow the national curriculum enabling them to achieve the same number of GCSEs that they would in a school, but because of the longer school days they also have an additional forty percent of their time focused on undertaking specialist vocational education and projects led by employers in the areas of Engineering, Cyber Security and Digital Technologies. This enables students at a UTC to become more attractive to employers as they have practical, relevant skills as well as having the same excellent education and qualifications that they would get within a secondary school or sixth form.



Job Description

Main purpose of the role

At SGS Berkeley Green UTC we believe

- In the importance of a high-quality specialist education and
- The role each employee plays in providing a safe, secure environment and building positive relationships

This is a role which involves working very closely with students, staff, parents, visitors and other stakeholders so that their experience of the UTC is positive every time they communicate with you. You will take a proactive role in ensuring that the safeguarding needs of the UTC are met, working closely with colleagues to create a safe and healthy environment. You will therefore be somebody who is able to build positive relationships with young people while maintaining firm boundaries so that alongside their academic development, students are well-prepared for life beyond the UTC.

You will be part of our Administration team and alongside attendance and finance duties, you will be expected to complete appropriate tasks as determined by the Senior Business Administrator. These are broadly outlined in the job description. We are seeking somebody who is both an enthusiastic team player with excellent inter-personal skills, and is equally skilled at working independently. You will need to have excellent administration skills, particularly in the use of Microsoft Office applications.

We are a small, tightly-knit and caring community with a clear sense of purpose. We are therefore looking for a team player, someone who asks: what can I do to help? In return you can enjoy a role that really reflects our ethos and helps set the tone for interactions on a daily basis.

The role of Administration Assistant can be challenging so this position will suit somebody with a cheerful outlook, personal resilience and excellent communication skills.

The summary of tasks and responsibilities which follow provides an overview of the role. They are not a definitive list. As the role and the UTC itself evolve, you may be asked to take on new responsibilities. You may also at times be asked to participate in or support other whole-school activities. For these reasons, the successful candidate will need to take a flexible approach, adapting to meet the needs of the UTC and its students.

Tasks and Responsibilities

1. Student attendance, ensuring accuracy of registers, querying absences with staff and parents.
2. Recording of planned absences and relevant documents
3. Liaising with the Values in Practice team (Pastoral)

4. Promoting the UTC and demonstrating its professional values by interacting in a positive, friendly and helpful manner via all methods of communication
5. Applying the UTC's policies to all stakeholder interactions, particularly (but not limited to) those dealing with safeguarding and health and safety
6. Answering telephone enquiries from a range of stakeholders and dealing with them in an efficient and timely manner
7. Supporting admin team with Induction of Students onto the Salto system, printing of access badges.
8. Working with SGSAT Finance team to ensure adherence of all Regulations
9. Adding Teacher's request to ParentPay for revision guides etc and managing incoming payments through to order delivery.
10. Recording BACS and Cash Payments to ParentPay
11. Raising all general/ Central PO's
12. Placing orders
13. Checking deliveries and receipting PO's
14. Scan and send invoices to Central Finance
15. Chasing orders
16. Typing up records for Cash Tin and checking cash balance, for audit trail
17. Filing of PO's and Invoices
18. Other routine administration tasks as directed by the SLT or Senior Business Administrator, including (but not limited to) photocopying and printing, collating documents, data entry, mail merges and filing
19. Participating in fire evacuations in accordance with UTC procedures
20. Liaising as directed with colleagues from SGSAT, SGS College and other Berkeley Green stakeholders, including other organisations on site
21. Any other reasonable administration task as directed by SLT members or the Senior Business Administrator

PERSONAL AND PROFESSIONAL CONDUCT

- Act with honesty and Integrity.
- Forge positive professional relationships within and beyond SGS Berkeley Green UTC and SGSAT.
- Be committed to collaboration and co-operative working.
- Treat students with dignity, building relationships rooted in mutual respect, and at all times Observing proper boundaries appropriate to a teacher's professional position.
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Show tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

- Have proper and professional regard for the ethos, policies and practices of the SGSAT, and maintain high standards in their own attendance and punctuality.
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS Academy Trust are expected to actively support the achievement of the Trust's goals and, at all times, both internally and externally, to behave in a manner consistent with the Trust's mission and values. This means:

- performing your role and delivering your service in a way that helps the Trust achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments;
- promoting the image of the Trust as one that is committed to the highest standards of delivery and service;
- sharing the Trust's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work;
- sharing and prioritising the effective implementation of the Trust's Equality and Diversity Policy;
- promoting and implementing best practice in Health and Safety.

Person Specification

Educational Qualifications	Essential	Desirable	Assessed by
GCSE Grade 4 or above in English and Maths	☑✓		Application form
Strong working knowledge of Microsoft Office software	✓		Application form
Recently updated safeguarding training		✓	
A willingness to undertake appropriate Continuing Professional Development	✓		
Experience and knowledge			
Experience of working within a team and delivering through others	✓		Application form and Interview
Experience of working in an educational setting OR professional experience of working in the STEM sector		✓	
Administration Experience including finance administration	✓		
Strong working knowledge of Microsoft operating systems and desktop products	✓		
Knowledge and understanding of 14-19 educational provision		✓	
Experience of building and developing professional relationships	✓		
Skills and abilities			
Excellent inter-personal communication skills	✓		Application form, Interview and references
Produces high-quality, accurate documents in a timely way	✓		
Excellent organisational skills including the ability to prioritise and to work independently	✓		

Enthusiastic and optimistic, with a sense of humour	✓		
Positive and practical approach to change and challenge	✓		
Capacity to innovate, inspire and motivate	✓		
Effective organisational and administrative skills	✓		
Good team player, sharing accountability for achievement and success	✓		
Flexibility, able to adapt to changing situations	✓		
Effective user of new technologies	✓		
Essential attributes			
Student champion: The ability to work with and on behalf of young people, helping them to realise their ambitions and maximise their potential. You must genuinely enjoy spending time with young adults.	✓		Interview and references
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		
Influencing skills: The ability to persuade others.	✓		
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		

Child Protection and Safeguarding

The successful applicant will be required to obtain and maintain a satisfactory Disclosure Certificate, Enhanced with Children's Barred list check, as a requirement of the job.

South Gloucestershire and Stroud Academy Trust welcomes applications from all sectors of the community and is an equal opportunities employer.