

THE BOXING ACADEMY

OFFICE MANAGER CANDIDATE INFORMATION PACK



1 Monteaale Way, Hackney E5 8PH

www.theboxingacademy.co.uk

Introduction

The Governors of the Boxing Academy are seeking to recruit a front of house office manager and administrator from September 2021. This is an opportunity for an ambitious candidate to help shape the future of one of the UK's most successful Alternative Provision schools. The academy provides an alternative pathway for children who have failed in (and been failed by) mainstream education, operating with the spirit of a boxing gym. For any candidate, aligning with this vision and wanting to work to improve the life chances of vulnerable and disadvantaged students is vital.

The Boxing Academy converted in May 2017 to become an Alternative Provision Free School. Since then, it has delivered on its mission of delivering high quality education and development to the most hard-to-reach young people, realised through the discipline and ethos of boxing. The Academy has gained a local and national reputation for excellence by consistently achieving some of the best outcomes of any AP in the country.

In 2017, in recognition of these achievements, the Boxing Academy was named the Tes AP school of year. In March 2020, following its first full Section 5 OFSTED inspection, the school was graded 'Outstanding'.

Diversity

The Boxing Academy is passionate about diversity and recognise that as individuals we all bring something unique to the role regardless of age, gender, race, beliefs or disabilities which is why we treat all our people equally, without compromise. We are committed to ensuring that the recruitment and selection of staff is conducted in a manner that promotes equality of opportunity.

The Boxing Academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which all applicants must undergo.

Background of the Boxing Academy

The Boxing Academy was established as a charity in 2007. The Academy addresses a need within the current education system: that the most vulnerable and challenging students do not receive the level of support that they require in mainstream settings. It is our experience that these children then become disengaged causing a cycle of exclusion, failure and low self-esteem which often results in permanent exclusion and has profoundly damaging outcomes in the short- and long-term for the pupils, their schools, their families and the wider community. We reverse this cycle by helping the pupils address their issues and giving them the skills they need to succeed in education and build a productive and happy adult life.

Our Students

The lives of most of the children at the Boxing Academy are often chaotic with no consistent adult presence at home. The experience of these children in education has been profoundly negative and they have low self-esteem and poor confidence. As a result, they can become rude, disruptive and unable to comply with any sort of instruction in a school environment. It has been our experience that for the young people referred to the Boxing Academy, the purpose of education is a mystery; indeed, to some the education system seems to be an elaborate punishment. Our unique approach uses an intensive mentoring system within a framework of small class sizes, high-quality teaching, personal learning support and daily exercise in boxing training to help even

the most difficult-to-reach children to re-engage with their education. All our staff receive training in trauma and attachment awareness, which is employed alongside their key skills of emotional intelligence and compassion.

Why Boxing?

Boxing benefits our students by getting them fit, teaching them teamwork, anger management and discipline, and improving their confidence and concentration. This school is not, however, aiming to produce competitive boxers, in fact many of the students have no interest in Boxing. The value is in the relationships that grow in the gym. We employ boxing coaches in this role because young people instinctively look up to and respect the strong role models within the boxing gym who present a positive image of respect for others, discipline, responsibility, a work ethic and good manners.



The boxing coaches support their students in the gym and the academic classes which allows the academic teachers to teach without interruption. Our approach to boxing training offers pupils the opportunity to expend their energy in a purposeful manner, to channel their aggression and to learn teamwork, discipline and the acceptance of authority. The support and encouragement they receive improves their self-esteem and confidence, while creating a positive cycle of achievement. Our students are interesting, challenging, lively, bright and funny: attributes that contribute to the unique atmosphere found in the classrooms and the boxing ring.

Curriculum

We currently offer a core curriculum of five GCSE or equivalent subjects including maths, English, Science, Art, and PE. The Academy also offers the capacity to sit exams in students' community language if appropriate. Curriculum delivery is interspersed with boxing sessions, and SMSC, PHSE and British Values. We also offer careers advice, and free to participant trips such as residential outward bounds holidays and an annual ski trip to the Alps.

The curriculum at the Boxing Academy is constantly reviewed and assessed for impact so that we can be sure it meets the needs of our cohort and their ever-changing circumstances.

"The curriculum is designed to prepare pupils for life in modern Britain. Staff quickly get to know each pupil, so that they can provide individualised support. They model the personal characteristics and traits needed to be a successful adult. They listen carefully to pupils' concerns and interests... Staff ensure that every pupil goes on to suitable education and training when they leave. Pupils follow courses leading to GCSE qualifications. These have been deliberately chosen to give pupils a concrete starting point for future study. Teachers quickly assess pupils' academic needs. They know that many have gaps in their learning. Some have special educational needs and/or disabilities (SEND). The needs of these pupils are met."

- OfSTED 2020

JOB DESCRIPTION

JOB TITLE:	Office Manager
ACCOUNTABLE TO:	Business Manager
SALARY RANGE:	BA Scale 5-6; points 13-27
BASIS:	8.30 – 4.30 daily, term-time only + 5 days
LOCATION:	Hackney, East London

JOB PURPOSE

To act as the initial point of contact for incoming phone calls, visitors, parents and pupils with a professional, helpful and friendly approach to build positive ongoing relationships. The role will also provide routine general clerical and administrative support to the school and will offer the opportunity for the right candidate to develop their role as the school expands over the next three years.

Key tasks

The Boxing Academy is a small school with seventeen staff. The potholder will be the office lead in all areas of the school. This includes (but is not limited to):

- Undertaking reception duties, answering routine telephone and face to face enquiries, and signing in school visitors.
- Assisting with pupil welfare duties, liaising with staff and parents etc.
- Providing routine clerical support including photocopying, filing, emails and distributing and collating routine forms.
- Maintain manual and computerised records, including daily / weekly attendance.
- Assist with basic finance administration incl. purchase orders, fixed asset register maintenance.
- Stock taking of office supplies including printer services and consumables.
- Processing DBS applications.
- First Aid qualification and oversight: compliance, replenishment of supplies.
- Clerking for the board meetings, committee meetings and some internal staff meetings as required.
- Liaising with Vinci Facilities to track and manage the multiple teams responsible for site maintenance.
- Main responsibility for SIMS: reports, analysis, tracking, input of files and staff support.
- Some student-facing time could include such things as helping with applications for college, CV writing skills etc.

Expectations of all members of the Boxing Academy staff

- Act with professional integrity at all times.
- Consistently demonstrate the high standards expected in the school.
- Act with honesty and transparency with regard to your work.
- Adhere to school policies and procedures at all times.
- Promote the aims and ethos of the school by attendance at and participation in events such as open evenings, meetings, performances and other functions/events as required.
- Undertake specific tasks reasonably delegated by the SLT from time to time.

Professional Standards

- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Support the ethos of the school by upholding the Behaviour Policy and uniform regulations at all times including travel to and from school.
- Participate in staff training when provided.
- Reflect on own practice as well as the practices of the school with aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the Staff Handbook and Policies.
- Ensure that all deadlines are met as published in the school calendar.

Health & Safety

- Promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

Safeguarding

The Boxing Academy is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow our child protection procedures. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description is additional to the basic duties outlined in contracts and reflects the policies agreed by the Governing Body. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed.....

Date.....

Postholder

Signed.....

Date.....

Principal

Person Specification

Qualifications	Essential	Desirable
5+ GCSE's A*- B, including English and Maths	x	
Qualification relevant to administration and management		x
Knowledge and Skills		
IT skills incl. MS Office, databases, student management software etc.	x	
Interpersonal skills with the ability to interact effectively and professionally with all	x	
Expert administrative and organisational skills	x	
Ability to work within the academy policies, procedures and expectations	x	
Ability to prioritise workloads and work to given deadlines	x	
Excellent accuracy and a meticulous attention to detail	x	
Ability to work in an organised and methodical manner	x	
Ability to work as an effective team member	x	
Ability to maintain efficient record keeping systems	x	
A working knowledge of SIMS		x
Ability to be remain calm and effective in the face of difficult situations and pressure	x	
Ability to convey straightforward information, orally and in writing to colleagues, students and parents	x	
Experience		
Experience of working within an educational environment or with young people		x
Experience of working in a busy environment and the ability to respond positively to high work demands and at times, extreme pressure	x	
Experience of handling confidential information appropriately		x
Experience of maintaining and developing databases and producing reports	x	
Experience of undertaking a range of clerical and administrative duties, including data input and retrieval	x	
Personal Qualities & Attributes		
Tact and diplomacy when dealing with adults and young people.	x	
Work ethic, shows initiative and 'can-do' attitude	x	
Reliable, honest and trustworthy	x	
Excellent telephone manner	x	
Understanding of the benefits and ethos of Boxing		x