



Student Support Administrator (Part Time, Maternity Cover) Information Pack



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

| **Hard Work** | **Integrity** | **Kindness** |

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Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Wednesday 29th January 2020**. Please return the completed application documentation to Priscilla Agyare, Human Resources Manager: Priscilla.agyare@bridgeacademy.hackney.sch.uk.

Yours faithfully,

Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. It provides a variety of benefits and discounts:

- Unlimited free access to Art Gallery exhibitions for all staff members and a guest
- 25% off standard price first run and regular release cinema tickets*
- 25% off selected theatre and music productions*
- 15% off food and drink at all Barbican restaurants, bars and cafes
- 15% off purchases at the Barbican shops
- Access to the Members Lounge with up to 3 guests (pre-booking recommended)

*Subject to availability. A maximum of 2 tickets can be purchased per booking.

Cycle Scheme

<http://www.cyclescheme.co.uk>

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 25-39% of the total cost. Payment(s) are deducted via payroll over a specific period.

Optical Expenses: A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

Gift Vouchers for 100% Attendance

We really value the commitment of our staff members and as a token of this, each term staff who have achieved 100% attendance are included in a prize draw, offering them the prospect of winning vouchers from top stores.

Our Award Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

Music Facilities

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

Performance Hall

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block
- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events

Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

Work + Family Space Services (Sponsored by UBS)

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

JOB DESCRIPTION

Job Title:	Student Support Administrator (Part Time, Maternity Cover)
Responsible to:	Attendance and Admissions Manager
Working Pattern:	20 Hours per week (Monday - Friday: 8:30am – 12:30pm) Term time only: 39 weeks
Salary Range:	21 - 25

Key Responsibilities

Admissions and Attendance

- Monitor attendance and punctuality - record absence messages and late students onto the register and follow up on unexplained absences immediately.
- Liaise regularly with parents/carers regarding absences.
- Update student details on SIMs.
- Update attendance display boards.
- Daily updates for late students.

Exclusion

- Be responsible for producing exclusion letters and all related paperwork.
- Be responsible for keeping accurate records of all exclusions, including on SIMS.
- Daily updates for exclusions.

General Administration

- Maintain and update information on student files and deal with incoming and outgoing post and all photocopying required.
- Complete all the relevant student related forms and all other student related documentation required throughout the year.
- Manage lost property for students and staff.
- Liaise with the Senior Leadership Team on relevant student related paperwork and assist members of the Senior Leadership Team with student related administration needs as and when required.

- Deal with telephone enquiries from parents and the general public.
- Assist and help students with their enquiries or problems.

First Aid and General Medical Issues

- Hold a First Aid at Work Certificate (or be prepared to be trained) and assist or cover for other First Aiders on a reciprocal arrangement.
- Co-ordinate and lead on the First Aid rota and order medical supplies.
- Take care of sick students as and when appropriate.
- Maintain care plan records.
- Order First Aid supplies.

Enrichment and Events

- Maintain enrichment registers.
- Assist with arrangements for parent's evenings, open days and any other student related events.

Other:

- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy as required by your Line Manager or members of the Senior Leadership Team.

JOB SPECIFICATION

Please provide evidence for the criteria detailed in the specification in your supporting statement section of the application form.

Skills and Experience

1. Good standard of general education, including English and Maths, (i.e. NVQ Level 3, A Levels or equivalent).
2. Experience of working in an administrative role.
3. Experience of working in Admissions. (Desirable)
4. Experience of working with SIMS.
5. Proficient in Outlook, Word and Excel, including mail merge.
6. Excellent communication/interpersonal skills.
7. Excellent written skills and attention to detail.

Competencies

1. Ability to work on own initiative, organise workload and ensure deadlines are met
2. Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.
3. Ability to interact positively with staff, parents, students and community.
4. Ability to deal with sensitive and confidential issues.

Personal Qualities

1. Energy, enthusiasm and a sense of humour.
2. Ability to relate to students, parents and carers, colleagues and other partners.
3. Self-management - the ability to plan time effectively and to organise oneself efficiently.
4. Adaptability to changing circumstances and new ideas.
5. Ability to deal with varied and diverse enquiries with both professionalism and empathy to individual needs.

Other Requirements

1. Prepared to be flexible and take on additional duties as and when required.
2. Ability to work flexible hours if required.

Student Support Administrator (Part Time, Maternity Cover)

Dates:	Apply by Wednesday 29 th January 2020
Job start:	March 2020 - March 2021
Salary Point Range:	21 – 25
Annual Salary:	£11,285 - £12,493 (Pro rata of FTE: £24,865 - £27,526)
Contract term:	Fixed Term (Maternity Cover)

This is a term time only position, 39 weeks per academic year, part time: 8:30am – 12:30pm, Mondays - Fridays.

'The best school I've ever worked at: the culture, the staff and students, the training, everything!'
(Staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (Visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, we are national debating champions, our basketball team is in National League 1, and in 2017/18 our music department won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award.

We are seeking to appoint an experienced Student Support Administrator for a fixed period. The successful candidate will be totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at University or equivalent, thrive in their chosen field and live a great life.

Do you have:

- Previous administrative experience? (within an educational setting is desirable)
- Excellent organisational and I.T Skills? (Microsoft Office & experience with SIMS)
- The ability to communicate effectively with students, parents/carers?

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download and complete the application form and the additional information and monitoring form. Please ensure that you read our school workforce privacy notice. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: Priscilla.agyare@bridgeacademy.hackney.sch.uk. We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Wednesday 29th January 2020.**

The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.