



NORTHAMPTON PRIMARY
ACADEMY TRUST PARTNERSHIP

Education Team Administrator



Welcome from the Chair of the Board of Trustees

We are delighted that you are interested in applying for a position at the Northampton Primary Academy Trust (NPAT).

The Northampton Primary Academy Trust Partnership was founded in August 2012 and was built on the vision of five Headteachers to bring together like-minded schools to provide quality-first teaching and learning to all children across member schools, delivered and supported by passionate personnel of the highest professional calibre. Our member schools come in many shapes and sizes, from small to large, split-site primaries and cover a diverse geographical range and socio-economic mix.

Our vision is to achieve “educational excellence; creating opportunities and enriching lives”. To achieve this, our mission is to develop a Multi-Academy Trust of highly effective and sustainable schools. NPAT schools all share a common vision and are committed to the NPAT values, whilst retaining the freedom to innovate and develop their own identity and character.

The Trust is built on the principle of synergy; that a collaboration of vibrant and successful schools can achieve collectively what a single school couldn’t achieve alone. NPAT improves our schools using teamwork and innovation through partnership working that brings together children, parents, teachers, governors and school leaders.

From the original five schools we have seen progressive growth, with twelve schools currently on board and a thirteenth due to open in September 2022. Whilst we grow in size, the Trustees and Executive Team are keen to ensure that we retain the values and ethos upon which our Trust was originally built.

Joining our Trust will mean that you will benefit from excellent opportunities to learn and further your career, through strong collaboration and good career progression opportunities across our school network, and you will have great fun along the way.

We are on an amazing journey and we would be delighted to welcome you on board to be an integral part of it!

Thank you

Jeremy Stockdale

'Achieving Extraordinary Things'

Dear Applicant

Thank you for your interest in furthering your career at Northampton Primary Academy Trust. We aim to appoint and retain the highest calibre of staff at all levels. We work hard to ensure that our staff have every opportunity to develop as professionals throughout their career.

We are committed to developing the best working practices for our staff and ensure that staff working conditions, workload and well-being are at the heart of our thinking.

Our NPAT Staff Pledge shows our ongoing commitment to our workforce and we try to ensure that anyone working in an NPAT schools can expect:

- A fair and reasonable workload.
- High quality training and CPD opportunities that meet the needs of individual members.
- A fair pay and reward package at least equal to the national agreement for teachers, and the Local Authority pay scale for support staff.
- Support and incentive to ensure positive well-being.
- Higher priority placement in the school that you work at for the admission of staff children.

NPAT is committed to providing the most innovative, creative and inclusive education possible. We pride ourselves on high expectations and outcomes for our children through a curriculum which is aimed at nurturing the whole child academically and personally.

We are committed to the personal and professional development of our staff, offering innovative, collaborative and supportive approaches to training and development courses in priority areas. We are always keen to hear about the professional needs of our staff, so please feel free to let us know of any areas that you feel we could support you with.

NPAT always aims to be at the forefront of the latest educational thinking and research, including our current work on curriculum development which will provide clarity to teachers about wider curriculum content so that their valuable time can be spent concentrating on delivery and personalising this to meet the needs of their learners. We aim to work with the very best educational researchers and give our staff every opportunity to hear the latest research evidence tied in to our education strategy and priorities.

We hope that you will join us in one of our NPAT schools and look forward to working closely with you.

Yours sincerely,

Julia Kedwards, OBE

NPAT Chief Executive Officer

Follow us on Twitter: @NPATrust, **Telephone/text:** NPAT Office 07741 654181
Email: recruitment@npatschools.org, **Website:** <https://npatschools.org/index.php>

"The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references."



The Northampton Primary Academy Trust (NPAT)

NPAT was formed in 2012 by a group of five Northampton Schools who believed that by working together, they could achieve something truly special for children across Northampton Town. NPAT is now a collaboration of twelve schools representing more than 4500 fabulous children and 700 amazing staff. Our schools are:

Abington Vale Primary School

Blackthorn Primary School

East Hunsbury Primary School

Ecton Brook Primary School

Headlands Primary School

Langland Community School (Milton Keynes)

Lings Primary School

Rectory Farm Primary School

Simon de Senlis Primary School

Stanton Cross Primary School (due to open to reception pupils in September 2022)

Thorplands Primary School

Upton Meadows Primary School

Weston Favell CE Primary School

NPAT is driven by a vision of innovation, high aspiration and achievement, and a commitment to sport and the arts. This approach is encapsulated in our motto:

'Achieving Extraordinary Things'

NPAT schools all share a common vision - **to achieve educational excellence, create opportunities and enrich lives** - and are committed to shared principles and approaches whilst retaining the freedom to innovate and develop their own identity and character. Our schools span a range of communities and locations across the town, and we are able to offer staff opportunities to collaborate with others across the Trust.

The partnership is built on the principle of synergy; our collaboration of vibrant and diverse schools can collectively achieve more than a single school working alone. NPAT schools improve using collaboration and innovation through partnership working that brings together children, parents, teachers and school leaders, with the understanding that we are one organisation with many different sites:

'My school is your school; your children are 'our' children.'

Within the partnership, schools will have a range of strengths and needs and will be at different stages in their improvement journey. All schools are committed to an ethos of mutual support, sharing of best practice and co-creation of NPAT policies and curriculum approaches.

Education Team Administrator (NPAT)

Job Description – June 2022

POST DETAILS	
Post Holder Name:	
Responsible to:	Trust Lead for Curriculum and Professional Learning
Hours:	16 to 20 hours per week 39 weeks per year (38 weeks term time only plus training days) Flexible working hours may be available to the right candidate.
Salary:	NCC Support Staff Pay Scale G point 8 – 12 Pro Rata
Key responsibilities:	<ol style="list-style-type: none"> 1. Education Team Administration 2. Events, Marketing and Communication
KEY RESPONSIBILITIES	
1 – Education Team Administration:	<ul style="list-style-type: none"> • Ensure a high standard of administrative support for the Education Team in order to assist in the smooth running of all activities. Working under supervision but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate. • Establish constructive relationships and to communicate with other stakeholders and professionals. • Act as a point of contact with external stakeholder queries, dealing with enquiries and requests for information as appropriate, using discretion in providing information both within and outside the Trust. • Deal with emails, correspondence, writing letters and taking dictation and minutes. • Produce accurate and high quality NPAT documentation, Policy Documents, Briefing Papers, Reports, Presentations, as required. • Generate purchase requisitions where appropriate. • Plan and co-ordinate the NPAT Education Team’s diaries and meeting schedules, booking appointments and organising meetings, and manage the trust central calendar. • Assist with the delivery of NPAT Work Plans for Education and School Improvement. • Maintain and develop a range of routine filing and retrieval systems to ensure an efficient record management system and compliance with GDPR. • Ensure that filing and e-filing is completed on a regular basis so that documents can be easily accessed. • Organise of travel and expense payments for the central team as needed.

	<ul style="list-style-type: none"> • Format and upload of curriculum materials to Microsoft Teams. • Maintain Microsoft Teams, including mailing lists, uploading and communication with staff via conversations • Administer the Early Career Framework partnership working with Northamptonshire Teaching School Hub
<p>3 – Events, Marketing & Communication:</p>	<ul style="list-style-type: none"> • Work collaboratively, with Education Leaders to manage and market a range of events, and projects, including those for the NPAT Delivery Partnership with the Northamptonshire Teaching School Hub, Royal Shakespeare Company and Take One Picture • Manage the marketing campaign for educational events to include email guest list, press releases, ticket sales and VIP lists, trust newsletter and school communications • To help promote NPAT to different audiences and raise the profile within the local community • Provide assistance with the production of marketing materials • Create and manage online booking tool (Eventbrite) for training and conference attendees • Assist with event organisation • Liaise with attendees prior, during and post event including creation of online Microsoft Forms for evaluation • Assistance with the analysis of feedback post event • Arrange catering facilities for trust wide training and events. • Welcome and look after external visitors on behalf of the NPAT Central Team and ensure refreshments are available. • Ensure NPAT Training Rooms are resourced and ready to welcome visitors
<p>Relationships:</p>	<p>The nature of the post will bring the post holder into contact with a wide range of people both within the Trust and outside. The post holder will be expected to maintain high quality relationships with all of the following:</p> <ul style="list-style-type: none"> • Children • Parents • All Staff • Members and Trustees of NPAT • Members of Local Governing Bodies • Outside agencies including the Department for Education, Northamptonshire Teaching School Hub, Education Endowment Foundation, Education and Skills Funding Agency and the Local Authority • Professional Service Providers for NPAT
<p>Other:</p>	<ul style="list-style-type: none"> • To contribute to NPAT’s overall development as an active member of the Central Team to ensure that it operates on the basis of shared and collective responsibility • To work during all term dates

	<ul style="list-style-type: none"> • Occasionally it may be necessary to work additional hours outside those stipulated in the contract. When this is required, additional hours or TOIL will be agreed with your line manager prior to the additional hours being worked. • Ability to work in a busy office environment or alone/'from home'
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This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts within the Trust are subject to an enhanced DBS with Barred List check.

The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

Signed by post holder:	
Date:	

Education Team Administrator (NPAT)

Person Specification – June 2022

Qualifications:	Degree level is desired or equivalent OR appropriate extensive experience in a similar role.
Experience:	At least 3 years' experience, preferably within an education context
Professional Skills:	<ul style="list-style-type: none"> • Ability to formulate ideas and to present them clearly • High quality written and verbal communication skills • High quality research and analytical skills • High quality organisational skills and experience of using, maintaining and developing administrative systems • Ability to organise a variety of competing priorities and deadlines across the Trust • To be able to anticipate and solve problems • To understand the need for confidentiality and data protection • Ability to establish effective relationships at all levels • Ability to manage and resolve conflict • Ability to manage one's own time effectively • Ability to enlist outside expertise and resources to enhance effectiveness • Understanding of Safeguarding
ICT Skills:	<ul style="list-style-type: none"> • Advanced user of Microsoft Office 365 and Teams • Microsoft Word, Excel, PowerPoint, Publisher • Experience of Website and Social Media Management • Ability to learn new ICT systems
Personal Qualities:	<ul style="list-style-type: none"> • High expectations of self and others • Work under pressure, maintaining a sense of perspective and meet competing deadlines • A sense of humour • A team player • Commitment, honesty and integrity • An open mind and the ability to adapt to change • A desire to succeed and help others achieve success

Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies, which help keep children in our care safe. We will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- All schools will hold the Inclusion Quality Mark (IQM)
- Behaviour and Safety of children will be outstanding in all our schools

Our Trust policy can be found here:

<https://www.npatschools.org/>

How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than two sides of A4 supporting your application.

Please return by email to recruitment@npatschools.org.

Closing date: **Wednesday 6 July at 9.00am.**

Recruitment Privacy Notice

Policy Statement

We are Northampton Primary Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*

- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) or replacement organisation, Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the [Trust/Academy/School] to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Records Management Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

NPAT Data Protection Officer – email: dpo@npatschools.org

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact our Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer – email: dpo@npatschools.org

