



## **Business Administration Apprentice - L3** **Diocese of Chichester Academy Trust**

**Candidate Briefing Pack**  
**Start Date: January 2023**

*Helping every child achieve their God-given potential*

We are a thriving Trust on the south coast of England with 16 current schools, 4927 children and 706 staff. We have an exciting opportunity for a Business Administration Apprentice to work within our friendly and committed Trust Centre Operation team, offering the successful candidate a chance to gain valuable administration and workplace skills and experience.

You will learn to provide effective administrative support to our colleagues across the Trust, which will include learning to:

- Use Trust databases and systems to update records
- Provide support in managing diaries for the team, including booking travel arrangements
- Update communication channels, including the Trust website and social media
- Take minutes and provide administrative support to Trust meetings and training events

You will be working in a busy, fast-paced environment, at our Eastbourne office. Applicants must have a GCSE Maths and English, grade 4+, ability to use MS office and the ability to communicate with people at all levels. We are committed to staff development and opportunities for further CPD will be fully supported.

If you believe you have the skills and attitude to thrive in this role, then we want to hear from you.

**Salary and Hours**

£13,140 per annum, pro rata (**Actual Salary £11,914 per annum**)

37 hours per week; Monday – Friday, term time only plus 2 weeks during the school holidays (to be agreed) (41 working weeks per year), 30 minute unpaid lunchbreak

Candidates should submit:

- A completed application form (CVs will not be acceptable)
- Cover letter

Completed applications should be addressed to Dominique Lewis, Head of HR and sent to [hr@dcac.academy](mailto:hr@dcac.academy). Informal discussions about the role are welcomed, please contact Jo Saunders, Head of Operations and Governance on 01273 056288 or email [jsaunders@dcac.academy](mailto:jsaunders@dcac.academy)

<b>Closing Date</b>	<b>Monday 12<sup>th</sup> December at 9am</b>
<b>Interview Date</b>	<b>Wednesday 14<sup>th</sup> December</b>

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced DBS check upon appointment.

More information about the Trust can be found on our [website](#).

Please see the attached application pack for further details about DCAT, the role including job description and person specification.

## Welcome

Dear Applicant,

Thank you for your interest in the role of Business Administration Apprentice at DCAT. This is a fantastic opportunity for a talented individual to join our friendly and committed central team.

This role provides an exciting opportunity to take the first steps in your career or to learn new skills. The Trust will provide training and development through the apprenticeship scheme. You will have a strong work ethic and the ability to cope in a fast-paced environment taking changing priorities in your stride whilst maintaining a sense of humour.

You will join the centralised operations team, reporting to our Head of Operations and Governance.

With fifteen primary schools and one secondary currently within DCAT, and more schools looking to join DCAT, this is an exciting time to join a Trust, where you will be an integral part of the centre team with opportunities for you to develop as the Trust grows. You will have a commitment to delivering excellent customer service and promoting high performance, you will be pro-active in your approach, with the ability to work in partnership with management and have excellent communication and ICT skills.

We believe, and our schools tell us, that the strength of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, resources to **help every child achieve their God-given potential**, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- D**eveloping the whole child means pupils achieve and maximise their potential
- C**ontinued development of staff is valued and improves education for young people
- A**ll schools are improving and perform above national expectations
- T**he distinct Christian identity of each academy develops and is celebrated

We are a forward-thinking Trust, with a clear [strategic vision for 2025](#) which outlines the roadmap for the Trust over the next 3 years. It builds on our strong foundations and is designed to add depth, capacity and value, responding with energy and vision to the ever-evolving needs of our schools.

We are always excited about enthusiastic, like-minded professionals joining our Trust and very much look forward to hearing from you and receiving your application.

Yours faithfully,



Jo Saunders  
Head of Operations and Governance

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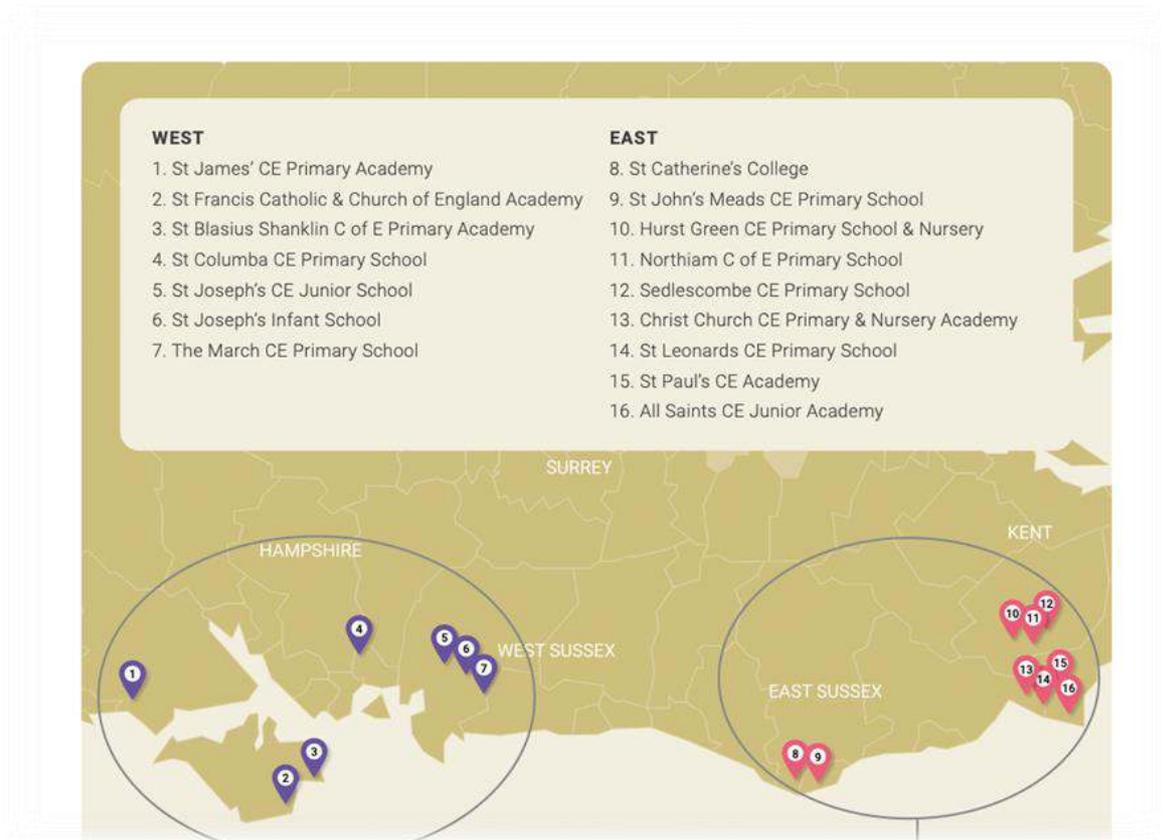
## The Diocese of Chichester Academy Trust (DCAT)

### School Joining Timeline

The summary of our growth to date can be found on our Trust website. As mentioned, we are expecting new schools to join us this year.

### DCAT Schools

The map below gives an indication of the spread of schools which are currently in two regions.



## Contextual and Performance Data

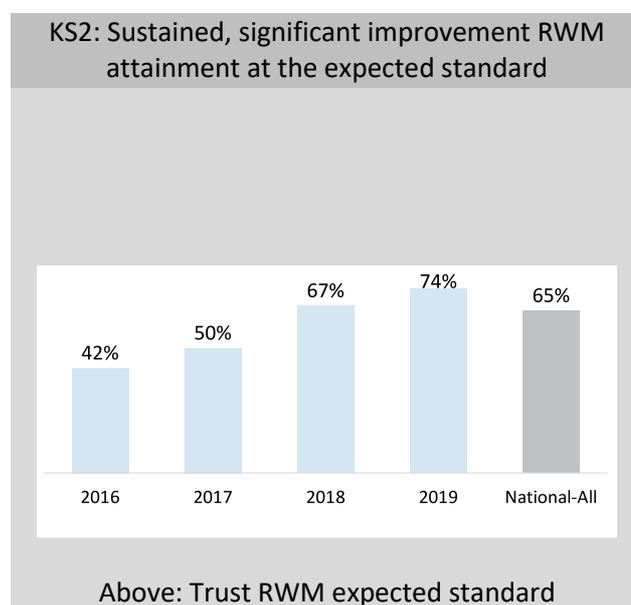
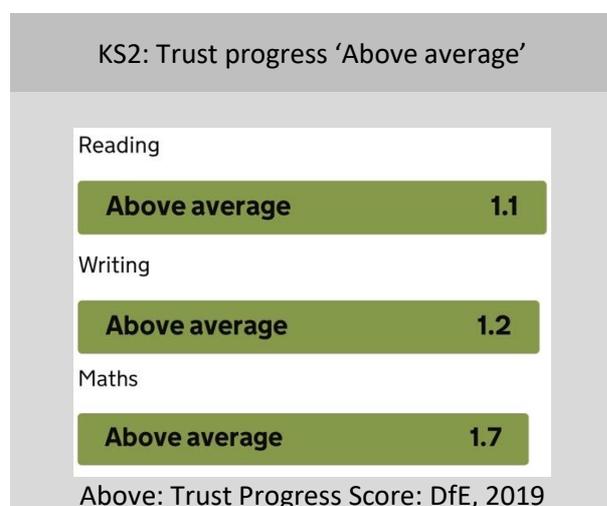
At DCAT we have clear stated aims. We aim to be a Trust in which:

- D**eveloping the whole child means pupils achieve and maximise their potential
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- A**ll schools are improving and perform above national expectations
- T**he distinct Christian identity of each academy develops and is celebrated

We exist to provide a first-class option for schools choosing to become an academy. Each of our schools maintains its own unique character and identity, serving its distinct community.

We consider, and our schools tell us, that the strength of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, resources to **help every child achieve their God-given potential**, which is our Trust vision.

The data below gives a snapshot of the Trust Primary performance which put the Trust in the top 20% of Trusts nationally and the 2<sup>nd</sup> best performing Church of England Multi Academy Trust.



## DCAT Organisational Structure

The existing structure is in place to provide high quality support for our 16 schools. We are in the process of rolling out a new structure to account for our planned growth. This can be shared with you on request.

### Academy Improvement

The Trust passionately believes in a collaborative approach to school improvement, with opportunities for developing and sharing best practice, networking, and staff development.

Intrinsic to our approach at the Trust, is the belief that all academies are different with needs that emerge from their unique context. We work in partnership with the Headteacher, Governors, Staff, Parents and Carers to affect a programme of continuing sustainable improvement that will have a real impact, first on the pupils, and also on the staff and wider community.

### Career Opportunities within DCAT

DCAT is looking to develop the careers of colleagues by identifying and nurturing willing and able future leaders. We have numerous examples of administrative staff progressing into management positions, middle level leaders stepping up to Senior roles, and Assistant Headteachers and Deputies stepping up to Headship within our Trust. In addition, Heads have successfully applied for part-time Senior Education Leader roles and our CEO and DCEO have been Heads/Deputies within our Trust. In short, succession planning and talent management are key priorities for DCAT and a significant CPD budget has been allocated for staff development across the Trust.

## Job Profile

<b>Position</b>	Business Administration Apprentice – Level 3
<b>Salary Scale and Hours</b>	£13,140 per annum, pro rata – <b>Actual Salary £11,914 per annum</b> Monday-Friday, 37 hours per week (30 minute unpaid lunch breaks), Term-time only, 42 working weeks pa
<b>Contract type</b>	Apprenticeship
<b>Holiday Entitlement</b>	6.15 weeks per year, included within annual salary
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Local Government Pension Scheme</li> <li>• Free Parking onsite</li> <li>• Cycle to Work scheme</li> <li>• Employee Assistance Programme</li> </ul>
<b>Responsible to</b>	Head of Operations and Governance
<b>Base</b>	DCAT Office in Eastbourne, St Catherine's College, Priory Road, Eastbourne, BN23 7BL

### Main purpose of the job:

To learn how to provide administrative support to a team.

### Main duties:

#### 1. Communication

- Learn how to update the Trust website and social media channels
- Learn how to produce the weekly / termly staff communication

#### 2. Administration

- Learn how to undertake administrative tasks, such as photocopying, scanning, processing mail, maintaining filing systems, archives and resource libraries and updating information
- Learn to use Microsoft applications such as Outlook, Word and Excel.
- Learn to answer the telephone and liaise with staff, clients and other agencies to assist in the delivery of services.
- Learn to produce simple correspondence and reports from written documents.
- Learn how to retrieve data from Trust databases.
- Liaise with staff, clients, and other agencies, to assist operational staff in the delivery of services, including training
- Learn to accurately input and process data from databases and spreadsheets.

- Learn to minute, produce and distribute accurate records of meetings.
- Learn to order and maintain stocks of relevant stationery and forms, with the agreement of the Administration Co-ordinator.
- Undertake the apprenticeship training including NVQ in Business Administration Level 3, Certificate in Business Administration and Key Skills in Communication and Application of Number.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.

## Person Specification

Specification	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>▪ English and Maths to GCSE C or 4 grade</li> </ul>	<ul style="list-style-type: none"> <li>▪ BTEC Level 2 in Business Administration</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>▪ Computer skills.</li> <li>▪ Good verbal communication and listening skills.</li> <li>▪ Ability to follow instructions and organise yourself to complete tasks fully and on time.</li> <li>▪ Ability to use initiative to think through problems to find solutions.</li> <li>▪ Literate with good written communication skills and able to complete Keys Skills in Communication at Level I.</li> <li>▪ Numerate and able to complete Key Skills in Application of Number at Level I.</li> <li>▪ Ability to check for accuracy and give attention to detail.</li> <li>▪ Ability to work in a team.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of MS word, spreadsheets and databases.</li> </ul>
Key Skills	<ul style="list-style-type: none"> <li>▪ Ability to use own initiative.</li> <li>▪ Calm under pressure.</li> <li>▪ Self-motivated approach to work.</li> <li>▪ Good personal organisation skills.</li> </ul>	

### The Aims and Objectives of the Trust

The Trust's aims and objectives are to provide every child in its academies with the very best education possible; inspirational, fully rounded and rooted in our Christian beliefs and values. Every lesson should be at least good or better and every child should enjoy school life and must make the best possible academic progress. Each academy will be welcoming to all and will serve equally those who are of the Christian faith, those of other faiths and those with no faith.

The Trust aims to bring together local church schools and community schools where appropriate, to drive and maintain improvement and share economies to maximise resources for teaching and learning in the classroom. This will enable all pupils and staff to develop and achieve to their full potential. The Trust wants to attract, train and keep good staff and also use expertise from other schools and external partners, including local universities and teaching school alliances.

### Principal Accountabilities

To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.

### DCAT

With a supportive and collaborative approach, it is expected that our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

### Equality and Inclusion

The Diocese of Chichester Academy Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination, be it direct, indirect, harassment or victimisation. To support this, the Trust has a number of policies that you should ensure you are familiar and compliant with. Any breaches may lead to termination of employment.

### Health and Safety

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, The Trust's Health and Safety Policies.

### Sustainability and Environment

The Diocese of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The Diocese of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

### Data Protection/GDPR

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management. Details about Data Protection/GDPR are available on request from the Trust's Data Protection Officer- please contact Jo Saunders if you wish to request a copy of these: [contact@dcac.academy](mailto:contact@dcac.academy)

### Safer Recruitment - Right to Work

British and European Law states that a person cannot be employed in this post if they do not have permission to live and work in the UK. You will be required to show documentation that proves your right to work in the UK. See here for further details on what is appropriate: [Employers' right to work checklist - GOV.UK \(www.gov.uk\)](#)

### Safeguarding

The Diocese of Chichester Academy Trust and academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. New members of staff will be required to apply for an Enhanced Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at: - <http://www.homeoffice.gov.uk/dbs>

## How to Apply

### Conversation

For a confidential discussion about the role please contact Jo Saunders, Head of Operations and Governance on 01273 056288 via email [jsaunders@dcacat.academy](mailto:jsaunders@dcacat.academy).

### Application Form

Completed application forms – a CV will not be accepted – should be addressed to Dominique Lewis, Head of HR and submitted via email to [hr@dcacat.academy](mailto:hr@dcacat.academy).

### Statement in Support of Application

The supporting statement should be no more than 2 sides of A4 paper with a font size no smaller than 11.

### Shortlisting

We assess all applications against the Person Specification criteria using the evidence you provide in your application letter.

### Interviews

The interviews will be held at DCAT offices or remotely through the use of alternative technology if required.

### Offer of Employment

We will make a verbal offer of employment by telephone and an offer letter in writing will be emailed. Any offer is made subject to satisfactory proof of qualifications. Each candidate will be telephoned with the outcome. Requested feed-back will be available by arrangement.

### Receipt of Application

Applications are acknowledged (by email) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact Dominique Lewis on Tel: 01273 056291.

### Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

### Data Protection Act 1998

You should be aware that the information you have provided will be stored on the DCAT HR secure database and will be used to process your application. It will not be passed to any other organisation and will comply with new GDPR regulations. DCAT's Staff Privacy Notice is published on the DCAT website link here:

[https://drive.google.com/file/d/12XspHm0aloz\\_GY4HfT2TUH12mvUzA669/view](https://drive.google.com/file/d/12XspHm0aloz_GY4HfT2TUH12mvUzA669/view)