



ACADEMIES TRUST
Registered office: Arthur Mee Road,
Stapleford Nottingham NG9 7EW
Tel: 0115 9170100
CEO Paul West
www.satrust.com



Heanor Gate Spencer Academy
Kirkley Drive, Heanor, Derbyshire, DE75 7RA

“Develop all learners
to achieve their full potential”
“Create a culture of aspiration”

Post Title: Media and Marketing Administrative Assistant/Receptionist
Location: Heanor Gate Spencer Academy
Salary/Pay Range: Scale NJC 07 to 11 (£20,443 to £22,129)
Hours of work: Permanent, Full-time, 37 hours per week, 52 weeks a year
Reporting to: PA and Operations Lead

We are looking to recruit an imaginative, enthusiastic and hardworking Media and Marketing Administrative Assistant/Receptionist to join Heanor Gate Spencer Academy. We'd like someone who can plan, create, manage, implement, and evaluate the social media marketing for student involvement, events and recruitment.

Applicants would be expected to share the Trust's high aspirations and expectations for pupils and staff.

Heanor Gate Spencer Academy

Heanor Gate Spencer Academy is a 'good' school (Ofsted March 2017) with a strong commitment to ongoing professional development. Over the past 5 years we have developed a fantastic culture amongst the students which is rooted in strong discipline and has culminated in a student body full of aspiration, commitment and success. The staff buy into the hashtag #TeamHeanor and this ethos of collegiality, team values and moral compass is what makes the unique working environment at Heanor Gate so enjoyable and fulfilling. We are situated in Heanor, Derbyshire, situated on the Derbyshire/Nottinghamshire border.

We believe that through an ethos of 'Aspire, Learn and Achieve', all of our students will achieve their very best educational outcomes. This ethos is at the heart of everything that we do. We want our students to believe that they can achieve whatever they want to with hard work, resilience and self-motivation.

We deliver a challenging yet inspiring curriculum and an unrivalled level of academic and pastoral support, and believe that what we offer students will support them to achieve success in the classroom and beyond; academically, personally and socially. We aim to instil students with a love of learning as well as helping them to become responsible, independent members of the community.

We also have a strong commitment for our staff for ongoing professional development.

To ensure that our students succeed, we promote the following values:

- **A**mbitious – aim high and strive to achieve your best.
- **S**upportive – help others within the school community and beyond.
- **P**roud – take pride in your work, your successes and our school.
- **I**ndependent – take ownership for your own learning.
- **R**esilient – show resilience in the face of challenge.
- **E**quipped – be organised and prepared.

As part of the Spencer Academies Trust, we work alongside other schools in ensuring we deliver the very best education possible.

Spencer Academies Trust

SAT is an educational charity, Multi-Academy Trust and Sponsor of Academies. We have approaching 16000 children and young people in our academies and employ more than 2200 teachers, leaders and educational support professionals across the East Midlands. We aspire to be a leading regional high performing Trust, with a national reputation for excellence.

We currently have 16 primary academies, 8 secondary academies and one primary aged special school in our family of schools. All of our schools benefit from the collaboration and added value that being a member of our Trust offers, and share our values and beliefs. Spencer Trust academies share an ambition to deliver results that compete with the very highest performing schools in the country, and deliver a curriculum for students that is underpinned by breadth, opportunity and quality: one that seeks to give young people the opportunity to develop into well rounded global citizens that believe they can influence positive change in the world.

Mission

Our Mission is to deliver the best possible outcomes for children and young people.

Vision

Spencer Academies Trust is an exceptional Trust, providing an outstanding education for local children.

We Believe:

- All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.
- Schools are stronger when they work in collaboration with each other, operate within a 'family' and are open to a true sense of partnership.
- We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

If you would like to discuss the role, or have any queries, please contact Claire Worth, Personal Assistant and Operations Lead, claireworth@heanorgatespencer.com

Applications for this post must be submitted on our online application form, which can be found at www.satrust.com/vacancies

In line with safer recruitment policies references will be called for prior to interview.

Closing Date for Applications: 26 June 2022, 3.00pm

Interviews will take place: 1 July 2022

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children's barred list checks and completion of Level 2 safeguarding training.

Spencer Academies Trust is a Disability Confident Committed Employer