



St Ralph Sherwin
Catholic Multi Academy Trust



St Ralph Sherwin Catholic Multi-Academy Trust

St Katherine's House, Chester Green, Derby DE1 3TQ

Tel: 0300 369 0553

www.srscmat.co.uk

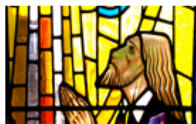


Application Pack

Central Team Apprentice Administrator
(Business Administration)

St Ralph Sherwin Catholic Multi-Academy Trust

Welcome



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Dear Applicant,

Thank you for expressing an interest in applying to work within the St Ralph Sherwin Catholic Multi-Academy Trust (CMAT). As CEO, I want to provide you with an introduction to our Trust and to give you a flavour of what working within our Trust would be like.

Firstly, you do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Everybody who works within our Trust, in a school or central offices is in some way a teacher. Whether you are the headteacher, a classroom teacher, receptionist, cook, cleaner, caretaker, HR or Finance manager/assistant you have an impact on the children we serve. We are a family and building a community which supports and upholds our gospel values of tolerance, respect, compassion and love are central to our success going forward.

This is a hugely important time in the life of our Trust. As of 1st September 2018, we have brought together 25 schools from Derby City, Derbyshire, Staffordshire, Stockport and Nottinghamshire (of which 20 are primary and 5 are secondary) to work within the Trust.

As CEO of the Trust I understand the huge responsibility I have to ensure that every child and young person benefits from the establishment of this new Trust.

The St Ralph Sherwin Catholic Multi-Academy Trust has been formed to preserve, maintain and develop Catholic education in the areas served by its academies. We are committed to providing the highest quality of education for every child and young person we serve.

We have a vision for our Trust that goes beyond our individual academies and that changes our perceptions from *my* academy to *our* academy. Working together through the Trust, each academy will benefit educationally from the expertise within the Trust as a whole and practically from the services procured and provided centrally. By formalizing the links between secondary and primary schools we will provide a stable, challenging and consistent education through the phases to those pupils and families we serve. Our Trust will be a dynamic entity, which will grow and adapt with those who are working and learning within it. It will respond to the needs of its community while adhering to the Catholic principles upon which its member academies are founded.

We have been given a wonderful opportunity to shape the future of Catholic education for around 8,000 young people who attend our schools across the Trust.

Schools are special places where we get the chance to improve the lives of young people in a unique way. The best schools are places where we develop young minds; we must focus on growth not just in the brain but the growth of character, the development of the whole person.

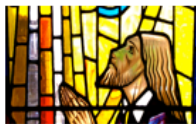
I hope you are excited by this vision of what we want to achieve and if you feel you want to be part of this, I would encourage you to apply for this position within our Trust.

Yours sincerely

Sean McClafferty

CEO, Saint Ralph Sherwin Catholic Multi-Academy Trust

Advert Trust Governance Manager



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- Hours:** Full time, 37 hours per week
Term time working may be considered
- Salary:** National Minimum Wage for Age
- Contract:** Apprenticeship Agreement
- Location:** St Katherine's House 3rd Floor, St Mary's Wharf, Mansfield Road, Derby DE1 3TQ
- Start Date:** As soon as possible

The St Ralph Sherwin Catholic Multi Academy Trust have an exciting opportunity for a committed Business Administrator to join our centralised HR Team, based in Chester Green, Derby.

The role is offered on a full time, all year-round basis, however we may also welcome applications from candidates on a term time basis (plus a specified number of weeks).

Part of the Diocese of Nottingham, the St Ralph Sherwin Catholic Multi Academy Trust (CMAT) central team provides a professional, centralised service to a family of 25 schools comprising of 20 primary and 5 secondary across Derbyshire, Staffordshire and Stockport. The central team focus on School Improvement, Finance, HR, Estates and Chaplaincy to improve outcomes for all our pupils across the Trust.

You will have the responsibility of dealing with all visitors to the Trust central office in a professional, welcoming manner and answering, managing and directing all telephone calls to the Trust efficiently and providing an effective and efficient customer service/reception and administrative support service to the Executive Team, central teams, academies and Trust, covering a wide range of work roles.

You will need to be highly organised, with the ability to multi task and maintain strong attention to detail. You must have excellent IT skills, especially word and excel spreadsheets. Whilst being a Catholic is not a requirement, you must be willing to support the Catholic life and ethos in our academies.



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In return, we offer membership of the Local Government Pension Scheme, generous holiday and a real commitment to professional development and the role will allow the person appointed to gain experience in a wide range of administrative duties. You will also undertake level 2 or level 3 Business Administration apprenticeship via a local training provider.

How to apply

For further details and an application pack please visit www.srscomat.co.uk/vacancies or email vacancies@srscomat.co.uk to request an application pack.

Closing date: Wednesday, 12th June 2019 (9:00am)
Interviews: As soon as possible after the closing date

The St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Ref: SRSADMIN19

Information for Applicants

How to apply

A job description and person specification are available for download.

If you wish to apply, please download, complete and email your application form and associated forms to vacancies@srsrmat.co.uk by the closing date.

Please ensure that your application contains the following:

- A clear indication of the post for which you are applying
- Email addresses for all your referees
- **NB Should you be shortlisted, references will be taken up prior to interview**
- The completed separate Rehabilitation of Offenders Disclosure Form
- The completed separate Recruitment Monitoring Form

All CVs must be accompanied by a fully completed application form.

Closing Date

Please ensure your application arrives before the closing date. We are now monitoring our recruitment advertising and would be grateful if you could fill in the question on page two of the application form, stating where you first learned of this vacancy.

Interview

Interviews for the posts will take place as soon as possible after the closing date.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Should you be shortlisted, references will be taken up prior to interview. The appointment will be made subject to an enhanced DBS check and other pre-employment checks.

Information for Applicants

Saint Ralph Sherwin Catholic Multi-Academy Trust

On 1st September 2018, the Saint Ralph Sherwin Catholic Multi-Academy Trust brought together 25 Catholic schools located in Derby City, Derbyshire, Nottinghamshire and Staffordshire and Stockport together in a partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the Saint Ralph Sherwin CMAT:

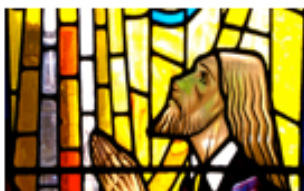
Primary Schools

St John Fisher Catholic Voluntary Academy, Derby
St Alban's Catholic Voluntary Academy, Derby
St George's Catholic Voluntary Academy, Derby
St Joseph's Catholic Primary School, Derby
St Mary's Catholic Primary School, Derby
Christ the King Catholic Voluntary Academy, Alfreton
St Elizabeth's Catholic Voluntary Academy, Belper
St Anne's Catholic Voluntary Academy, Buxton
All Saints & Saint Margaret's Catholic Voluntary Academies, Glossop

St Mary's Catholic Voluntary Academy, Glossop
St Charles's Catholic Voluntary Academy, Hadfield
St Thomas Catholic Voluntary Academy, Ilkeston
English Martyrs' Catholic Voluntary Academy, Long Eaton
St Joseph's Catholic Voluntary Academy, Matlock
St Mary's Catholic Voluntary Academy, New Mills
St Edward's Catholic Voluntary Academy, Swadlincote
The Priory Catholic Voluntary Academy, Eastwood
Holy Rosary Catholic Voluntary Academy, Burton

Secondary Schools

St Benedict Catholic Voluntary Academy
St Thomas More Catholic School
St Philip Howard Catholic School
St John Houghton Catholic Voluntary Academy
Blessed Robert Sutton Catholic Sports College



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