

Tapton  
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

# Admin Officer

## Candidate Information Pack



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG  
Tel: 0114 267 1414 Email: [enquiries@taptonttrust.org.uk](mailto:enquiries@taptonttrust.org.uk) Web: [www.taptonttrust.org.uk](http://www.taptonttrust.org.uk)

Charitable Limited Company Registration Number: 07697171.  
Registered office: England and Wales. VAT Number: 134392225.



# Contents

1. A message from our CEO

2. About TSAT

3. Our Schools

4. The Role

5. Responsibilities

6. The Person

7. How to apply



Thank you for your interest in joining TSAT.

We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

**David Dennis,**  
**CEO**

# About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

**Our Vision** : To realise the life chances and dreams of every child.

**Our Mission** : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

## Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

## Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

# Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitude and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## **Primary Education**

All of our 5 primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

## **Secondary Education**

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

## **Central Services**

Our support staff are highly valued and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities
- Finance
- Governance
- HR
- IT
- School Improvement.



# About Hallam Primary School

At Hallam, we want children to aim high and dream big. Through high quality teaching and positive relationships, we give our children every opportunity to achieve their full potential, make long lasting memories and prepare them for the next stage of their education.

**Diversity:** We develop children's understanding of diversity by teaching them to explore all aspects of life in modern Britain. We promote inclusion, tolerance and respect for all faiths, cultures and beliefs and give them opportunities to understand how they fit into their own personal, social and global world.

**Resilience:** We encourage children to take risks and overcome challenges through perseverance and a determination to succeed. We do this through having high expectations of the children, encouraging independence and offering opportunities for them to fail. We develop children's confidence and social skills and teach good manners and respect for all.

**Enquiry:** We value an enquiry led approach to our curriculum in which children are encouraged to be curious and investigate all aspects of learning, individually and collaboratively. Adults skilfully challenge children to enable them to achieve their full potential through the delivery of a broad and balanced curriculum, which builds upon children's prior skills and knowledge to prepare them for the next stage of their learning.

**Aspiration:** We provide opportunities for children to aim high and have the confidence to become the individual that they aspire to be. Children are exposed to different roles, careers and encouraged to achieve their full potential regardless of their starting points.

**Memories:** We provide quality first teaching where children are given opportunities to transfer their new learning to their long-term memory and develop metacognition skills throughout their time at Hallam. We enrich our curriculum with a range of experiences, trips and visitors to motivate and inspire learning and to create a bank of positive memories which the children can look back on.

**Smiles:** We believe that the best learning takes place when children are happy and are having fun. We place a strong emphasis on positive mental health and well-being and work hard to ensure school is a positive place to be for children, parents and staff.

Children at Hallam are aspirational and in general enjoy a wide range of experiences out of school. Parents have high expectations of their children and that the school will provide their children with opportunities to achieve academic success. Our curriculum is designed to provide these opportunities whilst ensuring children develop social and emotional awareness to equip them for life.

# The Role

We are seeking to appoint a full time, permanent, Admin Officer to join Hallam Primary School as soon as possible.

<b>Salary Range:</b>	<b>Grade 3</b> <b>£23,500 - £23,893 (pro rata)</b>
<b>Responsible To:</b>	HR and Office Manager
<b>Responsible For:</b>	Providing routine general administrative and financial support to the school
<b>Holidays:</b>	N/A
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Pension Scheme</li><li>• Salary Sacrifice Car Scheme</li><li>• Cycle to Work Scheme</li><li>• Discounted membership for Westfield Health</li><li>• Occupational Health</li><li>• Wellbeing Programme</li><li>• Continuous CPD and Training</li></ul>



# Responsibilities

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc in accordance with the school policy on administering drugs
- Maintain accurate pupil records to support children in school with any medical conditions
- Assisting with arrangements for visits by school nurse, photographer etc.
- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/extra-curricular registers/school meals
- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Any other duties and responsibilities appropriate to the grade and role

# The Person

The successful candidate will demonstrate the following:

<b>Skills and Knowledge:</b>	Must have excellent communication and organisational skills Have an ability to prioritise tasks and work as part of a team in a busy environment is essential
<b>Experience:</b>	Successful experience of working in a similar role is desirable
<b>Education, Training and Qualifications:</b>	Excellent communication skills Good numeracy and literacy skills
<b>Personal Qualities:</b>	Must have excellent communication and organisational skills Must be friendly and approachable and be able to be responsive to the needs of the school and community Must have an excellent work ethic and be a strong team worker
<b>Work Related Circumstances (including working conditions and suitability to work with children)</b>	We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

**Fluency Duty:** The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post.



# How to apply

Visits to Hallam are warmly welcomed, please contact Suzanne McGloin, HR and Office Manager to arrange, 0114 2304430 or [enquiries@hallam.sheffield.sch.uk](mailto:enquiries@hallam.sheffield.sch.uk)

The closing date for applications is: **Midday, Thursday 2<sup>nd</sup> May 2024**

Interviews will be held on: **Wednesday 8<sup>th</sup> May 2024**

## **Safeguarding**

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

## **Shortlisted Candidates:**

- References will be requested before interview.
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of identity / right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.

- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

### **Successful Candidates:**

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening.

**Please note:** Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

### **Policies**

Our approach to safeguarding, and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

### **Equality & Diversity**

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. [Click Here](#) to access TSAT's Equality and Diversity Statement.

### **Data Protection**

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies page](#) of our website.