

**Come and join us as our new Administration Assistant where you can**

* **Have a positive impact on our children;**
* **Access high quality professional development opportunities;**
* **Have your ideas and aspirations nurtured.**



**Administration Assistant**

**(Castleton Primary School)**

**24 hours per week, term time only**

**Required to start from September 2022**

**Recruitment Information Pack**

Yorkshire Endeavour Academy Trust

Waterstead Lane, Whitby, YO21 1PZ

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Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of Castleton Community Primary School. I am delighted you have shown an interest in joining us and I look forward to sharing with you what makes our school a very special place to work.

Our children are delightful, happy, confident and energetic. They are passionate about their learning and enjoy a wide curriculum, with access to 1:1 iPads, outdoor learning areas and a well-stocked library. Our children have many talents and we pride ourselves in providing lots of opportunities for every child to contribute to the wider school community. We are looking for an experienced and enthusiastic administrator who can bring passion and enthusiasm to our small and friendly team.

Our staff are passionate about their work and supportive of each other. Flexibility is crucial, particularly within our small school setting, and the successful candidate will need to be willing to adapt to the changing needs of the school.

This is an exciting time to join us. As part of the Yorkshire Endeavour Academy Trust, our team are working in partnership across the Whitby area to share, learn and inspire.

I hope that you will take the time to find out more about our school. Good luck with your application. I look forward to reading it.

**Kirsty Hird, Headteacher of Castleton and Glaisdale Primary Schools**

**Yorkshire Endeavour Academy Trust**

**Our Vision and Values**

## Vision

* **Ethical** action for a world class education.
* **Nurturing** relationships at the heart of our communities.
* **Brave** leadership in a changing landscape.

## Values

* Providing world-class education to all children through an ambitious curriculum.
* Encouraging curiosity and a lifelong love of learning.
* Wrapping around our community through an inclusive nurturing approach.
* Taking pride in local heritage whilst preparing our children to be global citizens.
* Collaborating with partners in education and universal services to support each child’s unique journey.
* Highlighting and sharing excellent educational practice for the benefit of all.
* Growing and developing people in all roles to be their very best.

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**Context of the school**

**Castleton Community Primary School**

Castleton currently has 53 pupils on roll across two classes: Acorns (EYFS/KS1) and Oaks (KS2). Outdoor learning is a key feature of our provision and children have regular opportunities to participate in a range of outdoor activities. Hidden behind our historic building are extensive grounds, which include tiered gardens featuring a pond, greenhouse, adventure play area, stage, quiet zone, forest school site and an outdoor classroom. Our children are also interested in music and the arts. Our parents are very keen to be involved in the life of the school and we have an active PTFA.

For more information about Castleton, please visit our website: <https://www.castletonprimaryschool.co.uk/> or see our Facebook page

## Application Process

The closing date for all applications is **9am on Monday 27th June 2022**

Interviews will be held as soon as possible after the closing date.

Completed applications must be returned to Helen Pooleat helen.poole@northyorks.gov.uk

If you do not receive confirmation of receipt of your application within one working day please call **07890055186** or helen.poole@northyorks.gov.uk

**If you think you’re the person for the job, please complete the enclosed application form with your supporting statement, no more than two sides of A4**, **and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

## Queries

Informal chats with our Headteacher Kirsty Hird are welcomed. Please contact Helen Pooleat helen.poole@northyorks.gov.uk to organise.

We actively welcome you to contact Helen Poole at North Yorkshire County Council to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people on the coast.



**Job Description**

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| --- | --- |
| JOB PURPOSE: | To provide an effective administrative support service to the Headteacher and the School. The post holder will have some responsibility for the supervision of employees and/or for considerable expenditures.  |
| JOB CONTEXT: | Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to handle the variety of tasks the need to be undertaken This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.   |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** |
| Operational Issues  | * Collate information for statistical returns, including attendance and the completion of administrative forms including assistance with examination entries.
* Analyse and evaluate data and information and produce reports
* Deal with administration in relation to staff appointments, including advertisements, arrangement of interviews, standard correspondence and expenses etc.
* Deal with maintenance requests and oversee contractors where appropriate.
* Be responsible for confidential information e.g. policies, staff, pupils and parent records.
* Produce documents for the school e.g. Newsletters, brochures.
* Ensure the provision of administrative, clerical and secretarial duties e.g. typing, copying, diary management, using appropriate technology.
* Take minutes at meetings as required
* Undertake personnel administration relating to the pay and conditions of all staff, in liaison with central offices of the Trust.
* Organise school trips, room bookings for meetings and arrange supply cover for teaching absences.
* Organise school lettings
 |
| Communications  | * Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.
* Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role.
* Liaise with parents, staff, pupils and external agencies as required
* Ensure the delivery of an efficient reception service
 |
| People/Resource management  | * Input income and expenditure information.
* Undertake the administration of all accounts relating to the school, including handling of small amounts of cash, payments of bills and invoices, reconciliation of bank statements and preparation of month end returns etc.
* Process orders and payments for stationery, equipment etc.
* Participate in the school’s performance management scheme.
* Attend staff meetings and training days and management team meetings by agreement with the Headteacher.
* Participate in training & other learning activities
* Manage the day to day activities of the office and staff including the induction, training and allocation of work to other administration staff, if required.
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| Safeguarding  | * Adhere to data protection legislation
* Maintain confidentiality as appropriate
* Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to.
* Have an awareness and basic knowledge, where appropriate, of the most recent legislation.
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| Systems and Information  | * Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.
* Share information as appropriate– in writing, by telephone, electronically and in person.
* Maintain and update accurate computerised and manual records as appropriate
 |
| Data Protection | * To comply with the Trust’s policies and supporting documentation in relation to Information Governance. This includes Data Protection, Information Security and Confidentiality.
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| Health and Safety | * Be aware of and implement your health & safety responsibilities as an employee and, where appropriate, any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
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| Equalities | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
* Ensure services are delivered in accordance with the aims of the equality Policy Statement.
* Develop own and team members’ understanding of equality issues.
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**Person Specification**

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| --- | --- |
| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge*** Knowledge of admin and office systems
* Knowledge of health & safety regulations & procedures
* Knowledge of school procedures
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| **Experience*** Experience in public or private sector finance and administration
* Experience of operating administrative systems, including Microsoft office
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| **Occupational Skills** * Good ICT skills and the ability to use the keyboard with speed and precision
* Good written and verbal communication skills
* Budget management skills
* Statistical skills
* Analytical Skills
* Problem solving skills
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| **Qualifications** * Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent
 |  * Appropriate first aid training
* Level 3 qualification in Business / Finance / Administration or equivalent.
* Level 2 Word Processing qualification or equivalent.
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| **Personal Qualities*** Attention to detail, neatness and accuracy
* Organisational skills
* Ability to work successfully in a team
* Confidentiality
* Ability to work to deadlines and prioritise own workload
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| **Other Requirements*** To be committed to the school’s policies and ethos.
* To be committed to Continual Professional Development.
* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Enhanced DBS clearance required
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