



**Overdale Community Primary School  
Administration Assistant**

**Recruitment Information Pack**

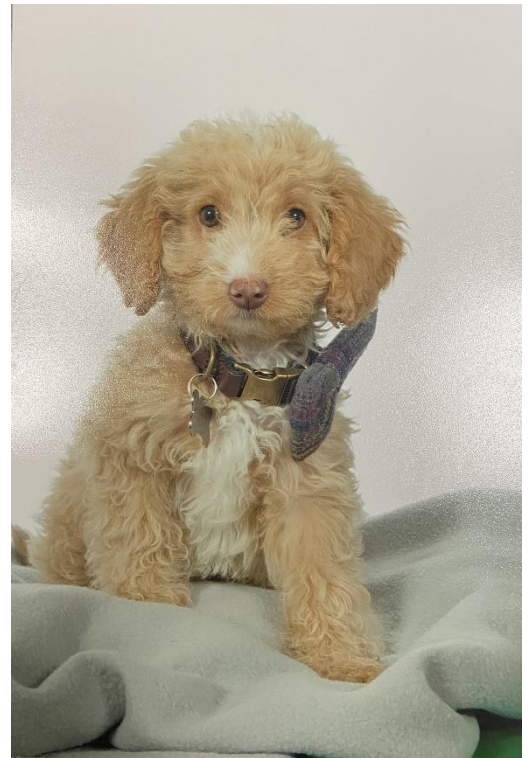


**Resourcing  
Solutions**



## Contents

About the School & Headteacher's Welcome	3
Application Process	4
Job Description and Person Specification	5-7
Applying for a job with North Yorkshire Council	8



*Meet Buddy, our Therapy Dog*

## About the School and Headteacher's Welcome



Welcome to Overdale Community Primary School and on behalf of our children and staff thank you for taking an interest in the learning team. We are very proud of our school and our ethos of positivity; where the welfare, wellbeing and achievement of our children are firmly embedded.

We are incredibly proud of our calm and happy learning community in facilities which were purpose built in 2021 to support our existing and new families that have moved into the growing community of new builds within the Middle Deepdale area. The new building is state of the art in terms of being eco-friendly and operating a high standard of technology.

Alongside this, we have spacious classrooms benefitting from natural light and ventilation, creating the best possible learning environment for our children, and working environment for our staff. Outdoors, we have two football pitches, a rounders pitch and a one-mile running track, along with an environmental area and quiet place with logs and other features. We use our outdoor space for orienteering and problem solving. We can teach numeracy and phonics outdoors, for example, and we also have two outdoor gyms. The school now has double the capacity of the old building on the former site and the new location provides a link between the older parts of Eastfield and the new housing developments in Middle Deepdale to the north.

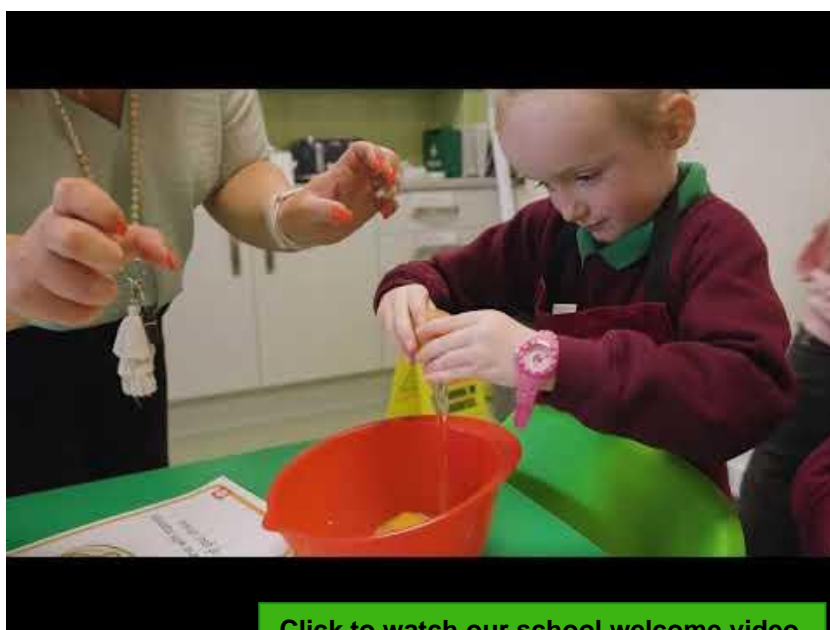
Overdale serves a large community with a range of children from different backgrounds. The role of a teacher in our school brings its challenges but it is extremely rewarding. We have benefited from considerable investment over the years – specifically in terms of Speech and Language Development and EYFS. We have recently expanded and welcomed 8 2-year-olds in January.

Learning at Overdale means you will have a real opportunity to deliver quality education within the culture of 'The Three R's' and enjoy the coastal community. The Three R's - "*Respect, Responsibility, Resilience*" - are important to the ethos of our school community and hence we have a set of values that reflect this, that our children will come to know, understand, and implement these within our school family. Our wonderful team of staff are key to driving these values and work together along with our wider school community to ensure each child is nurtured and given every opportunity to thrive and achieve their potential. We are delighted to have just received our Nurture UK award, which is testament to our hard work in creating an enriching learning environment, and we have just welcomed our newest staff member aiding us in this area, Buddy, our therapy dog!

Here at Overdale Community Primary School we are proud to be a leading school in the area. Together we have built a school that has the highest aspirations for our children to shine, but also one that supports and celebrates our amazing community that we are proud to serve. I very much hope that you will apply to join our team at this exciting time as we develop our EYFS provision.

*Mr Robert Bowman*  
Headteacher

For more information, please visit the [school website](#).



[Click to watch our school welcome video](#)



## Application Process

The closing date for all applications is **11:59pm Sunday 6<sup>th</sup> October**

Interviews will be held shortly after the closing date.

An email will be sent to shortlisted candidates with details of the interview process.

### Queries

**For an informal, confidential conversation about the role, please contact**

Please contact Chloe Bullen on 01609 536 964 or via [chloe.bullen@northyorks.gov.uk](mailto:chloe.bullen@northyorks.gov.uk)

Chloe has been engaged to support us with recruiting to this exciting opportunity.

We actively welcome you to contact us 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 in the area.



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our child protection policy can be found [here](#).

This post is exempt from the Rehabilitation of Offenders Act 1974 and the appointment is subject to satisfactory references and online search and a satisfactory enhanced level disclosure clearance from the Disclosure & Barring Service (DBS).



## Job Description

**POST:** SCHOOL ADMINISTRATOR

**GRADE:** CD

**RESPONSIBLE TO:** SENIOR ADMINISTRATION OFFICER

<b>Post title:</b>	School Administrator
<b>Grade:</b>	CD
<b>Responsible to:</b>	School Admin Officer / Headteacher / Business Manager
<b>Staff managed:</b>	None
<b>Directorate:</b>	Children and Young People's Service
<b>School name:</b>	
<b>Job family:</b>	C&A - Customer & Administration
<b>Date of issue:</b>	August 2023

### Safeguarding Statement

- 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 deal with the variety of tasks that need to be undertaken
- Enhanced DBS clearance required

### Job Purpose:

To provide an administrative support service to the Headteacher and the school under the direction or instruction of the Headteacher or other senior staff. This may include some basic finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.

### Operational Issues:

- Provision of administrative, clerical and secretarial duties as required.
- Assist in preparation of reports as required
- Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors.
- Take minutes at various meetings as required.
- Diary management
- Assist teaching and non-teaching staff with administration queries.
- Undertake wages and salary administration and distribution which may involve liaison with the Local Authority offices.
- Make arrangements for school lettings.
- Report concerns and obtain support for any issues raised.

### Communication:

- Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.

	<ul style="list-style-type: none"> <li>• Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.</li> <li>• Attend staff meetings and training days by agreement with the Headteacher.</li> </ul>
<b>Resource Management:</b>	<ul style="list-style-type: none"> <li>• Participate in the school's performance management scheme.</li> <li>• Assist senior staff with budget preparation and revision as necessary.</li> <li>• Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher</li> <li>• Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices.</li> <li>• Assist in the induction of new employees</li> <li>• Monitor stock levels, order office materials, equipment and services and check incoming orders</li> <li>• Highlight additional training and supervision needs to build on your skills and knowledge.</li> <li>• Participate in training and other learning activities and performance development as required.</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• 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 concerns to.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information:</b>	<ul style="list-style-type: none"> <li>• Maintain computerised and manual pupil/staff records.</li> <li>• 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.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>

<b>Person Specification:</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Knowledge of administration and office systems</li> <li>• Clerical or administrative experience</li> <li>• Experience of working with Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Cash handling experience</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Good interpersonal and communication skills</li> <li>• Good numeracy and literacy skills</li> <li>• Judgemental skills</li> <li>• Ability to work to deadlines</li> </ul>	
<b>Behaviours</b> <ul style="list-style-type: none"> <li>• <a href="#">link</a></li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Literacy &amp; numeracy qualification e.g. Level 2 qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• CLAIT Plus, ECDL or Level 2 Word Processing</li> <li>• Appropriate first aid training (dependant on the school's needs – insert as appropriate)</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work successfully in a team</li> <li>• Confidentiality</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	
<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>• To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery.</li> </ul>	

# APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.



## Policy Statement on the Recruitment of Ex-offenders (Source [www.gov.uk](http://www.gov.uk))

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.

This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment