



Administration
Assistant
April 2024





Welcome to Sidmouth Primary School

Sidmouth is a vibrant and friendly school that serves the community around Newland Avenue and Hull University.

At Sidmouth we aim to make learning exciting and meaningful so that every child in our community has the opportunity to achieve their full potential.

About Us

In September 2018 the school joined the Yorkshire and the Humber Cooperative Learning Trust.

Values and Ethos

At Sidmouth we recognise every child's right to a broad and balanced education in a safe environment that nurtures talent, creativity and individuality in all its forms. We aim to equip every child with the academic, social and creative skills to flourish in a diverse, exciting and ever-changing world.

We strive to develop confidence, resilience and high self-esteem in all learners so that they are able to persevere in times of difficulty and see mistakes not as failure but as opportunities to learn.

We celebrate diversity and together we learn to value and respect each other's views, beliefs and ways of life.



Sidmouth Primary School, Sidmouth Street, Hull, HU5 2JY
Telephone: 01482 441152 Email: admin@sidmouth.hull.sch.uk



Results - Sidmouth Primary School

KS2	% at age related expectation - School	% at age related expectation - National
Reading	64.3	73
Writing	56.9	71
Maths	60.7	73
Reading, writing and maths combined	47.3	59

KS1	% at age related expectation - School	% at age related expectation - National
Reading	42.6	69
Writing	32.8	31
Maths	44.3	71

EYFS	% good level of development
School	58.8
National	68





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



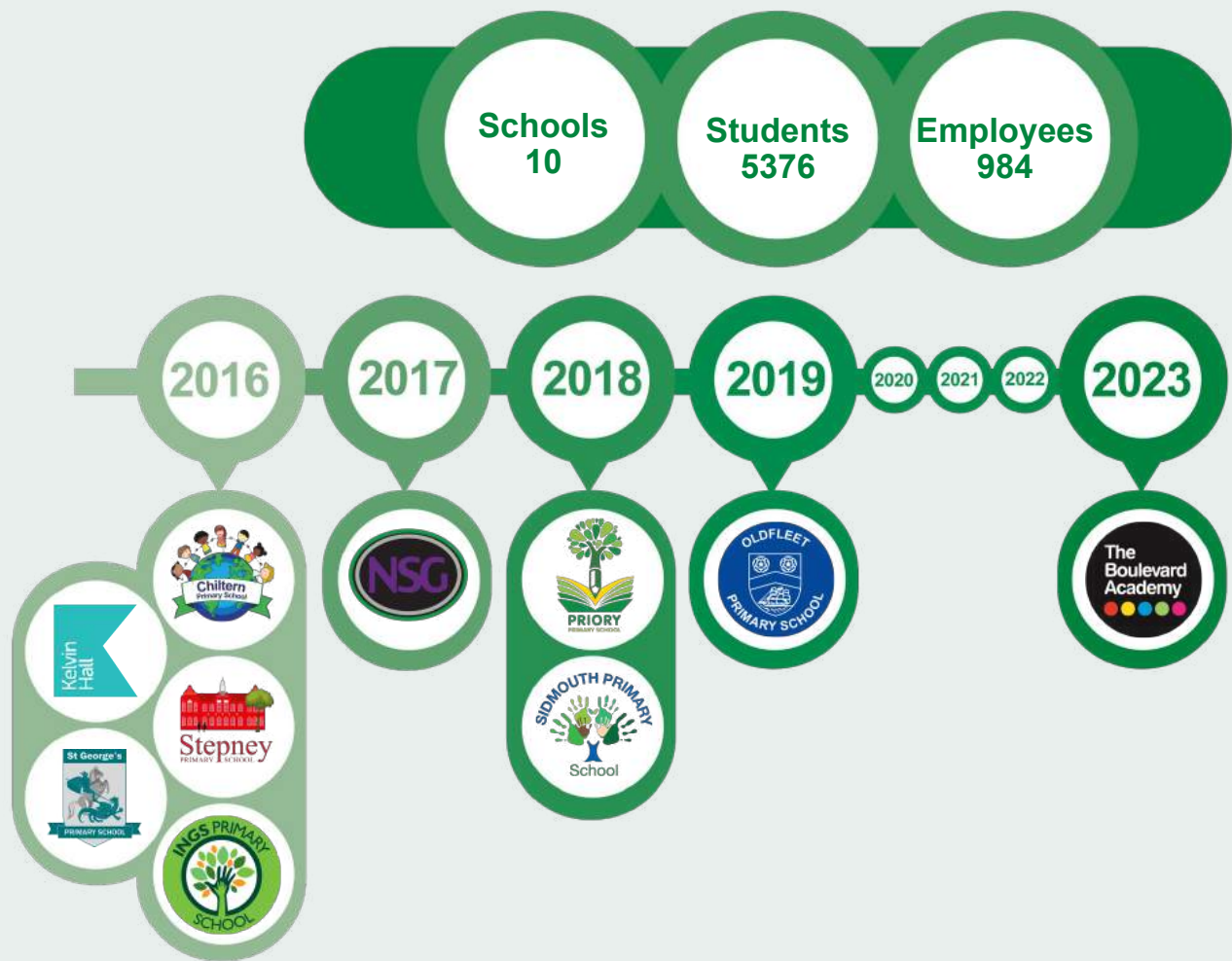
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



Our Journey so far...

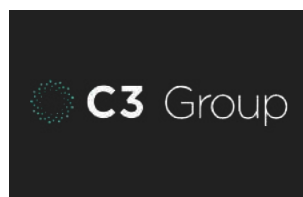


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Administration Assistant
Salary: Grade 3, Point 3-5 (£19,135 - £19,778 actual salary per annum)
Hours: 36.25 hours per week, Term Time Only, plus 5 days
Monday - Friday 08:45 - 16:30 (30 minute unpaid break)
Permanent
Required to start as soon as possible

The Thrive Co-operative Learning Trust is responsible for nine schools across Hull; two secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

Sidmouth Primary School is seeking to appoint an Administration Assistant to join our team. You will be required to work 36.25 hours per week, term time only plus 5 training days. Required to provide a professional response to telephone, email and face to face queries, referring matters on as necessary to the appropriate team members.

To undertake reception duties, answering general telephone and face to face enquiries and signing in visitors ensuring the relevant documents have been checked and recorded as well as general admin duties, including inputting information on to the Management Information System (Arbor) and typing newsletters.

We also expect candidates to have excellent communication skills as well as excellent skills in English and Maths. The candidate will be hard working, creative, enthusiastic and able to work constructively and proactively as part of a team.

In return, we will welcome the successful candidate to our friendly, dedicated team and wider school Community. Please browse our school website for further information about our school. If you have any further questions please contact spsadmin@thrivetrust.uk

Closing date: Monday 22nd April, 3:00pm
Interview date: Wednesday 1st May

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



Job Description



Post Title	Administration Assistant
Grade	3
Location	Sidmouth Primary School
Reporting to	Administration Manager

Purpose of Role

Under the instruction and guidance of the Administration Manager, provide general admin/financial support in school.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Undertake reception duties, answering general telephone and face to face enquiries, and signing in and out of visitors, adhering to our school safeguarding procedures.
3. Assisting in the arrangements for school trips and events, and liaising with parents and staff to complete any relevant documentation.
4. Provide general administrative support e.g. photocopying, filing, responding to routine correspondence, booking meeting rooms for external visitors and staff, and producing minutes of meetings.
5. Assisting parents and pupils with the school's online payments system.
6. Checking the Hull City Council Portal for free school meals updates.
7. Assisting with hospitality responsibilities, such as preparing refreshments and resources for training and meetings.
8. Maintain computerised records including MIS data, providing reports to teaching and non-teaching staff as required.
9. Undertaking typing, IT based tasks, mail merge and updating pupil and staff records on various in house systems including Arbor.
10. Receiving and distributing uniform orders and assisting with lost property management.
11. Booking and monitoring statutory training and updating Training Log.
12. Undertake safeguarding training and any other training relevant to the post.
13. Awareness of confidentiality and the General Data Protection Regulations (GDPR)
14. Any other duties of a similar nature and level of responsibility as requested by the School Business Manager and Headteacher.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Provide Administrative and curriculum support to all departments within school
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	Grade 4 or above (or equivalent) in English and Maths	✓		AF, CQ
	NVQ Level 2 or equivalent in Business or Administration or willingness to work towards	✓		
	NVQ Level 3 or equivalent in Business or Administration		✓	
Relevant Experience	Experience of using Microsoft Office	✓		AF, I
	Experience of using Google Workspace		✓	
	Experience of working in a general administrative setting	✓		
	Experience of working in a customer service/customer-facing role		✓	
	Experience of minute taking and diary management		✓	
	Knowledge of relevant policies, codes of practice and an awareness of relevant legislation	✓		
	To be prepared to undertake relevant and statutory school training and a commitment to continued professional development	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work under pressure, independently and use own initiative	✓		
	Awareness of the importance of confidentiality	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I

		E	D	How Identified
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
Written Skills	Excellent oral and written communication skills	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from our website and should be returned to people@thrivetrust.uk by the closing date below.

Should you wish to have an informal and completely confidential discussion please contact the school office on 01482 441152 or email admin@sidmouth.hull.sch.uk.

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