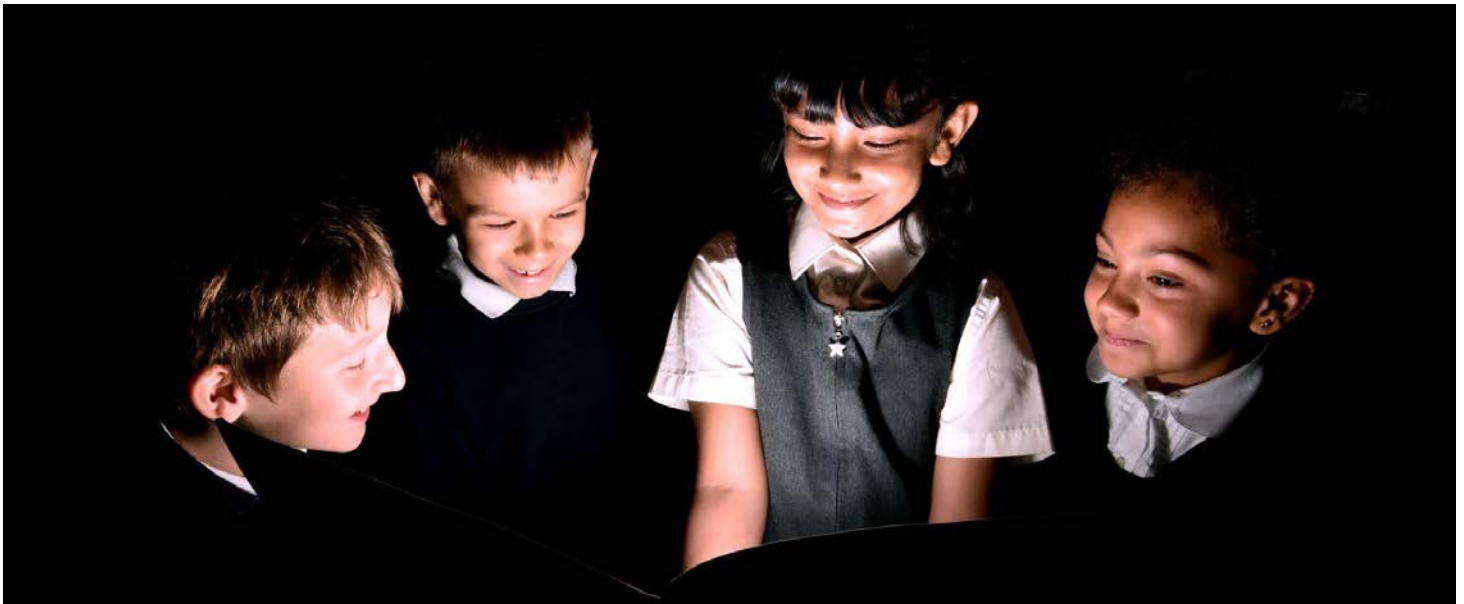




Administration Manager
September 2024





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.



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



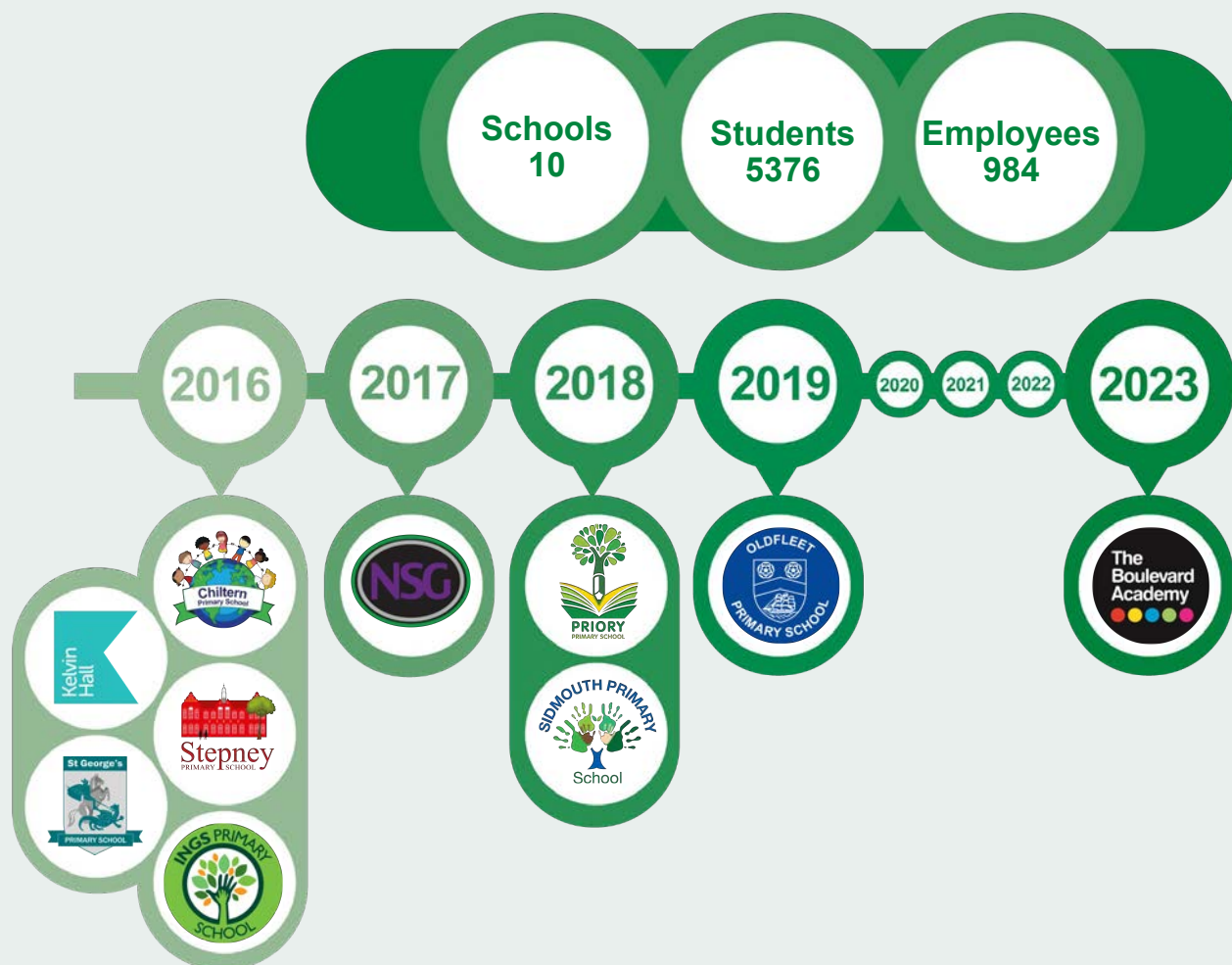
Thrive Mission Statement *Inspiring pupils to thrive in life*

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...

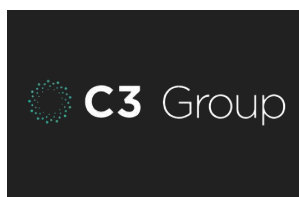


Our Partners

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 Manager
Salary: Grade 6 point 13-19 (£23,781 - £26,351 actual salary per annum)
Hours: 37 hours per week, Term Time Only plus 10 days
Monday, Wednesday, Thursday, Friday 8am - 4pm Tuesday 8am - 3.30pm (30 minutes unpaid lunch break)
Permanent
September 2024

The Thrive Co-operative Learning Trust is responsible for Ten schools across Hull; three 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 looking to appoint a skilled and highly motivated Administration Manager to manage the day to day running of the school office. This is an exciting opportunity for someone who has previous administrative experience preferably in a school environment looking for the next step in their career.

We would welcome any questions you might have about the role and encourage you to visit our school. Please contact admin@sidmouth.hull.sch.uk with any queries.

Closing date: Sunday 14th July 2024, 4pm
Interview date: TBC

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.



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



Job Description

Post Title	Administration Manager
Grade	Grade 6
Location	Sidmouth Primary School
Reporting to	Head of School

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To be the school's leading non-teaching support staff professional and work as part of the Senior team to assist the Head of School and SLT in their duty to ensure that the school meets its educational aims.
3. To liaise with the MATs central services team in order to run Facilities Management, Catering and IT support services within the school. Ensuring the services run to a high standard liaising with the Trust lead when necessary.
4. To operate the school's finances (Orders/Cash Processing) in line with the Trust finance policy and systems of the Trust.
5. To ensure all monthly information required by the Trust is submitted on a timely basis in line with the MATs financial calendar.
6. To ensure the Single Central Record is kept updated at all times and ready for inspection by a third party. Liaise with the MAT to ensure changes of legislation are adhered to.
7. To manage the administration function within the school to ensure the smooth running of the support function of the school.
8. To lead on the production and timely submission of the school census and school's workforce census. Ensuring any anomalies are reported to the Head of School and/or Trust as necessary.
9. To act as a lead data officer within the school and working alongside the Trust Data Protection Officer to ensure the Academy is GDPR compliant.
10. Liaise with the Trust Site Staff to ensure the schools facilities are maintained in an excellent condition to create a positive environment for children to learn.
11. To line manage the Attendance Officer, Administration Assistants and Site Facilities Officer including annual performance management review.
12. To ensure senior leaders are updated with changes to central MAT policies and ensuring the school responds accordingly.
13. To provide monthly return of all absence and leave of all staff to the MAT's payroll team on a timely basis.
14. To provide monthly payroll information to the central MAT team such as new starters, variations from contract, leaver information and overtime information on a timely basis.
15. To lead on recruitment of all support staff and provide key support on recruitment of teaching and teaching support staff in conjunction with MAT central services where appropriate.
16. Any other duties of a similar nature or level as requested by the Head of School and/or SLT.

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:	Line management of the Attendance Officer, Administration Assistants, Site Facilities Officer and Cleaning staff.
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Responsible for guidance and advice to Head of School Central Trust Staff/ Local SLT
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	Coordination and operation of the school building through the MAT central team including management of the school asset register.

		E	D	How Identified
Qualifications	Qualified to level 3 in related subject or significant operational experience	✓		C
	GCSE at 'C' / 4 or above in English and Maths or equivalent	✓		
Relevant Experience	Experience of using financials systems including producing financial information		✓	AF, I
	Experience of managing a team	✓		
	Experience of leading, devising, implementing organisation development plans and strategies.		✓	
	Experience of working in an educational setting		✓	
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	✓		
	Resilient, adaptable and able to manage challenges and opportunities.	✓		
	Ability to think and work strategically and develop effective strategic and practical plans	✓		
	Ability to facilitate others to think strategically	✓		
	Ability to 'think on your feet' under pressure	✓		
	The skills of an effective team leader, member and finisher.	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Knowledge of DFE and EFA requirements for statutory school reporting		✓	
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Ability to argue a case articulately and persuasively orally and in writing	✓		
	High level communication skills and an effective listener	✓		
	Excellent negotiating and presentation skills	✓		
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 (after shortlisting)
	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.	✓		

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.

Closing Date: Sunday 14th July 2024, 4pm

Interview Date: TBC