

NEWBY & SCALBY



Working to Learn Together



Administration Officer (Compliance and Communications)

Required for an immediate start in October 2021

Recruitment Information Pack

Newby & Scalby Primary School

The Green, Scarborough, YO12 5JA

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Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of Newby & Scalby Primary School. I am delighted you have shown 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, be it in the classroom or through other areas of our developed curriculum such as dance, art, PE and music.

Over many years together we have built a learning community that puts the whole child and their development, along with harnessing the skills of our staff at our very heart. You will be joining a school with low staff turnover and high staff retention and as Headteacher it is my job to make sure colleagues are supported and challenged to be lifelong learners.

Working at Newby & Scalby is incredibly rewarding. Due to our well-deserved reputation across the area we place huge importance on developing talent – and in many ways our 'research school' ethos has resulted in many staff being developed as a support professional. I still get an incredible buzz from seeing our children reach their full potential through our staff training and development focus.

This is an exciting time to join us. As the founding primary member of the Coast and Vale Learning Trust, our team are working in partnership with our sister school Friarage Primary to share, learn and create a primary hub our area can be proud of. Through our Trust we are able to access the support and resources from our Teaching School, which means as a staff member you have a wide range of colleagues, tools and resources to help you develop not just in the classroom but beyond.

I hope that you will take the time to come and see and experience for yourself the warm and welcoming atmosphere which makes our vision a reality.

Good luck with your application. I look forward to reading it.

Chris Kirkham- Knowles
Headteacher

Our staff

Maddie Blakeley is an Early Career Teacher at Newby and Scalby Primary School in Scarborough. She has worked at the school since June 2017.



What do you enjoy most about your job?

I don't think there is any job that can be as varied as teaching is. You can't beat working with children: getting to know them as people; sharing their hopes and aspirations for the future; celebrating their successes and watching them finally get something they have been struggling with. That is when you truly know you have made a difference. Finding a school where this ethos is shared and where children are the driving force is what I have managed to do and I work alongside an incredible group of dedicated people that share that same goal. Not only have I found a group of work colleagues but also a group of friends that support me and make me laugh often.

What's the best thing about the community that your school serves?

The community plays a large role in our teaching and learning and is a lovely area to work. We are lucky to work so closely with many services. Whether it be borrowing a book from the local library, visiting the local church for a tour of the war memorial or sharing harvest gifts with local residents, we gain a lot from this. Having open days and workshops means people are welcome to see how the school runs and how their children are getting on. It is a great way to get to know the school and teachers.

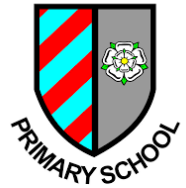
What would you say to a teacher thinking about moving to a school on the Yorkshire Coast?

I don't think you can beat working on the coast. Personally, I was brought up in Scarborough but after going to university in Lincoln and working in city schools and village schools I always knew that the coast would be where I ended up. Having the beach on your doorstep is ideal and I'm sure some of our children would agree, especially our Year 6s who have spent an afternoon surfing in the past with trained lifeguards. Trips to the beach and the local parks all add to the different experiences that children in our school are exposed to. We have a bit of everything that is only a walk or short drive away.

Our schools

NEWBY & SCALBY

Newby and Scalby Primary School



We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teeside, York and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.

Since our "good" Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possible be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

To learn more about us please visit us at:

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Friarage Primary School



We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

To learn more about us please visit us at: [Friarage Community Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



To learn more about us please visit us at: [Scalby School - Home \(coastandvale.academy\)](https://coastandvale.academy)

Application Process

The closing date for all applications is **9am on Monday 27th September 2021**.

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

Completed applications must be returned to James Annetts at james.annetts@northyorks.gov.uk

If you do not receive confirmation of receipt of your application within one working day please call James on 01609 534939.

If you think you're the person for the job, please complete the enclosed application form having looked at the job description and person specification.

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

We actively welcome you to contact James 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

POST: Administration Officer (Compliance and Communications)	
GRADE: E (scp 6-8)	
RESPONSIBLE TO: Headteacher/Trust Compliance Officer	
JOB PURPOSE:	To provide an effective administrative support service
JOB CONTEXT:	To ensure that the schools are compliant with relevant/statutory legislation and appropriate records are maintained. The post holder will also be responsible for the updating of the school websites, the first point of call for any IT issues and providing general administrative cover when required. Excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken. Enhanced DBS clearance required
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Produce relevant documentation: <ul style="list-style-type: none"> ➤ create, review, update and upload policies as directed by The Trust ➤ prepare, assist and advise in the preparation of risk assessments • Be responsible for confidential information: <ul style="list-style-type: none"> ➤ maintain and update the single central record ➤ DBS checks on staff/contractors/visitors and volunteers • Collate information for statistical returns eg the investigation of accidents, incidents and near misses and produce reports for the relevant body • To ensure data protection compliance via <ul style="list-style-type: none"> ➤ the implementation of Data Protection Impact Assessments ➤ Information Asset Register revision and update ➤ action any points as identified by external auditors ➤ the co-ordination of the initial response to Freedom Of Information requests • Be responsible for staff/visitor induction to site. Update and maintain induction records and ensure all mandatory training is completed and fully recorded

	<ul style="list-style-type: none"> • Be responsible for the general updating of school website content and communication via other social media platforms • Act as a first point of contact for any IT issues within school and liaise with The Trust IT Support as necessary • Minute Secretary for the schools' Health & Safety Committee, preparing and distributing the agenda and minutes and co-ordinating attendance • When required ensure the provision of administrative, clerical and secretarial duties e.g. typing, copying, diary management, using appropriate technology
Communications	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Participate in The Trust performance management scheme. • Attend staff meetings and training days and management team meetings by agreement with the Headteachers • Participate in training & other learning activities
Safeguarding	<ul style="list-style-type: none"> • 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
Systems and Information	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • To comply with The Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality

Health and Safety	<ul style="list-style-type: none"> • 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.
Equalities	<ul style="list-style-type: none"> • 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.
Flexibility	<ul style="list-style-type: none"> • The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	

Person Specification

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Experience</p> <ul style="list-style-type: none"> • Experience in education, public or private sector administration • Experience of operating administrative systems, including Microsoft office applications and other software packages 	<ul style="list-style-type: none"> • Supervisory experience • Policy review experience • DPIA implementation experience
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of admin and office systems • Knowledge of health & safety regulations & procedures • Knowledge of data protection procedures • Knowledge of school procedures 	<ul style="list-style-type: none"> • Willingness to learn systems and procedures
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Excellent ICT skills and the ability to use the keyboard with speed and precision • Excellent written and verbal communication skills • Statistical skills • Analytical Skills • Problem solving skills 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 Qualification to evidence good numeracy & Literacy Skills • Willingness to undertake any training 	<ul style="list-style-type: none"> • Level 3 qualification in Business / Administration or equivalent. • Appropriate first aid training
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Highly organised, attention to detail, neatness and accuracy • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Other Requirements</p> <ul style="list-style-type: none"> • Able to work additional hours when required • Willingness to work at more than one site (if needed) • To be committed to The Trust's policy 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 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • To assist in ensuring that The Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery 	